



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

ARTICLE I: AUTHORITY

The California Education Code (Ed. Code) sections 52062 and 52063, attached as “Attachment A,” requires the establishment of a district-wide parent advisory committee to provide advisory opinions to the governing board and the superintendent of a school district regarding the Local Control and Accountability Plan (LCAP) (Ed. Code section 52060).

The parent advisory committee will include parents or legal guardians of pupils to whom one or more of the definitions in Section 42238.01 apply. **Herein**, The Los Angeles Unified School District (LAUSD) Parent Advisory Committee will be referred to **herein** as the “PAC” or the “Committee.” These Bylaws shall be used to govern the PAC. Bylaws 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 **into** any contract, or spend public funds.

ARTICLE II: PURPOSE

The PAC shall review, advise, and comment on the District’s Local Control and Accountability Plan (LCAP) **and all related matters involving the Local Control Funding Formula identified by the California Education Code. This 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 Parent Advisory Committee shall be as outlined in California State Education Code sections 52062 and 52063.

The PAC shall review, advise, and comment on the District’s Local Control and Accountability Plan (LCAP) regarding the requirements in Article 4.5 of the Education Code.

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

33 *Section B*

34 ~~In order~~ To provide meaningful LCAP comments, the PAC may review all relevant Local Control Funding
35 Formula (“LCFF”) listings and descriptions of LCFF expenditures for the fiscal year, and any supporting data
36 and other material which permits timely and effective evaluation of the applicability of goals, progress, and
37 assessment of actions referred to in Education Code sections 52061 and 52062.

38 *Section C*

39 ~~In order~~ To provide meaningful LCAP comments, the PAC shall participate in relevant training sessions, in a
40 timely manner, to assist members in carrying out their responsibilities under the subject-matter jurisdiction
41 of the PAC. Such training shall include, but not be limited to, PAC operations, the role of members and
42 officers, parliamentary procedures, the eight (8) State Priority Areas, and the six (6) District Goals.

43 *Section D*

44 The PAC ~~will shall~~ review any proposed revisions and updates to the District’s LCAP, ~~and~~ submit written
45 comments to the Superintendent, and ~~present these comments to~~ the Board of Education.

46 *Section E*

47 The PAC shall review the Superintendent’s written responses to PAC comments, ~~and~~ shall generate feedback
48 to the Superintendent on these responses, ~~and strongly encourage the Superintendent to provide further~~
49 ~~information on this feedback.~~

50

51

ARTICLE IV: MEMBERSHIP

52 *Section A*

53 ~~Parent leadership training may include, but is not limited to, the following topics related to the PAC. The~~
54 ~~following sessions are given priority, and~~ A member orientation and training session, which is strongly
55 required and will be counted toward attendance for all new members, shall be offered on or before the first
56 regular PAC meeting, and include the following topics:

57 California Education Code Regarding the LCFF, LCAP, and the PAC (Education Code Section 52000)

58 Member Role and Responsibilities

59 Parliamentary Procedures and Robert’s Rules of Order

60 Role of Officers

61 The Greene Act (Education Code section 35147)

62 Code of Conduct, Guidelines for Safe and Welcoming Environment, and Rules of Decorum

63 PAC leadership will participate in calendar working sessions with PCS, CAC and DELAC to arrange training,
64 topics and content for the fiscal year, which may include:

65 ~~The following sessions may be offered as early as possible in a membership year:~~

66 Understanding and Analyzing School and District Data

67 State and District Funding Models (LCAP, Budget Overview for Parents, SENI, TSP, CSI)

68 ~~Student Achievement~~

69 Group Dynamics

70 SMART Comments Framework

71 District, state and federal parent-engagement policies

72 ~~Parent Engagement~~

73 ~~District Policies~~

74 ~~Parent Rights and Responsibilities~~

75 *Section B*

76 Composition/Requirements: "Parent" will have the same definition as defined by California Education Code
77 section 56028 or unless defined otherwise below. Caregiver is defined as an adult who has provided care to
78 a foster youth at any time in the past ten (10) years. This definition shall include both licensed foster
79 parents, kinship relative caregivers, and advocates working with foster youth. Individuals serving as foster
80 youth advocates are able to represent any Local District in which the children they serve attend school. ~~In~~
81 ~~order~~-To be seated as a member in this category, appropriate documentation must be submitted to, and
82 accepted by, the office of Parent and Community Services ("PCS").

