



Parent Advisory Committee

PAC

OFFICERS' ORIENTATION AND ELECTION MEETING

October 30, 2019



Let's Review the Agenda

Review of Agenda

- Welcome/Greeting
- Public Comments
- Outcomes
- Election Norms
- Election of PAC Officers
 - Roles and Responsibilities of Officers
 - Structure for Election Day
- Closing



PCS Norms for Learning



- I/We will keep students as a priority.
- I/We will provide every participant with a safe and welcoming environment
- I/We will listen attentively and not interrupt each other.
- I/We will speak respectfully and briefly.
- I/We will stay focused on the meeting topics.
- I/We believe that we can agree to disagree.
- I/We believe that there might be more than one solution to a problem.

Today's Outcomes



Understand the duties of PAC Officers



Election of Officers



Supporting a Welcoming and Safe Environment for Learning

Office of Parent and Community Services RULES OF DECORUM FOR MEMBERS OF THE PUBLIC (Based on LAUSD Board Rule 137)

Effective April 24, 2019



LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Parent and Community Services
Office of Parent and Community Services
RULES OF DECORUM FOR MEMBERS OF THE PUBLIC
(Based on LAUSD Board Rule 137)
Effective April 24, 2019

The Office of Parent and Community Services (PCS) welcomes the members of the public to all of the committee meetings and training sessions. As a reminder all committee meetings and/or training sessions held at the Office of Parent and Community Services (PCS) shall be conducted in an orderly manner to ensure that the public and the committee members have full opportunity to be heard and that the deliberative process of the committee is maintained at all times. The Office of Parent and Community Services (PCS)'s staff shall be responsible for enforcing the order and decorum of all committee meetings and training sessions. All members of District committees are expected to abide by the committee's Operating Norms and Code of Conduct. While any meeting of a committee or a training is in session, the following rules of order and decorum shall be observed by all members of the public:

A. Persons Addressing the Committee

Each person who addresses the committee shall not make personal, impertinent, slanderous, or profane remarks to any committee member, staff, or public. Any person who makes such remarks, or who utters loud, disruptive, personal or abusive language or engages in any other disorderly conduct will be barred from further audience before the committee during that specific meeting. This will be done at the discretion of the Office of Parent and Community Services (PCS)'s staff especially if this conduct disrupts, disturbs, or otherwise impedes the orderly conduct of any committee meeting or training.

B. Members of the Audience

No person in the audience at a committee meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stomping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any committee meeting. Any person who conducts himself or herself in the aforementioned manner may at the discretion of the PCS staff be advised that his or her conduct violates the Rules of Decorum and, that if such conduct persists, he or she may be removed from the meeting.

C. Enforcement of Rules of Order and Decorum

The PCS staff shall request that a person who is breaching the rules of decorum be orderly and silent. If after receiving a warning from the PCS staff, a person persists in disrupting the meeting, the PCS staff shall ask him or her to leave the committee meeting.

Public Comments

- First 5 speakers on the list will speak for 2 minutes each.





Parent Advisory Committee

Responsibilities



Parent Advisory Committee (PAC)

California *Education Code* Section 52062(a)(1) states that the PAC **shall review and comment** on the development or annual update of the Local Control and Accountability Plan (LCAP).





