



APPROVED BY MEMEBRSHIP BYLAWS
05/31/2022

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") in section 15495 states, "Parent Aadvisory Ccommittee", 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 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.

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

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

Section B

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

Section C

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

Section D

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

Section E

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

Section F

PAC officers will participate in calendar working sessions with the Office of ~~Parent and Community Services~~ Student, Family and Community Engagement ("~~PCS~~ OSFACE") as well as officers of the Community Advisory Committee ("CAC") and the District English Learner Advisory Committee ("DELAC") to discuss and schedule meetings, member orientations, training sessions, topics and content for the following school year, as early as practicable prior to the end of each school year.

Topics may include but not be limited to:

- Understanding and Analyzing School and District Data
- Federal, State and District Funding Models (e.g., the LCAP, Budget Overview for Parents, SENI, TSP, CSI, ESSER III, and ELO)

- 63 • Group Dynamics
- 64 • SMART Comments Framework
- 65 • District, state and federal parent and family engagement policies
- 66 • *Robert's Rules of Order*, parliamentary procedure, and the PAC Bylaws

67

68

ARTICLE IV: MEMBERSHIP

69 **Section A**

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

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

78 **Section B**

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

81

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

87

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

91

92 The PAC will be composed of 55 members and ~~16~~24 parent alternates, as follows: Each Board Member will
93 appoint one (1) member for a total of seven (7) Board Appointed representatives; the Student Support

Programs department of SHHS will appoint twelve (12) Foster Youth parents/guardians/caregivers and/or agency representatives plus ~~six-four (6) (4)~~ alternates; ~~two-three (2) (3)~~ parents/guardians of English learners plus one (1) alternate will be elected per ~~Local-District~~ Region for a total of 12 English learner representatives; ~~two (2)~~ three (3) parents/guardians of students who are eligible for the free or reduced-price meal program plus one (1) alternate will be elected per ~~Local-District~~ Region for a total of 12 Low Income representatives; and ~~two (2)~~ three (3) parents/guardians for parents At Large plus one (1) alternate will be elected per Local District for a total of 12 parent At Large representatives.

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

	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 <u>Region</u>	TOTAL
<u>Regions</u>					
Local District Central <u>Region North</u>	2-3 (+ 1 alternate)	2-3 (+ 1 alternate)	2-3 (+ 1 alternate)	2-3 (+ 1 alternate) *	8-12
Local District East <u>Region</u> <u>South</u>	2-3 (+ 1 alternate)	2-3 (+ 1 alternate)	2-3 (+ 1 alternate)	2-3 (+ 1 alternate) *	8-12
Local District West <u>Region East</u>	2-3 (+ 1 alternate)	2-3 (+ 1 alternate)	2-3 (+ 1 alternate)	2-3 (+ 1 alternate) *	8-12
Local District South <u>Region West</u>	2-3 (+ 1 alternate)	2-3 (+ 1 alternate)	2-3 (+ 1 alternate)	2-3 (+ 1 alternate) *	8-12
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 Appointed	1 per Board District				7
	Total number of members <u>Representatives</u>				55

Section C

Terms of Membership:

Members of the PAC include only representatives and alternates. Representatives are members who have been elected by parents in the ~~Local-Districts~~ Regions, appointed by SHHS (in the case of Foster Youth members), or appointed by Board Members to discuss, deliberate, and vote on issues pertinent to the PAC.

109 Alternates are also considered members but cannot vote unless seated by the PAC Secretary on a per-
110 meeting basis. Elections for PAC members and alternates in the ~~Local Districts~~ Regions will take place during
111 the months of September or October in consultation between officers, PCSOSFACE, and ~~Local District~~ Region
112 Parent and Community Engagement (“PACE”) units. PCSOSFACE will provide ongoing support to Board staff
113 and SHHS to ensure that information on all appointed members and alternates is provided to PCSOSFACE
114 prior to the first official PAC meeting each year. In addition, PCSOSFACE, in consultation with the PACE units,
115 will make a sustained effort throughout the school year to fill all vacant representative and alternate seats in
116 each category.

