

DCPS TITLE I PARENT ADVISORY COUNCIL BYLAWS

***For the purpose of this document, Parent refers to the custodial adult**

ARTICLE I: Name

The name of the Parent Advisory Council (PAC) shall be: The Title 1 Parent Advisory Council of Duval County.

ARTICLE II: Goals and Objectives

The PAC shall have significant involvement in the Title I Parent Involvement Program as follows:

- ❖ Setting goals for the Title I Parent Involvement program
- ❖ Assisting in the assessment of Parent Involvement at Title I schools and students
- ❖ Representing and expressing the ideas and opinions of the parents from each Title I school
- ❖ Sharing Title I information with parents and the general public
- ❖ Participating in activities at the Parent Involvement Centers
- ❖ Assisting in developing and carrying out parent involvement programs
- ❖ Evaluating parent involvement programs and determining what steps are needed for improvement
- ❖ To develop a plan in consultation with other parents of Title I participating students recommending how the district's Title I 1% parent involvement allocation and each school's parent involvement allocation should be utilized to support the needs of all Title I parents
- ❖ To provide information to parents of Title I participating students regarding Title I issues and concerns
- ❖ To ensure effective involvement of all *parents of Title I participating students and to support the partnership between other school

community stakeholders (school administration and staff, Parent Associations, School Leadership Team, Community Members, and business partners)

- ❖ To recruit parents of Title I participating students for involvement in school activities
- ❖ To enhance the role of parents in supporting the education of their student
- ❖ To advance the educational needs of parents and students

ARTICLE III: Membership

- A. The PAC shall consist of three PAC representatives from every Title I school - Principal/Designee and two parent representatives.
- B. If a PAC representative is unable to attend the PAC meeting, the representative shall contact the District Family Involvement Center Staff, who will then contact the elected alternate(s). Two non-excused absences will result in removal, and shall be replaced by appointment from the principal.

ARTICLE IV: Voting Members

- A. The voting membership shall be composed of Title I PAC members. Each Title I school shall have two votes.
- B. Non-voting members of PAC shall be the Title I Program Supervisor, Title I specialists, DCPS contractual consultants, employees and principals and/or principals' designees.

ARTICLE V: Officers

A. The officers shall consist of:

1. a Chair
2. a Vice-Chair
3. a Secretary

B. The Chair shall preside at all meetings of the PAC and may sign all letters, reports, and other communications of the PAC with District concurrence. In addition, the chair shall perform all duties incident to the office of the Chair and such other duties as may be prescribed by the PAC Specialists.

C. The term of office shall be for one year to run from the beginning of the school year and end at the beginning of the next school year.

D. The Chair shall coordinate with the district Title 1 Parent Involvement Specialist to set the agenda for each PAC meeting

E. The Vice-Chair shall represent the Chair in assigned duties and substitute for the Chair during his/her absence, and he/she shall perform such duties that may from time to time be assigned by the Chair of the PAC.

F. The Secretary shall keep minutes of the PAC meeting and submit them to the Title I office for distribution to PAC membership.

G. Elections will be held at the first PAC meeting of the school year, and no later than September 30th.

H. Any officer may be removed by a two-thirds vote of the Advisory Council members present when in their judgment, the best interests of the council would be served thereby. Notice would be given at one meeting with a vote taken at the following meeting. Cause for removal would be non-attendance, neglect of PAC duties, or violation of articles of the bylaws.

ARTICLE VI: Meetings

- A. There shall be a minimum of three meetings held throughout the school year. Additional meetings may be added during the year for specific purposes. The first date to meet will be the 4th Tuesday of September. All other meeting dates will be designated by the district Title I Family Involvement Center Office.
- B. The committee shall hold its regular meetings and its special meetings in a facility provided by the District Parent Involvement Center.
- C. Notice of meetings shall be communicated to all PAC members at least 3 business days prior to the meeting. Special meetings or change of regular meetings will be announced by the District Family Involvement Staff.
- D. A quorum of 15% of PAC members shall be required to conduct official business.
- E. All meetings are open to the public.

ARTICLE VII: Committees

- A. The PAC may create such committees as necessary to carry out the work of the council.

ARTICLE VIII: Authority

- A. Decision by consensus shall be considered appropriate for the majority of work conducted by the organization, however, any members in good standing may call for the rules contained in Robert's Rules of Order as the authority when it is declared applicable and necessary. Robert's Rules of Order will be following when appointing a parliamentarian at any meeting deemed necessary.

ARTICLE IX: Amendment

- A. These bylaws may be amended at any regular PAC meeting by a majority vote. The amendment shall become effect immediately upon passage.
- B. Bylaws are subject to change as federal, state, or local requirements are amended.

ARTICLE X: Ratification of bylaws Amendment

- A. The bylaws of the PAC will be ratified by a quorum of its members.**