Parent Advisory Committee

Responsibilities of Officers



PAC OFFICERS

Public Relations Officer

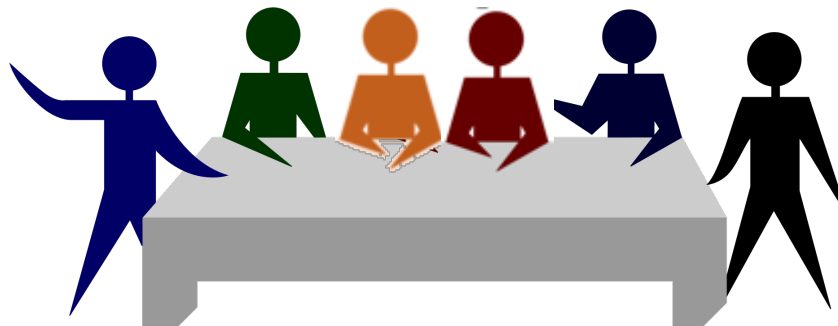
Secretary

Assistant Secretary

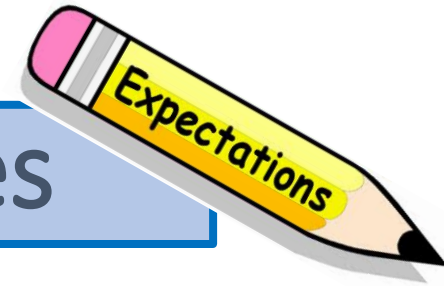
Chairperson

Vice-Chairperson

Parliamentarian



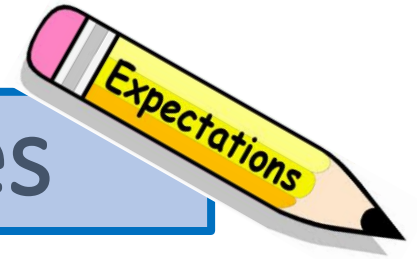
Officers' Responsibilities



- Become familiar with the content of PAC bylaws, the process to review and provide comments on the LCAP, and all federal, state, and District policies pertaining to the PAC, and programs and services for the LCAP subgroups.
- Plan the agenda with PCS staff prior to the regularly scheduled meetings. Agenda planning shall be done in a public meeting.
- No officer shall participate in closed-sessions on the subject-matter jurisdiction of the PAC; nor submit comments not ratified by the membership.



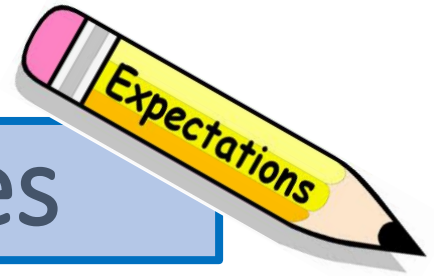
Officers' Responsibilities



- Provide input into the structure of the LCAP review and comment sessions in consultation with the membership.
- Attend all Officer Training sessions.
- Recommend formation of ad hoc committees as appropriate.
- Ensure that the LCAP comments are presented annually to the Board of Education.
- Be fair and impartial at all times.



Officers' Responsibilities



“Before you commit, think about it!”

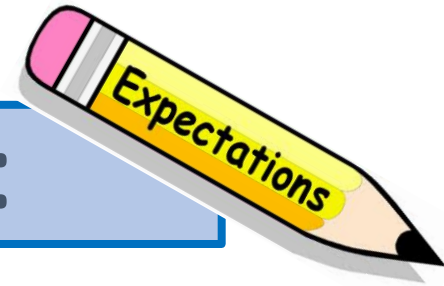
Estimated time required:

- 3 hours per meeting
- 1 hour agenda planning
- 2 hours travel time (round trip)

6 hours per meeting



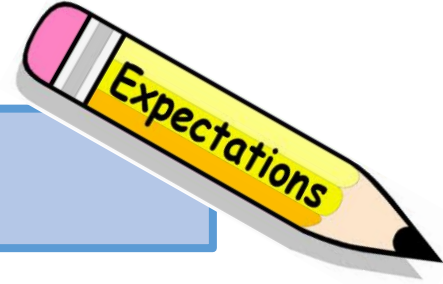
The Chairperson shall:



- Be fair and impartial at all times.
- Preside over all PAC meetings.
- Announce to all members the date, time and location for the subsequent PAC and agenda planning meetings.
- Sign letters, reports, and other communications as requested of the committee.



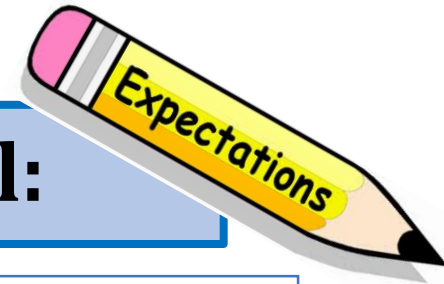
The Chairperson shall:



- Perform additional duties appropriate to the Chairperson position.
- Provide a written and oral report.
- Represent the PAC in all meetings or Board of Education subcommittees where PAC has been required or requested to participate. *Note: Attend District meetings as requested by the Superintendent, Board Members, or the Office of Parent and Community Services.*



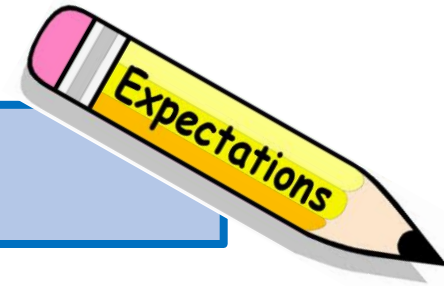
The Vice-Chairperson shall:



- Be fair and impartial.
- Assist the Secretary when needed.
- Represent the Chairperson in his/her absence or in assigned duties as prescribed by Chairperson.
- Assist with written motion forms.
- Be given the opportunity to serve as Chairperson through succession.