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

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

125 **Section D**

126 Rights and Guidelines:

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

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

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

137 **Section E**

138 Reimbursement:

139 PAC representatives and alternates will be reimbursed according to District policy guidelines and/or
140 ~~PCSOSFACE~~ guidelines for reimbursement.

141 **Section F**

142 Alternates:

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

150 **Section G**

151 Attendance:

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

161 **Section H**

162 Vacancy and Process for ~~Local DistrictRegion~~-elected Representatives and Alternates:

163 A representative vacancy occurring during the year will be filled by an eligible PAC alternate in the same
164 category and ~~Local DistrictRegion~~ for the remaining portion of the term. The alternate will be seated as a
165 representative permanently at the next regularly scheduled meeting. If no alternates are available within
166 that same category in the same ~~Local DistrictRegion~~, ~~PCSOSFACE~~ will conduct elections in the ~~Local~~
167 ~~DistrictRegion~~ to fill vacant seats. Said elections shall be held as soon as practicable through consultation
168 between ~~PCSOSFACE~~ administration, PAC officers, and the respective ~~Local District Region~~ PACE
169 Administrator.

170 **Section I**

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

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

175 **Section J**

176 Vacancy for Officers:

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

182 **Section K**

183 Vacancy for Alternates:

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

188 **Section L**

189 Resignation

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

192

193 **ARTICLE V: TERMINATION**

194 **Section A**

195 Any representative appointed by a Board Member to represent a Board District will be terminated
196 automatically from the PAC when his or her child no longer attends a school within that Board District. Any
197 Board-appointed representative terminated pursuant to Article IV, "Membership," Section G, should not be
198 reappointed to represent any Board District for the remainder of the school year as well as for the following
199 school year after consultation between PCSOSFACE and the respective Board office.

200 **Section B**

201 Any elected Local District Region representative will be terminated automatically from the PAC when:
202 1. His or her child no longer attends a school within the Local District Region which the parent was
203 elected to represent.
204 2. His or her child is no longer in the category the parent was elected to represent, except as provided
205 in subsection E of this section.
206

207 **Section C**

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

212 **Section D**

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

217 **Section E**

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

221 **Section F**

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

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

229

230 **ARTICLE VI: PAC OFFICERS**

231 **Section A**

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

234 **Section B**

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

236

237 **Section C**

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

241 **Section D**

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

244 **Section E**

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

246 **Section F**

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

250 **Section G**

251 PAC Officers:

- 252 1. Chairperson
- 253 2. Vice-Chairperson
- 254 3. Secretary
- 255 4. Assistant Secretary
- 256 5. Public Relations
- 257 6. Parliamentarian

258 **Section H**

259 Officers' Responsibilities:

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

- 263 1. Plan the agenda with PCSOSFACE Staff prior to all scheduled meetings and training sessions to
264 recommend resources that will benefit the PAC membership. Agenda planning shall be done in a
265 public meeting.

2. Discuss and agree on the format and logistical considerations of LCAP Comment-development meetings or other sessions. Time limits for individual comments and questions shall be established in agenda-planning meetings, in order to manage time efficiently.

3. Recommend formation of standing and ad hoc committees, as appropriate

4. Ensure that LCAP comments are presented annually to the Board of Education

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

Section I

Officers' Duties:

1. The Chairperson shall:

- a. Be fair and impartial at all times
- b. Preside over PAC meetings
- c. Sign letters, reports, and other communications of the Committee
- d. Perform additional duties appropriate to the office of Chairperson
- e. Serve as the representative of the PAC on Board of Education committees as applicable
- f. Provide written or oral Chairperson's Reports to the PAC
- g. Announce to all members the date, time, and place for the next agenda-planning meeting and all other PAC meetings
- h. Provide a draft of the LCAP Comments presentation to the Committee for discussion and feedback prior to giving this presentation to the Board of Education
- i. Have the ability to create ad hoc subcommittees in coordination with PCSOSFACE

2. The Vice-Chairperson shall:

- 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 PCSOSFACE

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 PCSOSFACE

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 PCSOSFACE

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:

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

Section B

Quorum:

327 1. A quorum shall be established with the presence of 50 percent plus one (1) (more than half) of all
328 representatives currently serving on the PAC, including any alternates seated in the absence of elected
329 representatives.

