



Los Angeles Unified School District  
PARENT ADVISORY COMMITTEE (PAC)  
BYLAWS

**ARTICLE I: AUTHORITY**

The California Education Code ("Ed. Code") at sections 52062 and 52063, attached herein as "Attachment A," requires the establishment of a district-wide parent advisory committee to review and comment on the Local Control and Accountability Plan ("LCAP") for the governing board and the superintendent of a school district. (Ed. Code section 52060)

The California Code of Regulations ("CCR") at section 15495 states, "'Parent advisory committee,' as used in Education Code sections 52063 and 52069, shall be composed of a majority of parents, as defined in subdivision (e), of pupils and include parents of pupils to whom one or more of the definitions in Education Code section 42238.01 apply." (5 CCR section 15495(f))

~~The parent advisory committee will include parents or legal guardians of pupils to whom one or more of the definitions in Ed. Code section 42238.01 apply.~~ The Los Angeles Unified School District ("LAUSD" or the "District") Parent Advisory Committee will be referred to herein as the "PAC" or the "Committee." These Bylaws shall be used to govern the PAC and may never conflict with District policy and applicable state or federal laws, regulations, and guidelines. Should any provision conflict with District policy or state or federal requirements, such provision will be deemed invalid and unenforceable. The PAC is not authorized to represent the LAUSD without proper District authorization, nor can the Committee make any decisions, enter any contract, or spend public funds.

**ARTICLE II: PURPOSE**

The PAC shall review, advise, and comment each school year on the District's draft LCAP and all related matters involving the Local Control Funding Formula ("LCFF") identified by the Ed. Code. This purpose should include providing input on any related Board Resolution, District policy, or other document which requires parent, family, and stakeholder engagement in its development prior to adoption.

**ARTICLE III: RESPONSIBILITY**

**Section A**

The responsibilities of the PAC shall be as outlined in Ed. Code sections 52062 and 52063.

32 The PAC shall review, advise, and comment each school year on the District’s draft LCAP regarding the  
33 requirements in Article 4.5 of the Ed. Code.

34 Members may collaborate with their school sites, communities of schools, and local districts on a regular  
35 basis to disseminate to their respective school communities, relevant information gathered at meetings of  
36 the PAC.

37 **Section B**

38 To provide meaningful LCAP Comments, the PAC may review all relevant Local Control Funding Formula  
39 (“LCFF”) listings and descriptions of LCFF expenditures for the fiscal year, and any supporting data and other  
40 material which permits timely and effective evaluation of the applicability of goals, progress, and assessment  
41 of actions referred to in Ed. Code sections 52061 and 52062.

42 **Section C**

43 To provide meaningful LCAP Comments, the PAC shall participate in relevant training sessions, held in a  
44 timely manner early in the school year, to assist members in carrying out their responsibilities under the  
45 subject-matter jurisdiction of the PAC. Such training shall include, but not be limited to, PAC operations, the  
46 role of members and officers, parliamentary procedure, the eight (8) relevant State LCAP Priority Areas, and  
47 the nine (9) District LCAP Goals.

48 **Section D**

49 The PAC shall review any proposed revisions and updates to the District’s LCAP, submit written Comments to  
50 the Superintendent, and present these Comments to the Board of Education.

51 **Section E**

52 The PAC shall review the Superintendent’s written responses to PAC Comments, shall generate feedback to  
53 the Superintendent on these responses, and shall strongly encourage the Superintendent to provide further  
54 information based on this feedback.

55 **Section F**

56 PAC officers will participate in calendar working sessions with the office of Parent and Community Services  
57 (“PCS”) as well as officers of the Community Advisory Committee (“CAC”) and the District English Learner  
58 Advisory Committee (“DELAC”) to discuss and schedule meetings, member orientations, training sessions,  
59 topics and content for the following school year, as early as practicable prior to the end of each school year.

60 Topics may include but not be limited to:

61 • Understanding and Analyzing School and District Data

- 62 • Federal, State and District Funding Models (e.g., the LCAP, Budget Overview for Parents, SENI, TSP, CSI,
- 63 ESSER III, and ELO)
- 64 • Group Dynamics
- 65 • SMART Comments Framework
- 66 • District, state and federal parent and family engagement policies
- 67 • *Robert's Rules of Order*, parliamentary procedure, and the PAC Bylaws

68

## 69 ARTICLE IV: MEMBERSHIP

### 70 Section A

71 A member orientation and training session, which is required and will be counted toward attendance for all  
72 new members, shall be offered on or before the first regular PAC meeting, and include the following topics:

- 73 • Ed. Code regarding the LCFF, LCAP, and the PAC (section 52000)
- 74 • Member Role and Responsibilities
- 75 • Parliamentary Procedure and *Robert's Rules of Order*
- 76 • Roles of Officers
- 77 • The Greene Act (Ed. Code section 35147)
- 78 • Code of Conduct, Guidelines for Safe and Welcoming Environment, and Rules of Decorum

### 79 Section B

80 Composition and Requirements: "Parent" will have the same definition as used in Ed. Code section 56028 or  
81 unless defined otherwise below.

82

83 "Caregiver" is defined as an adult who has provided care to a foster youth at any time in the past five (5)  
84 years. This definition shall include licensed foster parents, kinship relative caregivers, and advocates  
85 working with foster youth. A member or alternate in this Foster Youth category must care for a child  
86 attending a school, or be affiliated with a foster youth advocacy organization having an office, within the  
87 District's attendance boundary, and not necessarily within a specific Local District .

88

89 To be seated as a member or alternate in the above categories, appropriate documentation must be  
90 submitted to, and accepted by, the office of Parent and Community Services ("PCS") or Student Health and  
91 Human Services ("SHHS"), as applicable.

92

93 The PAC will be composed of 55 members and 24 parent alternates, as follows: Each Board Member will  
 94 appoint one (1) member for a total of seven (7) Board Appointed representatives; the Student Support  
 95 Programs department of SHHS will appoint twelve (12) Foster Youth parents/guardians/caregivers and/or  
 96 agency representatives plus six (6) alternates; two (2) parents/guardians of English learners plus one (1)  
 97 alternate will be elected per Local District for a total of 12 English learner representatives; two (2)  
 98 parents/guardians of students who are eligible for the free or reduced-price meal program plus one (1)  
 99 alternate will be elected per Local District for a total of 12 Low Income representatives; and two (2)  
 100 parents/guardians for parents At Large plus one (1) alternate will be elected per Local District for a total of  
 101 12 parent At Large representatives.