83 The PAC will be composed of 55 parent members and 24 parent alternates, as follows: each Board Member
84 will appoint one (1) parent from each Board district for a total of seven (7) parents; 12 Foster Youth
85 parents/guardians/caregivers or agency representatives plus six (6) alternates; two (2) parents/guardians of
86 English learners will be elected per Local District for a total of 12 English learner representatives; two (2)
87 parents/guardians of students who are eligible for free or reduced-price meal program will be elected per
88 Local District for a total of 12 Low Income representatives; and two (2) parents/guardians for parents At-
89 Large will be elected per Local District for a total of 12 parent At-Large representatives.

90 A PAC member's term will take effect begin following verification acknowledgment by PCS of the receipt of a
 91 certification form from each of the Local District elections, pending verification member's eligibility,
 92 notwithstanding the seven members appointed by the LAUSD Board of Education.

93

	Number of Parents/Guardians for At-Large	Number of Parents/Guardians for Eligible for free or reduced-price meal program ("FRPM")	Number of Parents/Guardians for English Learners	Number of Legal Guardians of Foster Youth	TOTAL
Local District Central	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District East	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District West	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District South	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District Northeast	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Local District Northwest	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	(2 + 1 alternate)	8
Board Member Appointees	7 total (1 per Board District)				7
Total Number of members					55

94

95 *Section C*

96 Terms of Membership:

97 Members of the PAC include representatives and alternates. Representatives are members who have been
 98 elected by parents in the Local Districts or appointed by the Board of Education to vote on issues pertinent

99 to the PAC. Alternates are members but cannot vote unless seated by the PAC Secretary on a per-meeting
100 basis.

101 Elections for PAC members and alternates in the Local Districts will take place during the months of
102 September or October, ~~as determined by PCS~~ in consultation between the officers, PCS, and Local District
103 Parent and Community Engagement (PACE) Units. PCS will make a special effort to fill all representative
104 seats in the Foster Youth category.

105 Members will serve for term of two (2) years, with half of the Committee members' terms expiring on
106 alternating years. The term of an elected member begins on the date of the first official meeting after
107 elections of new members in all Local District LCAP Study Groups have been held, and ends at the elections
108 of new members in the Fall. The term of a Board-appointed member is the same one (1) year as an elected
109 member.

110 No member can be elected as a representative or alternate at two Local Districts, or simultaneously elected
111 from a Local District and appointed by a Board member. Should this occur, the second election or
112 appointment shall be designated null and void.

113 *Section D*

114 Rights and Guidelines:

115 Voting: Each representative and seated alternate is entitled to vote. Absentee ballots, secret ballots, and
116 voting by proxy are not permitted. Individuals must be present ~~in order~~ to vote and be elected as a member,
117 alternate or officer.

118 Members' actions must adhere to these: PAC Bylaws, the Board of Education *Resolution to Enforce the*
119 *Respectful Treatment of All Persons* (see Attachment B), ~~and~~ the *Operating Norms and Code of Conduct* (see
120 Attachment C), and the *Guidelines to Provide All Participants a Safe and Welcoming Learning Environment*
121 (see Attachment D). Failure to adhere to these guidelines may result in termination or suspension from the
122 PAC.

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

125 *Section E*

126 Reimbursement:

127 PAC representatives and alternates will be reimbursed according to District policy guidelines and/or the
128 Office of Parent and Community Services (PCS) guidelines for reimbursement.

129 *Section F*

130 Alternates:

- 131 1. Representatives and alternates must be physically present in the meeting room **in order** to be
132 counted during roll call.
- 133 2. Alternates will be seated 30 minutes after the scheduled meeting start time.
- 134 3. After 60 minutes, no alternate or representative may be seated.
- 135 4. Alternates who are seated will serve as official voting members for the duration of that meeting,
136 regardless of whether the representative eventually arrives.
- 137 5. Alternates are not eligible to serve as officers.

138 *Section G*

139 Attendance:

- 140 1. Members must be present for a minimum of two (2) hours to be counted as present.
- 141 2. Any member arriving 60 or more minutes after the scheduled start time of the meeting will not be
142 seated and will be recorded as absent for that meeting.
- 143 3. Representatives are allowed a total of (3) three absences from regularly scheduled meetings per
144 membership year. A first warning letter will be issued to a representative after the second absence.
145 A final warning letter will be issued to a representative after the third absence, per the terms of this
146 section. In addition to the three absences allowed above, one (1) exception will be made for any
147 member, on a case-by-case basis, for legitimate, documented reasons (*i.e.*, members who attend a
148 District- or school-approved conference or any other event approved by the PAC or PCS, jury duty,
149 surgery, military duty, or bereavement).
- 150 4. Only an elected PAC alternate is eligible to fill an elected representative vacancy.
- 151 5. Any meeting which may be called during the summer recess shall not be counted for the purpose of
152 attendance requirements.

