



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

5 **ARTICLE I: AUTHORITY**

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

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

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19 **ARTICLE II: PURPOSE**

20 The PAC shall review, advise, and comment on the District’s Local Control and Accountability Plan (LCAP) and
21 all related matters involving the Local Control Funding Formula identified by the California Education Code.
22 This should include providing input on any related Board Resolution, District policy, or other document
23 which requires parent, family, and stakeholder engagement in its development prior to adoption.
24

25 **ARTICLE III: RESPONSIBILITY**

26 *Section A*

27 The responsibilities of the Parent Advisory Committee shall be as outlined in California State Education Code
28 sections 52062 and 52063.

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

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

34 *Section B*

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

39 *Section C*

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

44 *Section D*

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

47 *Section E*

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

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ARTICLE IV: MEMBERSHIP

53 *Section A*

54 A member orientation and training session, which is strongly required and will be counted toward
55 attendance for all new members, shall be offered on or before the first regular PAC meeting, and include the
56 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 Understanding and Analyzing School and District Data
66 State and District Funding Models (LCAP, Budget Overview for Parents, SENI, TSP, CSI)
67 Group Dynamics
68 SMART Comments Framework
69 District, state and federal parent-engagement policies

70 *Section B*

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

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

85 A PAC member’s term will begin following verification by PCS of the member’s eligibility, notwithstanding
86 the seven members appointed by the LAUSD Board of Education.

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	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

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89 *Section C*

90 Terms of Membership:

91 Members of the PAC include representatives and alternates. Representatives are members who have been
 92 elected by parents in the Local Districts or appointed by the Board of Education to vote on issues pertinent
 93 to the PAC. Alternates are members but cannot vote unless seated by the PAC Secretary on a per-meeting
 94 basis.

95 Elections for PAC members and alternates in the Local Districts will take place during the months of
 96 September or October, in consultation between the officers, PCS, and Local District Parent and Community

97 Engagement (PACE) Units. PCS will make a special effort to fill all representative seats in the Foster Youth
98 category.

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

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

107 *Section D*

108 Rights and Guidelines:

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

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

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

119 *Section E*

120 Reimbursement:

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

123 *Section F*

124 Alternates:

- 125 1. Representatives and alternates must be physically present in the meeting room to be counted during
126 roll call.
- 127 2. Alternates will be seated 30 minutes after the scheduled meeting start time.

- 128 3. After 60 minutes, no alternate or representative may be seated.
- 129 4. Alternates who are seated will serve as official voting members for the duration of that meeting,
130 regardless of whether the representative eventually arrives.
- 131 5. Alternates are not eligible to serve as officers.

132 *Section G*

133 Attendance:

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

147 *Section H*

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

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

155 *Section I*

156 Vacancy for Board-appointed Members:

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

159 *Section J*

160 Vacancy for Officers:

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

166 *Section K*

167 Vacancy for Alternates:

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

172 *Section L*

173 Resignation

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

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ARTICLE V: TERMINATION

178 *Section A*

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

184 *Section B*

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

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

190 *Section C*

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

194 *Section D*

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

199 *Section E*

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

203 *Section F*

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

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

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ARTICLE VI: PAC OFFICERS

213 *Section A*

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

216 *Section B*

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

218 *Section C*

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

222 *Section D*

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

225 *Section E*

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

227 *Section F*

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

231 *Section G*

232 PAC Officers:

- 233 1. Chairperson
- 234 2. Vice-Chairperson
- 235 3. Secretary
- 236 4. Assistant Secretary
- 237 5. Parliamentarian
- 238 6. Public Relations Officer

239 *Section H*

240 Officers' Responsibilities:

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

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

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

253 *Section I*

254 Officers' Duties:

255 1. The Chairperson shall:

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

267 2. The Vice-Chairperson shall:

- 268 a. Be fair and impartial at all times.
- 269 b. Represent the Chairperson in his or her absence and perform additional assigned duties as
270 prescribed by the Chairperson
- 271 e. Be given the opportunity to serve as Chairperson through succession

272 3. The Secretary shall:

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

278 4. The Assistant Secretary shall:

- 279 a. Be fair and impartial at all times
- 280 b. Assist the Secretary in keeping minutes of all PAC meetings.

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

299 *Section A*

300 Schedule:

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

303 *Section B*

304 Quorum:

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

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

309 *Section C*

310 Location of Meetings:

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

313 *Section D*

314 Meeting Open to the Public:

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

327 *Section E*

328 Meeting Agenda Notice:

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

331 *Section F*

332 Meeting Presentation:

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

338 PAC representatives must request the floor from the Chairperson or presiding officer before speaking.
339 Representatives shall avoid repetition and shall limit their comments to matters within the subject-matter
340 jurisdiction of the PAC as defined within the LCFF statute and under the limitations set forth in the Greene
341 Act. The Chairperson or presiding officer has the ability to recognize or not recognize a member who wishes

342 to be given the floor, has the ability to determine that a member’s comment is either “well taken” or “not
343 well taken”, and has the ability to accept or reject any privileged motion brought forth by a member. When
344 one representative is speaking, other members shall not interrupt or otherwise disturb the speaker;
345 however, time limits may be set by the Chairperson, as necessary, to ensure the maximum participation of
346 all representatives.