102 A PAC member's term will begin following verification by PCS of the member's eligibility, notwithstanding  
 103 members appointed by Board Members or by SHHS.

104

	Number of parents/guardians for At Large	Number of parents/guardians of students eligible for free or reduced-price meal program	Number of parents/guardians of English Learner students	Number of legal guardians of Foster Youth *Appointed as and wherever needed, not per Local District	TOTAL
Local District Central	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate) *	<del>110</del> 8 111
Local District East	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate) *	<del>112</del> 8 113
Local District West	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate) *	<del>113</del> 8 114
Local District South	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate) *	<del>115</del> 8 116
Local District Northeast	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate) *	<del>117</del> 8 117
Local District Northwest	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate)	2 (+ 1 alternate) *	<del>118</del> 8 119
Board Appointed	1 per Board District				<del>120</del> 120
	Total number of members				<del>521</del> 521

122

123

L24 **Section C**

L25 Terms of Membership:

L26 Members of the PAC include only representatives and alternates. Representatives are members who have  
L27 been elected by parents in the Local Districts, appointed by SHHS (in the case of Foster Youth members), or  
L28 appointed by Board Members to discuss, deliberate, and vote on issues pertinent to the PAC. Alternates are  
L29 also considered members but cannot vote unless seated by the PAC Secretary on a per-meeting basis.

L30 Elections for PAC members and alternates in the Local Districts will take place during the months of  
L31 September or October, in consultation between officers, PCS, and Local District Parent and Community  
L32 Engagement ("PACE") units. PCS will provide ongoing support to Board staff and SHHS to ensure that  
L33 information on all appointed members and alternates is provided to PCS prior to the first official PAC  
L34 meeting each year. In addition, PCS, in consultation with the PACE units, will make a sustained effort  
L35 throughout the school year to fill all vacant representative and alternate seats in each category.

L36 Elected members will serve a term of two (2) years, with half of the these members' terms expiring on  
L37 alternating years. Alternates, both elected and appointed, also will serve a term of one (1) year. The term  
L38 of an elected member begins on the date of the first official PAC meeting after elections of new members in  
L39 all Local District LCAP Study Groups have been held, and ends at the elections of new members in Fall of the  
L40 following school year.

L41 No member can be elected as a representative or alternate for two Local Districts, or simultaneously elected  
L42 from a Local District and appointed by either a Board member or SHHS. Should this occur, the second  
L43 election or appointment shall be designated null and void.

L44 **Section D**

L45 Rights and Guidelines:

L46 Voting: Each representative and seated alternate is entitled to vote. Absentee ballots, secret ballots, and  
L47 voting by proxy are not permitted. Individuals must be present to vote and to be elected as a member,  
L48 alternate or officer.

L49 Members' actions must adhere to these documents: PAC Bylaws; the Board of Education *Resolution to*  
L50 *Enforce the Respectful Treatment of All Persons* (see Attachment B); the *Operating Norms and Code of*  
L51 *Conduct* (see Attachment C); and the *Guidelines to Provide All Participants a Safe and Welcoming Learning*  
L52 *Environment* (see Attachment D). Failure to adhere to these guidelines may result in termination or  
L53 suspension from the PAC.

Individual PAC members may not claim to advocate on behalf of the PAC without authorization. No individual member may commit the PAC to any action or recommendation without approval from the PAC.

#### **Section E**

##### Reimbursement:

PAC representatives and alternates will be reimbursed according to District policy guidelines and/or PCS guidelines for reimbursement.

#### **Section F**

##### Alternates:

1. Representatives and alternates must be physically present in the meeting room to be counted during roll call.
2. Alternates will be seated 30 minutes after the scheduled meeting start time.
3. After 60 minutes, no alternate or representative may be seated.
4. An alternate who is seated will serve as an official voting member for the duration of that meeting, regardless of whether the alternate's representative eventually arrives.
5. Alternates are not eligible to serve as officers.

#### **Section G**

##### Attendance:

1. Members must be present for a minimum of two (2) hours to be counted as present.
2. Any member arriving 60 or more minutes after the scheduled start time of the meeting will not be seated and will be recorded as absent for that meeting.
3. Representatives are allowed a total of (3) three absences from regularly scheduled meetings per membership year. A warning letter will be issued to a representative after their third absence. A termination letter will be issued to a representative after their fourth absence.
4. Only an elected PAC alternate is eligible to fill a vacancy in a representative position.
5. Any meeting which may be called during the summer recess shall not be counted for the purpose of attendance requirements.

#### **Section H**

##### Vacancy and Process for Local District-elected Representatives and Alternates:

A representative vacancy occurring during the year will be filled by an eligible PAC alternate in the same category and Local District for the remaining portion of the term. The alternate will be seated as a representative permanently at the next regularly scheduled meeting. If no alternates are available within

that same category in the same Local District, PCS will conduct elections in the Local District to fill vacant seats. Said elections shall be held as soon as practicable, through consultation between PCS administration, PAC officers, and the respective Local District PACE Administrator.

**Section I**

Vacancy for Board-appointed and Student Health and Human Services-appointed Members:

A member vacancy for a Board-appointed or SHHS-appointed seat will be filled first by the respective alternate or, if none exists, the Board Member or SHHS will appoint a new member for the remaining portion of the term.

**Section J**

Vacancy for Officers:

An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting, except for the Chairperson and Secretary positions. The Chairperson position may be filled through succession only by the Vice Chairperson, and the Secretary position may be filled through succession only by the Assistant Secretary. Public notice must be provided and the item listed on the agenda. An officer position may not be assigned and is not transferable.

**Section K**

Vacancy for Alternates:

An election will be held for a vacancy in the alternate category by a Local District when there is no remaining alternate in any category from a Local District. Such election shall be held as soon as practicable, through consultation between PCS administration, PAC officers, and the respective Local District PACE Administrator. Alternates will be elected for a term of one (1) year.

**Section L**

Resignation

A PAC member or officer may resign their position at any time but must do so by either submitting a signed letter of resignation or transmitting an e-mail message to PCS.