153 *Section H*

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

155 A representative vacancy occurring during the year will be filled by an eligible PAC alternate in (the same
156 category and Local District) for the remaining portion of the term. The alternate will be seated as a
157 representative permanently at the next regularly scheduled meeting. If **there are** no alternates **are** available
158 within that category for the Local District, PCS will conduct elections in the Local District **for to fill** vacant
159 seats. **Such Said** elections shall be held as soon as practicable, through consultation between PCS
160 administration, **PAC officers**, and the respective Local District PACE Administrator.

161 *Section I*

162 Vacancy for Board-appointed Members:

163 A member vacancy for a Board-appointed seat will be filled by Board Member appointment for the
164 remaining portion of the term.

165 *Section J*

166 Vacancy for Officers:

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

172 *Section K*

173 Vacancy for Alternates:

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

178 *Section L*

179 Resignation

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

182

183 **ARTICLE V: TERMINATION**

184 *Section A*

185 Any representative appointed by a Board Member to represent a Board District will be terminated
186 automatically from the PAC when his/her child no longer attends a school within that Board District. Any
187 Board-appointed representative terminated pursuant to Article IV, "Membership," Section G, should not be
188 reappointed to represent any Board District for the remainder of the school year as well as for the following
189 school year, after consultation between PCS and the Board Office.

190 *Section B*

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

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

196 *Section C*

197 Representatives who are absent from four (4) regular meetings will be immediately notified of termination
198 in writing. The representative will not be eligible for re-election to the PAC for a period of one (1) school
199 year, not including the year in which the membership was terminated.

200 *Section D*

201 In the case of the graduation of the child or the loss of association with the category, Foster Youth agency,
202 Local District or Board District, the member will lose membership and the alternate to the member will
203 become the seated member; or, in the absence of an available alternate, a(n) election/selection will be held
204 to fill the vacancy.

205 *Section E*

206 In instances when a Foster Youth agency representative is no longer associated with the specific foster
207 agency serving LAUSD students, which association qualified the representative to participate in elections,
208 the membership of the representative on the PAC will be terminated.

209 *Section F*

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

- 212 1. These Bylaws, the Board of Education *Resolution to Enforce The Respectful Treatment of All Persons*,
213 the LAUSD *Operating Norms and Code of Conduct*, **Guidelines to Provide All Participants a Safe and**
214 **Welcoming Learning Environment** (see Attachments B, **and C, and D**); and
215 ~~2. District Code of Ethics, including reporting accurate information of residence, of childcare~~
216 ~~reimbursement or of other qualification for membership (see Attachment D); and~~
217 3. The PAC's commitment to prohibit speaking or acting on behalf of the PAC without authorization of
218 the PAC or the District.

219

220

ARTICLE VI: PAC OFFICERS

221 *Section A*

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

224 *Section B*

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

226 *Section C*

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

230 *Section D*

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

233 *Section E*

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

235 *Section F*

236 All officers will be ~~offered the opportunity and strongly encouraged~~ **required** to attend and complete an
237 officer-training course presented by PCS prior to the ~~second~~ **first** regular PAC meeting **following the election**
238 **of officers in the membership year. This session will count toward an officer's attendance.**

239 *Section G*

240 PAC Officers:

- 241 1. Chairperson
- 242 2. Vice-Chairperson
- 243 3. Secretary
- 244 4. Assistant Secretary
- 245 5. Parliamentarian
- 246 6. Public Relations Officer

247 *Section H*

248 Officers' Responsibilities:

249 PAC officers will become familiar with the content of these Bylaws, the Greene Act, the process **to review**
250 **and provide of reviewing and providing** comments on the LCAP, and relevant State and District regulations
251 and guidelines, pertaining to the programs and services for the LCAP subgroups **in order** to assist with the
252 following:

- 253 1. Plan the agenda with PCS Staff prior to all scheduled meetings and training sessions to recommend
254 resources that will benefit the PAC membership. Agenda planning shall be done in a public meeting.
255 ~~2. Provide input into the structure of LCAP review and comment sessions, if applicable, in consultation~~
256 ~~with the membership~~ Discuss and agree on the format and logical considerations of LCAP Comment-
257 development meetings or other sessions
- 258 3. Recommend formation of standing and ad hoc committees, as appropriate
- 259 4. Ensure that LCAP comments are presented annually to the Board of Education