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

357 *Section G*

358 Recording:

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

360 *Section H*

361 Teleconference:

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

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

- 369 1. The teleconference meeting shall comply with all other requirements.
- 370 2. Attendance shall be taken by the Secretary via viewing teleconference participants on screen and by roll
371 call.
- 372 3. All votes shall be taken by roll call.

- 373 4. The agenda shall be posted on the PCS website and marquee.
- 374 5. The public shall be provided an opportunity to address the PAC.
- 375 6. At least a quorum of PAC members shall participate from within the boundaries of the District's
- 376 jurisdiction.
- 377 7. The Chairperson or presiding officer will first acknowledge questions from members participating via
- 378 teleconference, then from members attending in person.

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ARTICLE VIII: STANDING SUBCOMMITTEES

381 The following shall be standing subcommittees of the PAC:

382 The function of these subcommittees may rely heavily on staff availability and current resources. Both PCS

383 staff and the PAC Executive Board will collaborate to determine the feasibility of subcommittee functions.

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

- 385 1. African-American Student: The PAC African American Student Standing Subcommittee works to close
- 386 the achievement gap, develop resources that allow parents to become more actively involved in their
- 387 children's schools, and supports student academic achievement by providing recommendations to
- 388 the PAC.
- 389 2. Bylaws: The purpose of the Bylaws Standing Subcommittee is to receive, review and recommend
- 390 proposed amendments to the PAC Bylaws. This Subcommittee also provides occasional updates to
- 391 the membership pertaining to proposed changes anticipated for the Committee to approve.
- 392 3. English Learner: The English Learner Standing Subcommittee works to close the achievement gap by
- 393 advocating for increased reclassification rates. This Subcommittee reviews data on student academic
- 394 achievement and provides recommendations to the PAC.
- 395 4. Foster Youth: The purpose of the Foster Youth Standing Subcommittee is to increase proficiency and
- 396 attendance of foster youth students by promoting meaningful engagement of parents and caregivers
- 397 in navigating the educational system through being informed of their educational rights, and
- 398 advocating for support services that will enhance the skills and knowledge of the caregivers to better
- 399 serve this student population. This Subcommittee provides recommendations to the PAC.
- 400 5. Legislation: The purpose of the Legislation Standing Subcommittee shall be to leverage knowledge of
- 401 the LCFF and the LCAP in researching and proposing legislative priorities specific to the PAC and
- 402 advocating directly to legislators around those priorities, with the goal of increasing student
- 403 achievement and parent engagement. This Subcommittee provides recommendations to the PAC.

- 404 6. Special Education: The purpose of the Special Education Standing Subcommittee is to address the low
405 graduation rate of students with disabilities, close their proficiency and achievement gaps, develop
406 resources to assist parents in navigating the educational system, and support students with disabilities by
407 providing recommendations to the PAC for the possible creation of LCAP comments.
- 408 7. Two-Way Communication: The purpose of the PAC Two-Way Communication Standing
409 Subcommittee shall be to continue and strengthen existing advocacy efforts of the Parent Advisory
410 Committee toward establishing true, two-way communication between the PAC and parents at
411 LAUSD school sites, by recommending changes in District practice which encourage principals to
412 value and incorporate the voice of parents into local decision-making. This work will directly support
413 District LCAP Goal 4: *Parent, Community & Student Engagement*. This Subcommittee provides
414 recommendations to the PAC.

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ARTICLE IX: PARLIAMENTARY PROCEDURE

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

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ARTICLE X: AMENDMENTS

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

ARTICLE XI: BYLAWS

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436 Severability:

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

440 Approval:

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

442

443

Paul Robak, PAC Chairperson

Date

445

Mayra Zamora, PAC Vice-Chairperson

Date

447

Maria Daisy Ortiz, PAC Secretary

Date

449

PAC Assistant Secretary

Date

451

Geraldine Hernandez Abisoror, PAC Public Relations Officer

Date

453

Judith Padilla, PAC Parliamentarian

Date

455

Antonio Plascencia Jr., PCS Administrator

Date

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457 **ATTACHMENT A**

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

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

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

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

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

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

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

474 (3) This subdivision shall not require the governing board of the school district to establish a new parent
475 advisory committee if the governing board of the school district already has established a parent advisory
476 committee that meets the requirements of this subdivision, including any committee established to meet
477 the requirements of the federal No Child Left Behind Act of 2001 (Public Law 107-110) pursuant to Section
478 1112 of Subpart 1 of Part A of Title I of that act. [Please note: The *No Child Left Behind Act* has been
479 replaced by the *Every Student Succeeds Act*.]