**ARTICLE V: TERMINATION**

**Section A**

Any representative appointed by a Board Member to represent a Board District will be terminated automatically from the PAC when his or her child no longer attends a school within that Board District. Any Board-appointed representative terminated pursuant to Article IV, "Membership," Section G, should not be

reappointed to represent any Board District for the remainder of the school year as well as for the following school year, after consultation between PCS and the respective Board office.

#### **Section B**

Any elected Local District representative will be terminated automatically from the PAC when:

1. His or her child no longer attends a school within the Local District which the parent was elected to represent.
2. His or her child is no longer in the category which the parent was elected to represent, except as provided in subsection E of this section.

#### **Section C**

Representatives who are absent from a total of four (4) regular meetings, including orientation, officer elections, and scheduled, PAC-specific member training events, will be immediately notified of membership termination in writing. The representative will not be eligible for re-election to the PAC for a period of one (1) school year, not including the year in which their membership was terminated.

#### **Section D**

In the case of the graduation of the child or the loss of association with the category, Foster Youth agency, Local District or Board District, the member will lose membership and the alternate to the member will become the seated member; or, in the absence of an available alternate, a new election or appointment will be held to fill the vacancy.

#### **Section E**

In instances when a Foster Youth agency representative is no longer associated with the specific foster agency serving LAUSD students, which association qualified the representative to be appointed by SHHS, the membership of the representative on the PAC will be terminated.

#### **Section F**

A representative's PAC membership may be terminated by the PAC when he or she does not adhere to any one or more of the following:

1. These Bylaws, the Board of Education *Resolution to Enforce The Respectful Treatment of All Persons*, the LAUSD *Operating Norms and Code of Conduct*, and *Guidelines to Provide All Participants a Safe and Welcoming Learning Environment* (see Attachments B, C, and D); and
2. The commitment to prohibit speaking or acting on behalf of the PAC without authorization of the PAC or the District.



## ARTICLE VI: PAC OFFICERS

### **Section A**

PAC officers will be elected during the Fall each year, and will serve a term of one (1) school year from the day elected until new officers are elected in Fall of the following school year.

### **Section B**

A representative is eligible to be elected as an officer. An alternate may not serve as an officer.

### **Section C**

All officers will be duly and democratically elected by a majority vote of the PAC membership. Nominees and voting members must be physically present at the election meeting. All attendance requirements in Article IV, Section G, will also apply to all officers.

### **Section D**

A run-off election will be held between all candidates who received the two (2) largest number of votes when no one nominee receives a majority vote.

### **Section E**

Newly elected officers will assume their positions upon the conclusion of all officer elections.

### **Section F**

All officers shall be required to attend and complete an officer-training course presented by PCS prior to the first regular PAC meeting following the election of officers in the membership year. This session will count toward an officer's attendance.

### **Section G**

#### PAC Officers:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Assistant Secretary
5. Public Relations
6. Parliamentarian

178 **Section H**

179 Officers' Responsibilities:

180 PAC officers will become familiar with the content of these Bylaws, the Greene Act, the process of reviewing  
181 and providing comments on the LCAP, and relevant State and District regulations and guidelines, pertaining  
182 to the programs and services for the LCAP subgroups to assist with the following:

- 183 1. Plan the agenda with PCS Staff prior to all scheduled meetings and training sessions to recommend  
184 resources that will benefit the PAC membership. Agenda planning shall be done in a public meeting.
- 185 2. Discuss and agree on the format and logistical considerations of LCAP Comment-development  
186 meetings or other sessions
- 187 3. Recommend formation of standing and ad hoc committees, as appropriate
- 188 4. Ensure that LCAP comments are presented annually to the Board of Education

189 No officer shall participate in a closed-session, substantive meeting with any District employee or Board  
190 Member on the subject-matter jurisdiction of the PAC nor submit comments on the LCAP other than the  
191 comments generated in the review-and-comment sessions and ratified by the membership.

192 **Section I**

193 Officers' Duties:

- 194 1. The Chairperson shall:
  - 195 a. Be fair and impartial at all times
  - 196 b. Preside over PAC meetings
  - 197 c. Sign letters, reports, and other communications of the Committee
  - 198 d. Perform additional duties appropriate to the office of Chairperson
  - 199 e. Serve as the representative of the PAC on Board of Education committees as applicable
  - 300 f. Provide written or oral Chairperson's Reports to the PAC
  - 301 g. Announce to all members the date, time and place for the next agenda-planning meeting and all  
302 other PAC meetings
  - 303 h. Provide a draft of the LCAP Comments presentation to the Committee for discussion and  
304 feedback, prior to giving this presentation to the Board of Education
  - 305 i. Have the ability to create ad hoc subcommittees in coordination with PCS
- 306 2. The Vice-Chairperson shall:
  - 307 a. Be fair and impartial at all times

- b. Represent the Chairperson in his or her absence and perform additional assigned duties as prescribed by the Chairperson
- e. Be given the opportunity to serve as Chairperson through succession

3. The Secretary shall:

- a. Be fair and impartial at all times
- b. Keep minutes of all PAC meetings
- c. Provide original meeting minutes to PCS
- d. Conduct roll call and determine whether a quorum has been established
- e. Maintain a current attendance roster

4. The Assistant Secretary shall:

- a. Be fair and impartial at all times
- b. Assist the Secretary in keeping minutes of all PAC meetings
- c. Assist the Secretary in providing original meeting minutes to PCS
- d. Assist the Secretary in conducting roll call and determining whether a quorum has been established
- e. Assist the Secretary in maintaining a current attendance roster
- f. Assist with written motion forms
- g. Be given the opportunity to serve as the Secretary through succession

5. The Public Relations shall:

- a. Be fair and impartial at all times
- b. Promote the actions and purpose of the PAC to the public as authorized by the PAC and PCS

6. The Parliamentarian shall:

- a. Be fair and impartial at all times
- b. Announce the list of public speakers
- c. Assist the Chairperson in ensuring compliance with these Bylaws and that parliamentary procedures are followed to assist the Committee in completing its meeting agendas
- d. Be knowledgeable about these Bylaws, parliamentary procedure, and the Greene Act
- e. Be allowed to vote, but not to make motions or participate in debate

## ARTICLE VII: MEETINGS

### **Section A**

#### Schedule:

PCS shall hold PAC regular meetings on the LCAP. PAC officers, in consultation with PCS staff, may call additional trainings, elections, meetings, or subcommittee meetings as needed.