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

263 *Section I*

264 Officers' Duties:

- 265 1. The Chairperson shall:
- 266 a. Be fair and impartial at all times.
 - 267 b. Preside over PAC meetings
 - 268 c. Sign letters, reports and other communications of the Committee
 - 269 d. Perform additional duties appropriate to the office of Chairperson
 - 270 e. Serve as the representative of the PAC on Board of Education committees as applicable
 - 271 f. Provide written or oral Chairperson's Reports to the PAC
 - 272 g. Announce to all members the date, time and place for the next agenda-planning meeting and all
273 other PAC meetings
 - 274 h. Provide a draft of the LCAP Comment presentation to the Committee for discussion and feedback,
275 prior to giving this presentation to the Board of Education
 - 276 i. Have the ability to create ad hoc subcommittees in coordination with PCS
- 277 2. The Vice-Chairperson shall:
- 278 a. Be fair and impartial at all times.
 - 279 b. Represent the Chairperson in his or her absence and perform additional assigned duties as
280 prescribed by the Chairperson
 - 281 e. Be given the opportunity to serve as Chairperson through succession
- 282 3. The Secretary shall:
- 283 a. Be fair and impartial at all times

- 284 b. Keep minutes of all PAC meetings
- 285 c. Provide original meeting minutes to PCS.
- 286 d. Conduct roll call and determine whether a quorum has been established
- 287 e. Maintain a current attendance roster
- 288 4. The Assistant Secretary shall:
- 289 a. Be fair and impartial at all times
- 290 b. Assist the Secretary in keeping minutes of all PAC meetings.
- 291 c. Assist the Secretary in providing original meeting minutes to PCS
- 292 d. Assist the Secretary in conducting roll call and determining whether a quorum has been
- 293 established
- 294 e. Assist the Secretary in maintaining a current attendance roster
- 295 f. Assist with written motion forms.
- 296 g. Be given the opportunity to serve as the Secretary through succession.
- 297 5. The Parliamentarian shall:
- 298 a. Be fair and impartial at all times
- 299 b. Announce the list of public speakers
- 300 c. Assist the Chairperson in ensuring compliance with these Bylaws are followed and that
- 301 parliamentary procedures are followed to assist the committee to complete the agenda of the day
- 302 d. Be knowledgeable about these Bylaws of the Committee, parliamentary procedures, and the
- 303 Greene Act.
- 304 e. Be allowed to vote, but not to make motions or participate in debate.
- 305 6. The Public Relations Officer shall:
- 306 a. Be fair and impartial at all times
- 307 b. Promote the actions and purpose of the PAC to the public when authorized by the PAC and PCS
- 308

309 **ARTICLE VII: MEETINGS**

310 *Section A*

311 Schedule:

312 PCS shall hold PAC regular meetings on the LCAP. PAC officers, in consultation with PCS staff, may call

313 additional trainings, orientations and elections, additional meetings, or subcommittee meetings as needed.

314 *Section B*

315 Quorum:

316 1. A quorum shall be established with the presence of 50 percent plus one (1) (more than half) of all
317 ~~currently filled representative positions~~ representatives currently serving on the PAC, including any
318 alternates seated in the absence of elected representatives.

319 2. A quorum shall be established no later than 60 minutes after the scheduled meeting start time.

320 *Section C*

321 Location of Meetings:

322 Subject to PCS approval, the PAC shall hold its regular meetings at the PCS office, or at a school or
323 community facility with accessibility to the public, including persons with disabilities.

324 *Section D*

325 Meeting Open to the Public:

326 1. All meetings of the PAC shall be open to the public and operate under the Greene Act.

327 2. Notice of such meetings shall be provided in accordance with the Greene Act.

328 3. Members of the public may sign up for general public comment on a first-come, first-served basis, on
329 the day of the meeting and up to ~~beginning~~ 30 minutes prior to the scheduled start time of the
330 meeting, at which time, ~~Once the meeting has been called to order,~~ no further sign-ups will be
331 permitted. A maximum of five (5) public speakers will be heard. Two (2) minutes will be allotted per
332 person.

333 4. Members of the public will have an opportunity to address the PAC ~~on matters within the subject-~~
334 ~~matter jurisdiction of the PAC.~~ A maximum of three (3) public speakers will be heard for a maximum of
335 one (1) minute each prior to any discussion on an agenda item, as specified on the agenda where
336 identified. Persons wishing to speak may sign up on the day of the meeting ~~30 minutes prior to,~~ and up
337 to 30 minutes after, the scheduled start of the meeting, on a first-come, first-served basis.

338 5. ~~Alternates are members of the Committee and may not speak during any public comment period on~~
339 ~~the agenda.~~

340 *Section E*

341 Meeting Agenda Notice:

342 Meeting agendas in Spanish and English with date, time and location of the meeting must be publically
343 posted outside of the building in a plainly visible location, at least 72 hours before the scheduled meeting.