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

331 **Section C**

332 Location of Meetings:

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

336 **Section D**

337 Meetings Open to the Public:

- 338 1. All meetings of the PAC shall be open to the public and operate under the Greene Act.
- 339 2. Notice of such meetings shall be provided in accordance with the Greene Act.
- 340 3. Members of the public may sign up for general public comment on a first-come, first-served basis on
341 the day of the meeting and up to 30 minutes prior to the scheduled start time of the meeting, at which
342 time no further sign-ups will be permitted. A maximum of five (5) public speakers will be heard. Two
343 (2) minutes will be allotted per person.
- 344 4. Members of the public will have an opportunity to address the PAC. A maximum of three (3) public
345 speakers will be heard for a maximum of one (1) minute each prior to any discussion on an agenda
346 item, as specified on the agenda. Persons wishing to speak may sign up to do so on the day of the
347 meeting, and up to 30 minutes after the scheduled start time, on a first-come, first-served basis.
- 348 5. Alternates are members of the Committee and therefore may not speak during any public-comment
349 period on the agenda.
- 350 6. A motion shall not be required to extend the time of a meeting in order to complete the agenda, nor to
351 adjourn a meeting prior to its agendized ending time. A meeting shall be extended as necessary and
352 pending availability of PCS staff to support it, with no action required of the Chairperson or presiding
353 officer, and a meeting may be adjourned without a motion prior to its stated ending time provided that
354 all agenda items have been completed.

358 **Section E**

359 Meeting Agenda Notice:

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

363 **Section F**

364 Meeting Presentation:

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

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

379 Representatives may respectfully question a presenter addressing the PAC at the conclusion of the
380 presenter's comments or as determined jointly by the presenter and the Chairperson or presiding officer.
381 Members will treat each other, presenters, and community members with respect and avoid making
382 personal impertinent, slanderous or profane remarks to any member, staff, or the general public and
383 otherwise will adhere to the LAUSD Board of Education *Resolution to Enforce the Respectful Treatment of All*
384 *Persons and Operating Norms and Code of Conduct, and the Guidelines to Provide All Participants a Safe and*
385 *Welcoming Environment*. When a meeting has been disrupted to the point that debate or other business
386 cannot continue, the Chairperson or presiding officer may announce a recess for a specified period not to
387 exceed 15 minutes, without the need for a motion. If the need arises, PCSOSFACE staff will be called on to
388 assist the Chairperson or presiding officer in restoring order.

389 **Section G**

390 Recording:

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

393 **Section H**

394 Teleconference:

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

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

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

411

412 **ARTICLE VIII: STANDING SUBCOMMITTEES**

413 The following shall be standing subcommittees of the PAC.

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

- 417 1. African-American Student: The PAC African-American Student Standing Subcommittee works to
418 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.

450

ARTICLE IX: PARLIAMENTARY PROCEDURE

451 The listing of selected parliamentary procedure, as adapted from *Robert's Rules of Order, Newly Revised* and
452 detailed in Attachment E below, shall guide the PAC in running the agenda for its meetings. Robert's Rules of
453 Order are only a tool for conducting PAC business and are to be used to assist the Committee in fulfilling its
454 agendized business in a timely and efficient manner. Robert's Rules of Order may not be used in any way
455 that might disrupt, delay, confuse, or otherwise interfere with accomplishing PAC business in a timely and
456 efficient manner. To the extent that these Bylaws are silent on any point of parliamentary procedure, then
457 the controlling authority shall be only the most recent edition of *Robert's Rules of Order, Newly Revised*.
458