### **Section B**

#### Quorum:

1. A quorum shall be established with the presence of 50 percent plus one (1) (more than half) of all representatives currently serving on the PAC, including any alternates seated in the absence of elected representatives.
2. A quorum shall be established no later than 60 minutes after the scheduled meeting start time.

### **Section C**

#### Location of Meetings:

Subject to PCS approval, the PAC shall hold its regular meetings at the PCS office, located at 1360 W. Temple St., Los Angeles, or at a school or community facility with accessibility to the public, including persons with disabilities.

### **Section D**

#### Meetings Open to the Public:

1. All meetings of the PAC shall be open to the public and operate under the Greene Act.
2. Notice of such meetings shall be provided in accordance with the Greene Act.
3. Members of the public may sign up for general public comment on a first-come, first-served basis, on the day of the meeting and up to 30 minutes prior to the scheduled start time of the meeting, at which time, no further sign-ups will be permitted. A maximum of five (5) public speakers will be heard. Two (2) minutes will be allotted per person.
4. Members of the public will have an opportunity to address the PAC. A maximum of three (3) public speakers will be heard for a maximum of one (1) minute each prior to any discussion on an agenda item, as specified on the agenda. Persons wishing to speak may sign up to do so on the day of the meeting, and up to 30 minutes after the scheduled start time, on a first-come, first-served basis.
5. Alternates are members of the Committee and therefore may not speak during any public-comment period on the agenda.

6. A motion shall not be required to extend the time of a meeting in order to complete the agenda, nor to adjourn a meeting prior to its agendized ending time. A meeting shall be extended as necessary and pending availability of PCS staff to support it, with no action required of the Chairperson or presiding officer, and a meeting may be adjourned without a motion prior to its stated ending time, provided that all agenda items have been completed.

#### **Section E**

##### Meeting Agenda Notice:

Meeting agendas in Spanish and English, with date, time and location of the meeting must be publicly posted outside of the PCS building, located at 1360 W. Temple St., Los Angeles, in a plainly visible location, at least 72 hours before the scheduled meeting start time.

#### **Section F**

##### Meeting Presentation:

PCS in consultation with officers may place review-and-comment sessions on the agenda for generating comments to the Superintendent on LCAP revisions or updates that are to be presented to the LAUSD Board of Education. Non-seated alternates may participate and be included in the discussion of the topic presented. A quorum of representatives at the comment session must vote to approve those comments which are to be forwarded to the Superintendent.

PAC representatives must request the floor from the Chairperson or presiding officer before speaking. Representatives shall avoid repetition and shall limit their comments to matters within the subject-matter jurisdiction of the PAC as defined within the LCFF statute and under the limitations set forth in the Greene Act. The Chairperson or presiding officer has the ability to recognize or not recognize a member who wishes to be given the floor, has the ability to determine that a member's comment is either "well taken" or "not well taken," and has the ability to accept or reject any privileged motion brought forth by a member. When one representative is speaking, other members shall not interrupt or otherwise disturb the speaker; however, time limits may be set by the Chairperson, as necessary, to ensure the maximum participation of all representatives.

Representatives may respectfully question a presenter addressing the PAC at the conclusion of the presenter's comments or as determined jointly by the presenter and the Chairperson or presiding officer. Members will treat each other, presenters and community members with respect and avoid making personal impertinent, slanderous or profane remarks to any member, staff or the general public and otherwise will adhere to the LAUSD Board of Education *Resolution to Enforce the Respectful Treatment of All*

Persons and Operating Norms and Code of Conduct, and the Guidelines to Provide All Participants a Safe and Welcoming Environment. When a meeting has been disrupted to the point that debate or other business cannot continue, the Chairperson or presiding officer may announce a recess for a specified period not to exceed 15 minutes, without the need for a motion. If the need arises, PCS staff will be called on to assist the Chairperson or presiding officer in restoring order.

#### **Section G**

##### Recording:

Meetings shall be video recorded, and meeting videos shall be posted to the PCS website in a timely manner.

#### **Section H**

##### Teleconference:

The following procedures shall be implemented when meetings are held solely via teleconference or in a “hybrid” format (one which allows interaction between in-person attendees, attendees participating via teleconference, and presenters). For this section, “teleconference” means a meeting of this Committee, the members of which are in different locations, connected by electronic means, through either audio or video, or both. The teleconference login shall be identified on the agenda and the meeting shall be accessible to the public.

The following actions shall be taken for meetings held via teleconference:

1. The teleconference meeting shall comply with all other requirements.
2. Attendance shall be taken by the Secretary via viewing teleconference participants on screen and by announcing names during roll call.
3. All votes shall be taken by roll call.
4. The agenda shall be posted on the PCS website and outside bulletin board.
5. The public shall be provided an opportunity to address the PAC.
6. At least a quorum of PAC members shall participate from within the District’s attendance boundary.
7. The Chairperson or presiding officer will first acknowledge questions from members participating via teleconference, then from members attending in person.

## ARTICLE VIII: STANDING SUBCOMMITTEES

The following shall be standing subcommittees of the PAC.

The function of these subcommittees may rely heavily on staff availability and current resources. Both PCS staff and the PAC Executive Board will collaborate to determine the feasibility of subcommittee functions. Members are strongly encouraged to attend and participate in these subcommittees.

1. African-American Student: The PAC African-American Student Standing Subcommittee works to close the achievement gap, develop resources that allow parents to become more actively involved in their children's schools, and supports student academic achievement by providing recommendations to the PAC.
2. Bylaws: The purpose of the Bylaws Standing Subcommittee is to receive, review and recommend proposed amendments to the PAC Bylaws. This Subcommittee also provides occasional updates to the membership pertaining to proposed Bylaws changes anticipated for the Committee to approve.
3. English Learner: The English Learner Standing Subcommittee works to close the achievement gap by advocating for increased reclassification rates. This Subcommittee reviews data on student academic achievement and provides recommendations to the PAC.
4. Foster Youth: The purpose of the Foster Youth Standing Subcommittee is to increase proficiency and attendance of foster youth students by promoting meaningful engagement of parents and caregivers in navigating the educational system through being informed of their educational rights, and advocating for support services that will enhance the skills and knowledge of the caregivers to better serve this student population. This Subcommittee provides recommendations to the PAC.
5. Legislation: The purpose of the Legislation Standing Subcommittee shall be to leverage knowledge of the LCFF and the LCAP in researching and proposing legislative priorities specific to the PAC and advocating directly to legislators around those priorities, with the goal of increasing student achievement and parent engagement. This Subcommittee provides recommendations to the PAC.
6. Special Education: The purpose of the Special Education Standing Subcommittee is to address the low graduation rate of students with disabilities, close their proficiency and achievement gaps, develop resources to assist parents in navigating the educational system, and support students with disabilities by providing recommendations to the PAC for the possible creation of LCAP comments. This Subcommittee provides recommendations to the PAC.
7. Two-Way Communication: The purpose of the PAC Two-Way Communication Standing Subcommittee shall be to continue and strengthen existing advocacy efforts of the Parent Advisory