344 *Section F*

345 Meeting Presentation:

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

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

361 Representatives may respectfully question a presenter addressing the PAC at the conclusion of the
362 presenter's comments or as determined jointly by the presenter and the Chairperson or presiding officer.
363 ~~upon expiration of the presenter's time to speak. Such questions shall be directed to the presenter through~~
364 ~~the Chairperson.~~

365 Members will treat each other, presenters and community members with respect and avoid making
366 personal impertinent, slanderous or profane remarks to any member, staff or the general public and
367 otherwise will adhere to the LAUSD Board of Education *Resolution to Enforce the Respectful Treatment of All*
368 *Persons and Operating Norms and Code of Conduct, and the Guidelines to Provide All Participants a Safe and*
369 *Welcoming Environment.* When a meeting has been disrupted to the point that debate or other business
370 cannot continue, the Chairperson or presiding officer may announce a recess for a specified period not to
371 exceed 15 minutes, without the need for a motion. If the need arises, PCS staff will be called on to assist the
372 Chairperson or presiding officer in restoring order.

373 Section G

374 Recording:

375 Meetings shall be video recorded, and video files shall be available on the PCS website in a timely manner.

376 Section H

377 Teleconference:

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

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

- 385 1. The teleconference meeting shall comply with all other requirements.
- 386 2. Attendance shall be taken by the Secretary via viewing teleconference participants on screen and by roll
387 call.
- 388 3. All votes shall be taken by roll call.
- 389 4. The agenda shall be posted on the PCS website and marquee.
- 390 5. The public shall be provided an opportunity to address the PAC.
- 391 6. At least a quorum of PAC members shall participate from within the boundaries of the District’s
392 jurisdiction.
- 393 7. The Chairperson or presiding officer will first acknowledge questions from members participating via
394 teleconference, then from members attending in person.

395

396 **ARTICLE VIII: STANDING SUBCOMMITTEES**

397 The following shall be standing subcommittees of the PAC:

398 The function of these subcommittees may rely heavily on staff availability and current resources. Both PCS
399 staff and the PAC Executive Board will collaborate to determine the feasibility of subcommittee functions.

400 Members are highly encouraged to attend and participate in these subcommittees.

- 401 1. African-American Student: The PAC ~~Standing~~ African American Student ~~Standing~~ Subcommittee
402 works to close the achievement gap, develop resources that allow parents to become more actively
403 involved in their children’s schools, and supports ~~student~~ academic achievement by providing
404 recommendations to the PAC.
- 405 ~~2.~~ Bylaws: The ~~purpose of the~~ Bylaws Standing Subcommittee is ~~selected, on a voluntary basis, from~~
406 ~~the PAC membership and is established~~ to receive, review and recommend proposed amendments to
407 the PAC ~~Bylaws.~~ This Subcommittee also provides occasional updates to the membership pertaining

408 to proposed changes anticipated for the Committee to approve. ~~the necessary communication to the~~
409 membership pertaining to the Bylaws, limited to proposed amendments. The Subcommittee will
410 meet as needed after the first regularly scheduled meeting of the PAC, and concludes its work after
411 proposed recommendations have been approved by the membership in that same school year.

3. English Learner: The English Learner Standing Subcommittee works to close the achievement gap by
412 advocating for increased ~~increasing~~ reclassification rates. This Subcommittee reviews data on
413 student academic achievement and provides recommendations to the PAC. ~~and reviewing data to~~
414 support students' academic achievement.

4. Foster Youth: The purpose of the Foster Youth Standing Subcommittee's focus is to ~~on increasing~~
415 increase proficiency and attendance of foster youth students, ~~assisting~~ by promoting meaningful
416 engagement of parents and caregivers in navigating the educational system through ~~and~~ being
417 informed of their educational rights, ~~and promoting meaningful engagement~~ and advocating for
418 support services that will enhance the skills and knowledge of the caregivers to better serve this
419 student population. This Subcommittee provides recommendations to the PAC.

5. Legislation: The purpose of the Legislation Standing Subcommittee shall be to leverage ~~increase~~
420 knowledge of the LCFF and the LCAP, ~~along with related impacts on student achievement, among all~~
421 PAC members. in researching and proposing legislative priorities specific to the PAC and advocating
422 directly to legislators around those priorities, with the goal of increasing student achievement and
423 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
424 graduation rate of students with disabilities, close their proficiency and achievement gaps, develop
425 resources to assist parents in navigating the educational system, and support students with disabilities by
426 providing recommendations to the PAC for the possible creation of LCAP comments.

7. Two-Way Communication: The purpose of the PAC Two-Way Communication Standing
427 Subcommittee shall be to continue and strengthen existing advocacy efforts of the Parent Advisory
428 Committee toward establishing true, two-way communication between the PAC and parents at
429 LAUSD school sites, by recommending changes in District practice which encourage principals to
430 value and incorporate the voice of parents into local decision-making. This work will directly support
431 District LCAP Goal 4: *Parent, Community & Student Engagement*. This Subcommittee provides
432 recommendations to the PAC.