459

ARTICLE X: AMENDMENTS

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

Paul Robak, PAC Chairperson

Date

~~Mayra Zamora~~ Juanita Garcia, PAC Vice-Chairperson

Date

~~Margaret Orenstein~~ Gabriela Rangel, PAC Secretary

Date

~~Tara Kroege~~ Lluvia Sainz, PAC Assistant Secretary

Date

~~Ariel Harman-Holmes~~ Gustavo Mendez, PAC Public Relations ~~Officer~~

Date

~~Judith Padilla~~ Shirley Lee, PAC Parliamentarian

Date

Antonio Plascencia, Jr., PCSOSFACE Senior 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:

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

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

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

525 (A) He or she has attained 18 years of age while under an order of foster care placement by the juvenile
526 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
527 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in
528 Section 10103.5 of the Welfare and Institutions Code.

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

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

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

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

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

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

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

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

551 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government
552 Code and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section
553 1439(a)(5) of Title 20 of the United States Code.

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

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

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

565 (d) “Parent” does not include a nonpublic, nonsectarian school or agency under contract with a local
566 educational agency for the provision of special education or designated instruction and services for a child.
567 (Amended by Stats. 2008, Ch. 223, Sec. 12. Effective January 1, 2009.)
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569 **Code of Regulations section 15495**

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

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

- (b) “English learner parent advisory committee,” as used in Education Code section 52063 and 52069 for those school districts or schools and programs operated by county superintendents of schools whose enrollment includes at least 15 percent English learners and at least 50 pupils who are English learners, shall be composed of a majority of parents, as defined in subdivision (e), of pupils to whom the definition in Education Code section 42238.01(c) applies. A governing board of a school district or a county superintendent of schools shall not be required to establish a new English learner parent advisory committee if a previously established committee meets these requirements.
- (c) “Local control and accountability plan (LCAP)” means the plan created by an LEA pursuant to Education Code section 47606.5, 52060, or 52066.
- (d) “Local educational agency (LEA)” means a school district, county office of education, or charter school.
- (e) “Parents” means the natural or adoptive parents, legal guardians, or other persons holding the right to make educational decisions for the pupil pursuant to Welfare and Institutions Code section 361 or 727 or Education Code sections 56028 or 56055, including foster parents who hold rights to make educational decisions.
- (f) “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. A governing board of a school district or a county superintendent of school shall not be required to establish a new parent advisory committee if a previously established committee meets these requirements, 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 and 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*.]
- (g) “Prior year” means one fiscal year immediately preceding the fiscal year for which an LCAP is approved.
- (h) “Services” as used in Education Code section 42238.07 may include but are not limited to, services associated with the delivery of instruction, administration, facilities, pupil support services, technology, and other general infrastructure necessary to operation and deliver educational instruction and related services.

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- 607 (i) “State priority areas” means the priorities identified in Education Code sections 52060 and 52066.
- 608 For charter schools, “state priority areas” means the priorities identified in Education Code section
- 609 52060 that apply for the grade levels served or the nature of the program operated by the charter
- 610 school.
- 611 (j) “Subgroup” means the numerically significant pupil subgroups identified pursuant to Education Code
- 612 section 52052.
- 613 (k) “to improve services” means to grow services in quality.
- 614 (l) “to increase services” means to grow services in quantity.
- 615 (m) “unduplicated pupil” means any of those pupils to whom one or more of the definitions included in
- 616 Education Code section 42238.01 apply, including pupils eligible for free or reduced price meals,
- 617 foster youth, and English learner.
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638 **ATTACHMENT B**

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

641 Motion Presented by Board President, Jackie Goldberg

642 MOTION:

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

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

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

648 Whereas, reducing tensions among students and school personnel is highly desirable, therefore, be it
649 Resolved, That the Los Angeles Unified School District reaffirm its policy that students and adults in
650 both schools and offices should treat all persons equally and respectfully and refrain from the willful
651 or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion,
652 handicap, national origin, immigration status, age, sexual orientation, or political belief; and be it
653 further.