Committee toward establishing true, two-way communication between the PAC and parents at LAUSD school sites, by recommending changes in District practice which encourage principals to value and incorporate the voice of parents into local decision-making. This work will directly support District LCAP Goal 4: *Parent, Community & Student Engagement*. This Subcommittee provides recommendations to the PAC.

#### **ARTICLE IX: PARLIAMENTARY PROCEDURE**

The listing of selected parliamentary procedure, as adapted from *Robert's Rules of Order, Newly Revised* and detailed in Attachment E below, shall guide the PAC in running the agenda for its meetings. Robert's Rules of Order are only a tool for conducting PAC business and are to be used to assist the Committee in fulfilling its agenda business in a timely and efficient manner. Robert's Rules of Order may not be used in any way that might disrupt, delay, confuse, or otherwise interfere with accomplishing PAC business in a timely and efficient manner. To the extent that these Bylaws are silent on any point of parliamentary procedure, then the controlling authority shall be only the most recent edition of *Robert's Rules of Order, Newly Revised*.

#### **ARTICLE X: AMENDMENTS**

These Bylaws may only be amended and revised by the PAC at either a regular or special-call meeting. All proposed amendments or revisions must be submitted in writing and provided to the membership at least five (5) calendar days prior to the proposed action, and then approved by a two-thirds majority of voting members present, excluding blank ballots and abstentions, provided that a quorum has first been established.



**ARTICLE XI: BYLAWS**

Severability:

If any provision or provisions of these Bylaws shall be held to be invalid, illegal, unenforceable or in conflict with District policies, state and federal guidelines, or state and federal law, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Approval:

These Bylaws are effective upon their approval by the PAC and the Director of PCS.

_____	_____
PAC Chairperson	Date
_____	_____
PAC Vice-Chairperson	Date
_____	_____
PAC Secretary	Date
_____	_____
PAC Assistant Secretary	Date
_____	_____
PAC Public Relations	Date
_____	_____
PAC Parliamentarian	Date
_____	_____
PCS Director	Date

ATTACHMENT A

California Education Code language cited in Article I, "Authority"

Education Code sections cited in Article I, "Authority"

**Education Code section 52060(a)** On or before July 1, 2014, the governing board of each school district shall adopt a local control and accountability plan using a template adopted by the state board.

**Education Code section 52062(a)** Before the governing board of a school district considers the adoption of a local control and accountability plan or an annual update to the local control and accountability plan, all of the following shall occur:

(1) The superintendent of the school district shall present the local control and accountability plan or annual update to the local control and accountability plan to the parent advisory committee established pursuant to Section 52063 for review and comment. The superintendent of the school district shall respond, in writing, to comments received from the parent advisory committee.

**Education Code section 52063(a)(1)** The governing board of a school district shall establish a parent advisory committee to provide advice to the governing board of the school district and the superintendent of the school district regarding the requirements of this article.

(2) A parent advisory committee shall include parents or legal guardians of pupils to whom one or more of the definitions in Section 42238.01 apply.

(3) This subdivision shall not require the governing board of the school district to establish a new parent advisory committee if the governing board of the school district already has established a parent advisory committee that meets the requirements of this subdivision, including any committee established to meet the requirements of the federal No Child Left Behind Act of 2001 (Public Law 107-110) pursuant to Section 1112 of Subpart 1 of Part A of Title I of that act. [Please note: The *No Child Left Behind Act* has been replaced by the *Every Student Succeeds Act*.]

**Education Code section 42238.01**

"Eligible for free or reduced-price meals" means determined to meet federal income eligibility criteria, either through completing an application for the federal National School Lunch Program or eligible for free or reduced-price meals under the federal National School Lunch Program, as described in Part 245 of Title 7 of the Code of Federal Regulations.

(b) "Foster youth" means any of the following:

- §35 (1) A child who is the subject of a petition filed pursuant to Section 300 of the Welfare and Institutions  
§36 Code, whether or not the child has been removed from his or her home by the juvenile court pursuant to  
§37 Section 319 or 361 of the Welfare and Institutions Code.
- §38 (2) A child who is the subject of a petition filed pursuant to Section 602 of the Welfare and Institutions  
§39 Code, has been removed from his or her home by the juvenile court pursuant to Section 727 of the Welfare  
§40 and Institutions Code, and is in foster care as defined by subdivision (d) of Section 727.4 of the Welfare and  
§41 Institutions Code.
- §42 (3) A non-minor under the transition jurisdiction of the juvenile court, as described in Section 450 of the  
§43 Welfare and Institutions Code, who satisfies all of the following criteria:
- §44 (A) He or she has attained 18 years of age while under an order of foster care placement by the juvenile  
§45 court, and is not more than 19 years of age on or after January 1, 2012, not more than 20 years of age on or  
§46 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in  
§47 Section 10103.5 of the Welfare and Institutions Code.
- §48 (B) He or she is in foster care under the placement and care responsibility of the county welfare  
§49 department, county probation department, Indian tribe, consortium of tribes, or tribal organization that  
§50 entered into an agreement pursuant to Section 10553.1 of the Welfare and Institutions Code.
- §51 (C) He or she is participating in a transitional independent living case plan pursuant to Section 475(8) of the  
§52 federal Social Security Act (42 U.S.C. Sec. 675), as contained in the federal Fostering Connections to Success  
§53 and Increasing Adoptions Act of 2008 (Public Law 110-351), as described in Section 11403 of the Welfare and  
§54 Institutions Code.
- §55 (c) "Pupils of limited English proficiency" means pupils who do not have the clearly developed  
§56 English language skills of comprehension, speaking, reading, and writing necessary to receive  
§57 instruction only in English at a level substantially equivalent to pupils of the same age or grade whose  
§58 primary language is English. "English learner" shall have the same meaning as provided for in  
§59 subdivision (a) of Section 306 and as "pupils of limited English proficiency."