439 **ARTICLE IX: PARLIAMENTARY PROCEDURE**

440 The ~~most recent edition of Robert's Rules of Order, Newly Revised~~ listing of selected parliamentary
441 procedure, as adapted from *Robert's Rules of Order, Newly Revised* and detailed in Attachment E below,
442 shall guide the PAC in running the agenda for its meetings. ~~with respect to parliamentary procedure, to the~~
443 ~~extent that such procedure is not covered by these Bylaws. These procedures may never conflict with~~
444 ~~District policy and applicable state or federal laws, regulations, and guidelines.~~ Robert's Rules of Order are
445 only a tool for conducting PAC business and are to be used to assist the Committee in fulfilling its agendized
446 business in a timely and efficient manner. Robert's Rules of Order may not be used in any way that might
447 disrupt, delay, confuse, or otherwise interfere with accomplishing PAC business in a timely and efficient
448 manner. To the extent that these Bylaws are silent on any point of parliamentary procedure, then the
449 controlling authority shall be the most recent edition of *Robert's Rules of Order, Newly Revised*.

450
451 **ARTICLE X: AMENDMENTS**

452 These Bylaws may only be amended and revised by the PAC at either a regular or special-call meeting. All
453 proposed amendments or revisions must be submitted in writing and provided to the membership at least
454 ~~14~~ five (5) calendar days prior to the proposed action, and then approved by a two-thirds majority of voting
455 members, ~~excluding blank ballots and abstentions present~~, provided that a quorum has been established.

456 **ARTICLE XI: BYLAWS**

457 Severability:

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

461 Approval:

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

464 _____	_____
465 PAC Chairperson	Date
466 _____	_____
467 PAC Vice-Chairperson	Date
468 _____	_____
469 PAC Secretary	Date

470		
471	PAC Assistant Secretary	Date
472		
473	PAC Public Relations Officer	Date
474		
475	PAC Parliamentarian	Date
476		
477	PCS Administrator	Date

478 **ATTACHMENT A**

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

480 Education Code sections cited in Article I, "Authority"

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

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

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

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

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

495 (3) This subdivision shall not require the governing board of the school district to establish a new parent
496 advisory committee if the governing board of the school district already has established a parent advisory
497 committee that meets the requirements of this subdivision, including any committee established to meet
498 the requirements of the federal No Child Left Behind Act of 2001 (Public Law 107-110) pursuant to Section
499 1112 of Subpart 1 of Part A of Title I of that act. [Please note: The *No Child Left Behind Act* has been
500 replaced by the *Every Student Succeeds Act*.]

501 **Education Code 42238.01**

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

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

507 (1) A child who is the subject of a petition filed pursuant to Section 300 of the Welfare and Institutions Code,
508 whether or not the child has been removed from his or her home by the juvenile court pursuant to Section
509 319 or 361 of the Welfare and Institutions Code.

510 (2) A child who is the subject of a petition filed pursuant to Section 602 of the Welfare and Institutions Code,
511 has been removed from his or her home by the juvenile court pursuant to Section 727 of the Welfare and
512 Institutions Code, and is in foster care as defined by subdivision (d) of Section 727.4 of the Welfare and
513 Institutions Code.

514 (3) A non-minor under the transition jurisdiction of the juvenile court, as described in Section 450 of the
515 Welfare and Institutions Code, who satisfies all of the following criteria:

516 (A) He or she has attained 18 years of age while under an order of foster care placement by the juvenile
517 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
518 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in
519 Section 10103.5 of the Welfare and Institutions Code.

520 (B) He or she is in foster care under the placement and care responsibility of the county welfare department,
521 county probation department, Indian tribe, consortium of tribes, or tribal organization that entered into an
522 agreement pursuant to Section 10553.1 of the Welfare and Institutions Code.

523 (C) He or she is participating in a transitional independent living case plan pursuant to Section 475(8) of the
524 federal Social Security Act (42 U.S.C. Sec. 675), as contained in the federal Fostering Connections to Success
525 and Increasing Adoptions Act of 2008 (Public Law 110-351), as described in Section 11403 of the Welfare and
526 Institutions Code.

527 (c) "Pupils of limited English proficiency" means pupils who do not have the clearly developed English
528 language skills of comprehension, speaking, reading, and writing necessary to receive instruction only
529 in English at a level substantially equivalent to pupils of the same age or grade whose primary
530 language is English. "English learner" shall have the same meaning as provided for in subdivision (a)
531 of Section 306 and as "pupils of limited English proficiency."