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

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

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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 ([PCSOFACE](#)) 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, [PCSOFACE](#) applies the following: [PCSOFACE](#) Code of Conduct, Rules of Decorum followed by the Governing Board of the Los Angeles Unified, and meeting norms.

[PCSOFACE](#) 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 [PCSOFACE](#). 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 [PCSOFACE](#) 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 [PCSOFACE](#) 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. [PCSOFACE](#) 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, [PCSOFACE](#) 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 [PCSOFACE](#) Guidelines for a Safe and Welcoming Learning Environment, [PCSOFACE](#) Code of Conduct, and Rules of Decorum. The letter will communicate that a mediation will be scheduled with [PCSOFACE](#) staff and possibly affected persons and that their behavior may result with a 30-day leave of absence from all [PCSOFACE](#) 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 [PCSOFACE](#) sponsored activities. A written notification will follow from the [PCSOFACE](#) 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.

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

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ATTACHMENT E

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Prescribed Robert's Rules

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Basic Rules:

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- All members have equal rights, privileges, and obligations.

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- Full and free discussion of all motions, reports and other items of business is a right of all members.

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- In doing business, the simplest and most direct procedure should be used.

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- Only one motion can be considered at a time.

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- 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.

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- 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.

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- 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"

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- 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.)

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Terms and Process for Transacting Business:

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Quorum

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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.

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Obtaining the Floor

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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.

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Introducing Business (Making Motions)

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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"

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797 Seconding a Motion

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

802 Placing a Motion Before the Committee

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

807 Debate

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

818 Amendments

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

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

- 824 1. Add words, phrases, or sentences
- 825 2. Strike words, phrases, or sentences
- 826 3. Strike and add words, phrases, or sentences
- 827 4. Substitute whole paragraphs or an entire text

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

831 Voting

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

837 Types of Votes

838 A member may cast one of three votes:

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

844 Announcing a Vote

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

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

848 Adjournment

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

855 Recess

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

859 Summary of Steps to Handle a Motion:

1. A member addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states the motion.
4. Another member seconds the motion.
5. The presiding officer restates the motion, thus placing it before the committee for consideration.
6. The committee may discuss the motion if it is debatable and amend the motion if it is amendable.
7. The presiding officer calls for a vote.
8. The presiding officer announces the results.

Basic Parliamentary Terms

- Addressing the Chairperson: Getting the Chairperson's attention by saying, "Madam Chairwoman," or "Mr. Chairman."
- Agenda: Order of business; program of the meeting
- Ad Hoc Subcommittee: A subcommittee established for a specific purpose and for a limited time.
- Ballots: Slips of paper used for voting
- Carried: Passed or adopted; used in referring to affirmative action on a motion.
- Chairperson: The chair, chairman, chairwoman. When presides over; called the presiding officer.
- Convene: To open a session.
- Election by Acclamation: Election by unanimous consent; used when only one person has been nominated for an office.
- Having the Floor: Having been recognized by the Chairperson to speak.
- Majority: More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- Minutes: Written records of business transacted.
- Motion: A proposal by a member, in a meeting, that the committee take a particular action.
- Nominate: To propose an individual for office.
- Obtaining the Floor: Securing permission to speak.
- Orders of the Day: Calling for an end to discussion or debate and returning to the order of business prescribed in the agenda.
- Parliamentarian: Adviser to the presiding officer on parliamentary procedure.
- Pending Question: A motion awaiting decision.
- Point of Information: Request for information concerning a motion.
- Point of Order: A query in a formal debate or meeting as to whether correct procedure is being followed.
- Previous Question: Motion which, if adopted, orders an immediate vote.
- Recess: A short intermission.
- Recognize: To allow someone to obtain the floor to speak.
- Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.
- Second: To indicate support for consideration of a motion by saying, "I second the motion."

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- Unanimous (or General) Consent: A means of acting on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the committee, 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.

Draft