§60 **Education Code section 56028** (a) "Parent" means any of the following:

- §61 (1) A biological or adoptive parent of a child.
- §62 (2) A foster parent if the authority of the biological or adoptive parents to make educational decisions on the  
§63 child's behalf specifically has been limited by court order in accordance with Section 300.30(b)(1) or (2) of  
§64 Title 34 of the Code of Federal Regulations.

§65 (3) A guardian generally authorized to act as the child’s parent, or authorized to make educational decisions  
§66 for the child, including a responsible adult appointed for the child in accordance with Sections 361 and 726  
§67 of the Welfare and Institutions Code.

§68 (4) An individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent,  
§69 or other relative, with whom the child lives, or an individual who is legally responsible for the child’s welfare.

§70 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government  
§71 Code, and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section  
§72 1439(a)(5) of Title 20 of the United States Code.

§73 (b) (1) Except as provided in paragraph (2), the biological or adoptive parent, when attempting to act as the  
§74 parent under this part and when more than one party is qualified under subdivision (a) to act as a parent,  
§75 shall be presumed to be the parent for purposes of this section unless the biological or adoptive parent does  
§76 not have legal authority to make educational decisions for the child.

§77 (2) If a judicial decree or order identifies a specific person or persons under paragraphs (1) to (4), inclusive,  
§78 of subdivision (a) to act as the “parent” of a child or to make educational decisions on behalf of a child, then  
§79 that person or persons shall be determined to be the “parent” for purposes of this part, Article 1  
§80 (commencing with Section 48200) of Chapter 2 of Part 27 of Division 4 of Title 2, and Chapter 26.5  
§81 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code, and Sections 361 and 726  
§82 of the Welfare and Institutions Code.

§83 (c) “Parent” does not include the state or any political subdivision of government.

§84 (d) “Parent” does not include a nonpublic, nonsectarian school or agency under contract with a local  
§85 educational agency for the provision of special education or designated instruction and services for a child.  
§86 (Amended by Stats. 2008, Ch. 223, Sec. 12. Effective January 1, 2009.)  
§87

§88 **Code of Regulations section 15495**

§89 In addition to those found in Education Code sections 2574, 42238.01, and 42238.02, the following  
§90 definitions are provided:

§91 (a) “Consult with pupils,” as used in Education Code sections 52060, 52066, and 47606.5, means a  
§92 process to enable pupils, including unduplicated pupils and other numerically significant pupil  
§93 subgroups, to review and comment on the LCAP. This process may include surveys of pupils, forums  
§94 with pupils, pupil advisory committees, or meetings with pupil government bodies or other groups  
§95 representing pupils.

§96 (b) “English learner parent advisory committee,” as used in Education Code section 52063 and 52069 for  
§97 those school districts or schools and programs operated by county superintendents of schools whose  
§98 enrollment includes at least 15 percent English learners and at least 50 pupils who are English  
§99 learners, shall be composed of a majority of parents, as defined in subdivision (e), of pupils to whom  
§100 the definition in Education Code section 42238.01(c) applies. A governing board of a school district  
§101 or a county superintendent of schools shall not be required to establish a new English learner parent  
§102 advisory committee if a previously established committee meets these requirements.

§103 (c) “Local control and accountability plan (LCAP)” means the plan created by an LEA pursuant to  
§104 Education Code section, 47606.5, 52060, or 52066.

§105 (d) “Local educational agency (LEA)” means a school district, county office of education, or charter  
§106 school.

§107 (e) “Parents” means the natural or adoptive parents, legal guardians, or other persons holding the right  
§108 to make educational decisions for the pupil pursuant to Welfare and Institutions Code section 361 or  
§109 727 or Education Code sections 56028 or 56055, including foster parents who hold rights to make  
§110 educational decisions.

§111 (f) “Parent advisory committee,” as used in Education Code sections 52063 and 52069, shall be  
§112 composed of a majority of parents, as defined in subdivision (e), of pupils and include parents of  
§113 pupils to whom one or more of the definitions in Education Code section 42238.01 apply. A  
§114 governing board of a school district or a county superintendent of school shall not be required to  
§115 establish a new parent advisory committee if a previously established committee meets these  
§116 requirements, including any committee established to meet the requirements of the federal No Child  
§117 Left Behind Act of 2001 (Public Law 107-110) pursuant to Section 1112 of Subpart 1 and Part A of  
§118 Title I of that Act. [Please note: The *No Child Left Behind Act* has been replaced by the *Every Student*  
§119 *Succeeds Act*.]

§120 (g) “Prior year” means one fiscal year immediately preceding the fiscal year for which an LCAP is  
§121 approved.

§122 (h) “Services” as used in Education Code section 42238.07 may include, but are not limited to, services  
§123 associated with the delivery of instruction, administration, facilities, pupil support services,  
§124 technology, and other general infrastructure necessary to operation and deliver educational  
§125 instruction and related services.

526 (i) “State priority areas” means the priorities identified in Education Code sections 52060 and 52066.

527 For charter schools, “state priority areas” means the priorities identified in Education Code section  
528 52060 that apply for the grade levels served or the nature of the program operated by the charter  
529 school.

530 (j) “Subgroup” means the numerically significant pupil subgroups identified pursuant to Education Code  
531 section 52052.

532 (k) “to improve services” means to grow services in quality.

533 (l) “to increase services” means to grow services in quantity.

534 (m) “unduplicated pupil” means any of those pupils to whom one or more of the definitions included in  
535 Education Code section 42238.01 apply, including pupils eligible for free or reduced price meals,  
536 foster youth, and English learner.