532 **Education Code 56028.** (a) "Parent" means any of the following:

533 (1) A biological or adoptive parent of a child.

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

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

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

542 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government
543 Code, and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section
544 1439(a)(5) of Title 20 of the United States Code.

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

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

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

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

559

560

561

562

563

564

565

566

567

568 **ATTACHMENT B**

569
570 Board of Education Resolution to Enforce the Respectful Treatment of All Persons

571 Motion Presented by Board President, Jackie Goldberg

572 MOTION:

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

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

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

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

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

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

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

607 **ATTACHMENT C**

608 LAUSD Operating Norms and Code of Conduct

609 I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among
610 all members, guarantee the right of every person to express differing views and perspectives, and support the
611 purpose and mission of the PAC. All members of the PAC are subject to these requirements. As such I will:
612

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

627
628 I will not disturb the assembly by doing any of the following:
629

- 630 1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation,
631 gender, age, disability, native language, immigration status or religion.
- 632 2. Engaging in name-calling, the use of profanity, or cursing.
- 633 3. Threatening or engaging in verbal or physical attacks on any individual or group.
- 634 4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.
635

636 I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the
637 Parent Advisory Committee; and I understand that if I do not adhere to these Operating Norms and Code of
638 Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on
639 the committee.
640

641 School Name: _____

642
643 Member's Name, Printed: _____

644
645 Signature: _____ Date: _____

648

ATTACHMENT D

649

District Code of Ethics

650

The most important responsibility of the Los Angeles Unified School District (District) is the safety of our students. All employees, as well as all individuals who work with or have contact with students, are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

651

While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to, the following:

652

1. Meeting individually with a student behind closed doors, regardless of gender.

653

2. Remaining on campus with student(s) after the last administrator leaves the school site. (There are exceptions, such as teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with approval of the site administrator in advance.)

654

3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.

655

4. Giving student(s) gifts, rewards, or incentives that are not school related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.

656

5. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.

657

6. Touching or having physical contact with a student(s) that is not age appropriate or within the scope of the employee's/individual's responsibilities and/or duties.

658

7. Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance.

659

8. Taking or accompanying student(s) off campus for activities other than a District-approved school journey or field trip.

660

9. Meeting with or being in the company of student(s) off campus, except in school authorized and/or approved activities.

661

10. Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are not specifically school-related.

662

11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.

663

12. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

664

665

666

667

668

669

670

671

672

673

674

675

676

677

678

679

680

681

682

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

683

684

685

686

687

Employees/individuals who have questions or need further information should contact their site administrator or supervisor, or may call the Educational Equity Compliance Office at (213) 241-7682.

688

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

690
691 The Office of Parent and Community Services (PCS) seeks to provide all personnel and participants of the central
692 district committees, workshops, and meetings with a safe and welcoming learning environment. To fulfill this
693 responsibility, PCS applies the following: PCS Code of Conduct, Rules of Decorum followed by the Governing Board of
694 the Los Angeles Unified, and meeting norms.
695

696 PCS administrators will use the following guidelines to monitor for situations where public speakers, workshop, and
697 meeting participants commit verbal and physical actions that compromise the safety and welcoming environment of
698 participants and staff at PCS. These include direct or indirect statements and actions targeting a person and/or group.
699 The guidelines support the actions outlined in Bulletin 5798.0: Workplace Violence, Bullying and Threats.
700 Actions initiated by a person or persons that cause harm to others may include verbal confrontations in various
701 formats such as in-person, email, online meeting use of applications, text messages, and social media posts.
702 When a PCS participant communicates that another participant committed actions that verbally and/or physically
703 interfered with their safety, the person affected is asked to immediately notify a PCS administrator by providing a
704 summary of the incident in writing, through email, and/or scheduling a meeting.
705

706 In order to restore a safe and welcoming environment, restorative practices, mediation, and mutual agreements will
707 be established that seek to find a resolution when a participant feels that safety has been compromised. These steps
708 will be applied prior to considering the suspension of a participant from committee meetings and activities. PCS
709 administrators will activate the following progressive actions:
710

711 1. Conversations with affected parties: A conversation will be held with the person compromising the safety and
712 welcoming environment of others as a first step in the mediation process. The conversation will review meeting
713 norms, PCS Guidelines for a Safe and Welcoming Learning Environment, Rules of Decorum, and establish next steps to
714 stop unwelcoming behaviors. A letter with next steps will also be provided.
715