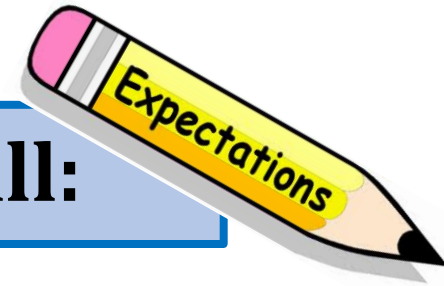
The Secretary shall:



- Be fair and impartial.
- Keep minutes of all meetings of the PAC, including agenda planning meetings.
- Provide the original meeting minutes to the PCS staff.
- Conduct roll call and establish quorum.
- Maintain a current attendance roster.



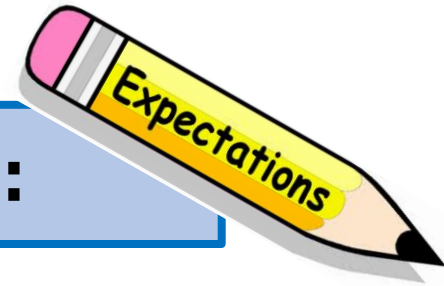
The Assistant Secretary shall:



- Be fair and impartial.
- Assist the secretary to keep minutes of all meetings of the PAC, including agenda planning meetings.
- Assist in providing the original meeting minutes to the PCS staff.
- Assist the secretary to conduct roll call and establish quorum.
- Assist the secretary to maintain a current attendance roster.

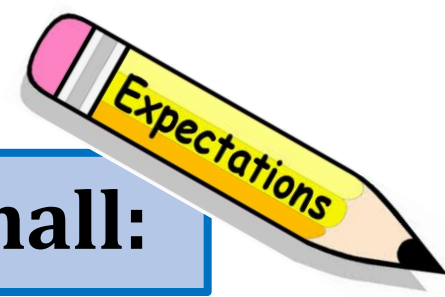


The Parliamentarian shall:



- Be fair and impartial.
- Announce the list of speakers during public comment.
- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about PAC bylaws, parliamentary procedures, and the Greene Act.
- Assist with comments and questions by members and the public.
- Maintain a position of impartiality and does not participate in making motions or voting on any question. They may however, participate during a debate.







The Public Relations Officer shall:

- Be fair and impartial at all times.
- Promote the actions and purpose of the PAC to the public.
- Represent the opinions of the PAC when authorized by PAC and/or the District.



Review of Election Guidelines and Process



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Parent Advisory Committee Officer Election Guidelines 2018/2019

1. Members can self-nominate or nomination can be made by other members.
2. Members are to sit in a designated area separate from the public and/or guests and must remain in their seats during the voting.
3. If a member leaves the room, the person must turn in all ballots. If members returns during the voting process, members will not be seated in the designated area until voting is completed.
4. Nominees must be present to be nominated and/or elected; **no voting by proxy.**
5. Ballots will be counted and recorded in view of all members. Each member will be given 1 ballot to write the name(s) of the candidate(s).
6. All mobile devices must be turned to silent mode during the election. No texting is permitted.
7. All members must be attentive to the electioneer, who is facilitating the election (electioneer). Sidebar conversations are not permitted.
8. No campaigning or soliciting of votes will be permitted in the PCS building or parking lot.
9. If a member chooses not to vote for a candidate(s), the blank ballots must be marked "abstain" and submitted.
10. Each candidate will have up to 1 minute and 30 seconds to speak. Please adhere to the time limit.
11. Any irregularities during the process may result in the participant being disqualified from voting.
12. Ballots with incomplete, incorrect, illegible or multiple candidate's name will be voided. If applicable.
13. A run-off election is held among the top two vote-getters when no one receives a majority of the votes of the members present.

PAC Election of Officers' Guidelines

- No politicking on the day of the election.
- Members and alternates must arrive on time. If a representative arrives late, the alternate will be seated as the voting member.
- Every voting representative is entitled to one vote.
- In order to be elected to a position, the candidate must receive 50 percent plus 1 of the votes.
- All positions are elected by ballots.
- In the event of a tie, the top two candidates with the highest vote will have a run-off election.



Election Meeting Norms



1. We will keep **students** as a priority.
2. We will **listen attentively** and **not interrupt** each other.
3. We will **wait** to be recognized before speaking.
4. We will **follow directions** given by the election facilitator.
5. We will **not campaign** or solicit votes.
6. We will **not text or talk** during the election.
7. We will **follow all election guidelines**.

PAC Election of Officers



Congratulations to the Newly Elected PAC Officers