**ATTACHMENT B**

**Board of Education Resolution to Enforce the Respectful Treatment of All Persons**

Motion Presented by Board President, Jackie Goldberg

**MOTION:**

Whereas, Good human relations are essential to the goal of achieving a democratic society;

Whereas, The number of hostile acts against various groups of people have dramatically increased in recent years;

Whereas, Students learn from what they hear from peers and adults on the playground and in school; and

Whereas, Reducing tensions among students and school personnel is highly desirable, therefore, be it

Resolved, That the Los Angeles Unified School District reaffirm its policy that students and adults in both schools and offices should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief; and be it further

Resolved, That the District further ask that a school-wide code of discipline regarding name-calling be developed at each school, and enforced by teachers, administrators, and other staff members; and be it further

Resolved, That District administrators bring this policy to the attention of all employees and students, and to constructively administer its enforcement. (October 1988)

## ATTACHMENT C

### LAUSD Operating Norms and Code of Conduct

I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among all members, guarantee the right of every person to express differing views and perspectives, and support the purpose and mission of the PAC. All members of the PAC are subject to these requirements. As such I will:

- a. Keep students as a priority in making decisions.
- b. Listen attentively, speak respectfully and not interrupt each other.
- c. Believe that we can agree to disagree and that there is more than one solution to a problem.
- d. Abide by all District policies and procedures pertinent to the committee's purpose and to my role and responsibility as a member of the committee.
- e. Come to every meeting on time, ready to perform the duties of the committee.
- f. Refrain from slander.
- g. Not use my role for personal benefit or financial gain.
- h. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
- i. Abide by California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert's Rules of Order.
- j. Remove District property from any District facility only when authorized to do so.
- k. Confine my remarks to the issues discussed.

I will not disturb the assembly by doing any of the following:

1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status or religion.
2. Engaging in name-calling, the use of profanity, or cursing.
3. Threatening or engaging in verbal or physical attacks on any individual or group.
4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.

I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the Parent Advisory Committee; and I understand that if I do not adhere to these Operating Norms and Code of Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on the committee.

School Name: \_\_\_\_\_

Member's Name, Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ATTACHMENT D

### Guidelines to Provide All Participants a Safe and Welcoming Learning Environment

The Office of Parent and Community Services (PCS) seeks to provide all personnel and participants of the central district committees, workshops, and meetings with a safe and welcoming learning environment. To fulfill this responsibility, PCS applies the following: PCS Code of Conduct, Rules of Decorum followed by the Governing Board of the Los Angeles Unified, and meeting norms.

PCS administrators will use the following guidelines to monitor for situations where public speakers, workshop, and meeting participants commit verbal and physical actions that compromise the safety and welcoming environment of participants and staff at PCS. These include direct or indirect statements and actions targeting a person and/or group. The guidelines support the actions outlined in Bulletin 5798.0: Workplace Violence, Bullying and Threats. Actions initiated by a person or persons that cause harm to others may include verbal confrontations in various formats such as in-person, email, online meeting use of applications, text messages, and social media posts. When a PCS participant communicates that another participant committed actions that verbally and/or physically interfered with their safety, the person affected is asked to immediately notify a PCS administrator by providing a summary of the incident in writing, through email, and/or scheduling a meeting.

In order to restore a safe and welcoming environment, restorative practices, mediation, and mutual agreements will be established that seek to find a resolution when a participant feels that safety has been compromised. These steps will be applied prior to considering the suspension of a participant from committee meetings and activities. PCS administrators will activate the following progressive actions:

1. Conversations with affected parties: A conversation will be held with the person compromising the safety and welcoming environment of others as a first step in the mediation process. The conversation will review meeting norms, PCS Guidelines for a Safe and Welcoming Learning Environment, Rules of Decorum, and establish next steps to stop unwelcoming behaviors. A letter with next steps will also be provided.

2. Follow-up communication for persistent behavior: If the person causing harm continues to compromise the safety and welcoming environment of others, a second communication with behavior expectations will be provided. Communication will reinforce PCS Guidelines for a Safe and Welcoming Learning Environment, PCS Code of Conduct, and Rules of Decorum. The letter will communicate that a mediation will be scheduled with PCS staff, and possibly affected persons, and that their behavior may result with a 30-day leave of absence from all PCS activities if they are unwilling to restore the relationships with their peers.

3. Mediation with affected parties: A mediation session will be arranged with the person affecting the safety and welcoming environment of others and between individuals involved using restorative conversations. If the individual causing harm is unwilling to participate and mend relationships with their peers, they will be asked to take a 30-day leave of absence from all PCS sponsored activities. A written notification will follow from the PCS administrator. A second attempt to host a mediation session will be offered after the 30-day leave of absence. If the individual refuses to change their behavior and participate in mediation, they may be suspended for the remainder of the year.

The Office of the Superintendent will be notified about the support provided to individuals.

## ATTACHMENT E

### Prescribed Robert's Rules

#### Basic Rules:

- All members have equal rights, privileges, and obligations.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used.
- Only one motion can be considered at a time.
- A member may not make a motion or speak in debate until they have been recognized by the Chairperson, or the presiding officer, and subsequently obtained the floor.
- A member may speak a second time on the same motion only if all other members have been given an opportunity to speak at least once on the same motion.
- Members must not attack or question the motives of other members. All remarks are addressed to the Chairperson or presiding officer. For instance, "Madam Chairperson, I would like to respond to the member's point," or, "Mr. Chairperson, I disagree with the member's position, because ... ."
- In voting, members have the right to always understand a motion before the Committee and what affirmative and negative votes mean. (In other words, when voting, restate the motion to the Committee and clarify what an affirmative or negative vote means.)

#### Terms and Process for Transacting Business:

##### Quorum

A quorum, 50 percent plus 1 of the entire membership (more than half) is the minimum number of members who must be present at a meeting for business to be legally transacted.

##### Obtaining the Floor

Before a member in a committee can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson or presiding officer as having the exclusive right to be heard at that time. If two or more members rise to seek recognition at the same time, the Chairperson or presiding officer will recognize them in an orderly manner.

##### Introducing Business (Making Motions)

Business may be introduced by an individual member in the form of a motion. This is how new ideas or suggestions are made during a meeting. A member must first obtain the floor, and then begin their motion by saying, "I, (member name), move that ... ." Avoiding saying, "I make a motion that ..." or "I want to make a motion that ... ."

## §15 Seconding a Motion

§16 After a motion has been made by one member, another member, without obtaining the floor, may second  
§17 the motion. To *second the motion* merely implies that the seconding member agrees that the motion should  
§18 come before the committee and not that he or she necessarily favors the motion. To second the motion,  
§19 merely say, “I, (member name), second.” There is no need to repeat the motion, either in full or in part.