716 2. Follow up communication for persistent behavior: If the person causing harm continues to compromise the safety
717 and welcoming environment of others, a second communication with behavior expectations will be provided.
718 Communication will reinforce PCS Guidelines for a Safe and Welcoming Learning Environment, PCS Code of Conduct,
719 and Rules of Decorum. The letter will communicate that a mediation will be scheduled with PCS staff, and possibly
720 affected persons, and that their behavior may result with a 30-day leave of absence from all PCS activities if they are
721 unwilling to restore the relationships with their peers.
722

723 3. Mediation with affected parties: A mediation session will be arranged with the person affecting the safety and
724 welcoming environment of others and between individuals involved using restorative conversations. If the individual
725 causing harm is unwilling to participate and mend relationships with their peers, they will be asked to take a 30-day
726 leave of absence from all PCS sponsored activities. A written notification will follow from the PCS administrator. A
727 second attempt to host a mediation session will be offered after the 30-day leave of absence. If the individual refuses
728 to change their behavior and participate in mediation, they may be suspended for the remainder of the year.
729

730 The Office of the Superintendent will be notified about the support provided to individuals.
731
732
733
734

ATTACHMENT E

735

736 Prescribed Robert's Rules

737 Basic Rules:

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

752 Terms and Process for Transacting Business:

753 Quorum

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

756 Obtaining the Floor

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

761 Introducing Business (Making Motions)

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

766 Seconding a Motion

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

771 Placing a Motion Before the Committee

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

776 Debate

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

787 Amendments

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

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

- 793 1. Add words, phrases, or sentences
- 794 2. Strike words, phrases, or sentences
- 795 3. Strike and add words, phrases, or sentences
- 796 4. Substitute whole paragraphs or an entire text

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

800

801 Voting

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

807 Types of Votes

808 A member may cast one of three votes:

- 809 a. Yes or "Aye": in support of, or agreeing with, the motion
- 810 b. No or "Nay": in opposition to, or disagreeing with, the motion
- 811 c. Abstain: When a member abstains, they indicate that they neither support nor oppose the motion.
812 An abstention is not counted in determining whether a simple majority or a two-thirds majority has
813 been attained in order to adopt a motion, depending on the specific motion then on the floor.

814 Announcing a Vote

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

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

818 Adjournment

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

825 Recess

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

829 Summary of Steps to Handle a Motion:

- 830 1. A member addresses the presiding officer.
- 831 2. The presiding officer recognizes the member.
- 832 3. The member states the motion.

- 833 4. Another member seconds the motion.
- 834 5. The presiding officer restates the motion, thus placing it before the committee for consideration.
- 835 6. The committee may discuss the motion if it is debatable and amend the motion if it is amendable.
- 836 7. The presiding officer calls for a vote.
- 837 8. The presiding officer announces the results.

838 **Basic Parliamentary Terms**

- 839 • Addressing the Chairperson: Getting the Chairperson’s attention by saying, “Madam Chairwoman,”
- 840 or “Mr. Chairman.”
- 841 • Agenda: Order of business; program of the meeting
- 842 • Ad Hoc Subcommittee: A subcommittee established for a specific purpose and for a limited time.
- 843 • Ballots: Slips of paper for voting
- 844 • Carried: Passed or adopted; used in referring to affirmative action on a motion.
- 845 • Chairperson: the chair, chairman, chairwoman. When presides over; called the presiding officer.
- 846 • Convene: To open a session.
- 847 • Election by Acclamation: Election by unanimous consent; used when only one person has been
- 848 nominated for an office.
- 849 • Having the Floor: Having been recognized by the Chairperson to speak.
- 850 • Majority: More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- 851 • Minutes: Written records of business transacted.
- 852 • Motion: A proposal by a member, in a meeting, that the committee take a particular action.
- 853 • Nominate: To propose an individual for office.
- 854 • Obtaining the Floor: Securing permission to speak.
- 855 • Orders of the Day: Calling for an end to discussion or debate and returning to the order of business
- 856 prescribed in the agenda.
- 857 • Parliamentarian: Adviser to the presiding officer on parliamentary procedure.
- 858 • Pending Question: A motion awaiting decision.
- 859 • Point of Information: Request for information concerning a motion.
- 860 • Point of Order: A query in a formal debate or meeting as to whether correct procedure is being
- 861 followed.
- 862 • Previous Question: Motion which, if adopted, orders an immediate vote.
- 863 • Recess: A short intermission.
- 864 • Recognize: To allow someone to obtain the floor to speak.
- 865 • Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.
- 866 Second: To indicate support for consideration of a motion by saying, “I second the motion.”
- 867 • Unanimous (or General) Consent: A means of acting on a motion without a formal vote. When a
- 868 presiding officer perceives that there is little or no opposition to a motion before the committee,
- 869 business can often be expedited by the Chairperson’s simply calling for objections, if any. If no

870
871
872

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.