## §20 Placing a Motion Before the Committee

§21 After a motion has been made and seconded, the Chairperson or presiding officer repeats the motion  
§22 verbatim, thus placing it before the committee for debate and then for action. After the motion has been  
§23 restated by the Chairperson or presiding officer, it is officially before the committee and must be dealt with  
§24 appropriately (*e.g.*, adopted, rejected, or postponed).

## §25 Debate

§26 When a motion is on the floor for debate, the Chairperson or presiding officer will only recognize three  
§27 members in support and three in opposition of the motion. While debate is in progress, amendments can  
§28 be introduced, and either accepted or rejected by a vote. No member may speak twice on the same motion  
§29 at the same meeting if any other member who has not spoken on the motion desires to do so. A member  
§30 who has spoken twice on a particular question in the same meeting has exhausted his or her right to debate  
§31 that question for that meeting. During debate, no member can attack or question the motives of another  
§32 member. Members will be found *out of order* if they attempt to make comments during debate which are  
§33 unrelated to the motion on the floor. The maker of a motion, although allowed to vote against it, is not  
§34 allowed to speak against it. Up to three members may speak in support of a motion, along with up to three  
§35 members in opposition, at the discretion of the Chairperson or presiding officer.

## §36 Amendments

§37 Once a motion has been restated by the Chairperson or presiding officer, the maker has the right to modify  
§38 his or her motion or rescind it entirely after it has been restated by the Chairperson. To do so, the seconder  
§39 must first rescind their second, and then the maker must rescind their motion. At this point, the motion is  
§40 no longer on the floor.

§41 There are four ways to amend a motion, as follows:

- §42 1. Add words, phrases, or sentences
- §43 2. Strike words, phrases, or sentences
- §44 3. Strike and add words, phrases, or sentences
- §45 4. Substitute whole paragraphs or an entire text

§46 Only one amendment may be pending on a main motion at any time. Discussion of an amendment must  
§47 relate only to that amendment unless the whole motion is involved by substitution. An amendment must be  
§48 relevant to the motion under consideration.

## 349 Voting

350 The Parliamentarian can vote, but not make motions or participate in debate. The presiding officer of the  
351 committee can vote as any other member does. The presiding officer can, but is not obliged to, vote after all  
352 other members have voted, especially whenever his or her vote will affect the result since he or she can  
353 either break or create a tie. A simple majority (more than half of the votes cast by persons legally entitled to  
354 vote, excluding blank ballots and abstentions) decide a matter.

## 355 Types of Votes

356 A member may cast one of three votes:

- 357 a. Yes or “Aye”: In support of, or agreeing with, the motion
- 358 b. No or “Nay”: In opposition to, or disagreeing with, the motion
- 359 c. Abstain: When a member abstains, they indicate that they neither support nor oppose the motion.  
360 An abstention is not counted in determining whether a simple majority or a two-thirds majority has  
361 been attained in order to adopt a motion, depending on the specific motion then on the floor.

## 362 Announcing a Vote

363 In announcing the vote on a motion, the Chairperson or presiding officer should:

- 364 a. Report on the voting itself, stating which side has prevailed.
- 365 b. Declare that the motion either is adopted or has failed.

## 366 Adjournment

367 A motion to adjourn may be made by any member. It may be made during the consideration of other  
368 business, although it may not interrupt a speaker or the committee when engaged in voting or verifying a  
369 vote. When it appears that there is no further business to be brought before the committee, the  
370 Chairperson or presiding officer, instead of waiting for a motion, may simply adjourn the meeting. If during  
371 a meeting, a *motion to extend time* is not made prior to the agendized ending time, then at the agendized  
372 ending time, the meeting is automatically adjourned. No motion, second, or vote is needed.

## 373 Recess

374 When a meeting has been disrupted to the point that debate or other business cannot continue, the  
375 Chairperson or presiding officer may announce a recess for a specified period not to exceed 15 minutes,  
376 without the need for a motion.

## 377 Summary of Steps to Handle a Motion:

- 378 1. A member addresses the presiding officer.
- 379 2. The presiding officer recognizes the member.
- 380 3. The member states the motion.

- 381 4. Another member seconds the motion.  
382 5. The presiding officer restates the motion, thus placing it before the committee for consideration.  
383 6. The committee may discuss the motion if it is debatable and amend the motion if it is amendable.  
384 7. The presiding officer calls for a vote.  
385 8. The presiding officer announces the results.

386 Basic Parliamentary Terms

- 387 • Addressing the Chairperson: Getting the Chairperson’s attention by saying, “Madam Chairwoman,”  
388 or “Mr. Chairman.”
- 389 • Agenda: Order of business; program of the meeting
- 390 • Ad Hoc Subcommittee: A subcommittee established for a specific purpose and for a limited time.
- 391 • Ballots: Slips of paper used for voting
- 392 • Carried: Passed or adopted; used in referring to affirmative action on a motion.
- 393 • Chairperson: The chair, chairman, chairwoman. When presides over; called the presiding officer.
- 394 • Convene: To open a session.
- 395 • Election by Acclamation: Election by unanimous consent; used when only one person has been  
396 nominated for an office.
- 397 • Having the Floor: Having been recognized by the Chairperson to speak.
- 398 • Majority: More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- 399 • Minutes: Written records of business transacted.
- 300 • Motion: A proposal by a member, in a meeting, that the committee take a particular action.
- 301 • Nominate: To propose an individual for office.
- 302 • Obtaining the Floor: Securing permission to speak.
- 303 • Orders of the Day: Calling for an end to discussion or debate and returning to the order of business  
304 prescribed in the agenda.
- 305 • Parliamentarian: Adviser to the presiding officer on parliamentary procedure.
- 306 • Pending Question: A motion awaiting decision.
- 307 • Point of Information: Request for information concerning a motion.
- 308 • Point of Order: A query in a formal debate or meeting as to whether correct procedure is being  
309 followed.
- 310 • Previous Question: Motion which, if adopted, orders an immediate vote.
- 311 • Recess: A short intermission.
- 312 • Recognize: To allow someone to obtain the floor to speak.
- 313 • Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.
- 314 Second: To indicate support for consideration of a motion by saying, “I second the motion.”
- 315 • Unanimous (or General) Consent: A means of acting on a motion without a formal vote. When a  
316 presiding officer perceives that there is little or no opposition to a motion before the committee,  
317 business can often be expedited by the Chairperson’s simply calling for objections, if any. If no

objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure. This is not applicable in meetings held via teleconference.