480 **Education Code 42238.01**

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

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

486 (1) A child who is the subject of a petition filed pursuant to Section 300 of the Welfare and Institutions Code,
487 whether or not the child has been removed from his or her home by the juvenile court pursuant to Section
488 319 or 361 of the Welfare and Institutions Code.

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

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

495 (A) He or she has attained 18 years of age while under an order of foster care placement by the juvenile
496 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
497 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in
498 Section 10103.5 of the Welfare and Institutions Code.

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

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

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

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

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

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

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

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

521 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government
522 Code, and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section
523 1439(a)(5) of Title 20 of the United States Code.

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

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

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

535 (d) “Parent” does not include a nonpublic, nonsectarian school or agency under contract with a local
536 educational agency for the provision of special education or designated instruction and services for a child.

537 (Amended by Stats. 2008, Ch. 223, Sec. 12. Effective January 1, 2009.)

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547 **ATTACHMENT B**

548
549 Board of Education Resolution to Enforce the Respectful Treatment of All Persons

550 Motion Presented by Board President, Jackie Goldberg

551 MOTION:

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

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

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

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

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

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

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

586 **ATTACHMENT C**

587 LAUSD Operating Norms and Code of Conduct

588 I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among
589 all members, guarantee the right of every person to express differing views and perspectives, and support the
590 purpose and mission of the PAC. All members of the PAC are subject to these requirements. As such I will:
591

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

606
607 I will not disturb the assembly by doing any of the following:
608

- 609 1. Making personal or derogatory comments related to any person’s ethnicity, race, sexual orientation,
610 gender, age, disability, native language, immigration status or religion.
- 611 2. Engaging in name-calling, the use of profanity, or cursing.
- 612 3. Threatening or engaging in verbal or physical attacks on any individual or group.
- 613 4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.
614

615 I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the
616 Parent Advisory Committee; and I understand that if I do not adhere to these Operating Norms and Code of
617 Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on
618 the committee.
619

620 School Name: _____

621
622 Member’s Name, Printed: _____

623
624 Signature: _____ Date: _____

ATTACHMENT D

Guidelines to Provide All Participants a Safe and Welcoming Learning Environment

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

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

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

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

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

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

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

ATTACHMENT E

672

673 Prescribed Robert's Rules

674 Basic Rules:

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

689 Terms and Process for Transacting Business:

690 Quorum

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

693 Obtaining the Floor

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

698 Introducing Business (Making Motions)

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

703 Seconding a Motion

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

708 Placing a Motion Before the Committee

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

713 Debate

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

724 Amendments

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

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

- 730 1. Add words, phrases, or sentences
- 731 2. Strike words, phrases, or sentences
- 732 3. Strike and add words, phrases, or sentences
- 733 4. Substitute whole paragraphs or an entire text

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

737

738 Voting

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

744 Types of Votes

745 A member may cast one of three votes:

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

751 Announcing a Vote

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

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

755 Adjournment

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

762 Recess

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

766 Summary of Steps to Handle a Motion:

- 767 1. A member addresses the presiding officer.
- 768 2. The presiding officer recognizes the member.
- 769 3. The member states the motion.

- 770 4. Another member seconds the motion.
771 5. The presiding officer restates the motion, thus placing it before the committee for consideration.
772 6. The committee may discuss the motion if it is debatable and amend the motion if it is amendable.
773 7. The presiding officer calls for a vote.
774 8. The presiding officer announces the results.

775 Basic Parliamentary Terms

- 776 • Addressing the Chairperson: Getting the Chairperson’s attention by saying, “Madam Chairwoman,”
777 or “Mr. Chairman.”
- 778 • Agenda: Order of business; program of the meeting
- 779 • Ad Hoc Subcommittee: A subcommittee established for a specific purpose and for a limited time.
- 780 • Ballots: Slips of paper for voting
- 781 • Carried: Passed or adopted; used in referring to affirmative action on a motion.
- 782 • Chairperson: the chair, chairman, chairwoman. When presides over; called the presiding officer.
- 783 • Convene: To open a session.
- 784 • Election by Acclamation: Election by unanimous consent; used when only one person has been
785 nominated for an office.
- 786 • Having the Floor: Having been recognized by the Chairperson to speak.
- 787 • Majority: More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- 788 • Minutes: Written records of business transacted.
- 789 • Motion: A proposal by a member, in a meeting, that the committee take a particular action.
- 790 • Nominate: To propose an individual for office.
- 791 • Obtaining the Floor: Securing permission to speak.
- 792 • Orders of the Day: Calling for an end to discussion or debate and returning to the order of business
793 prescribed in the agenda.
- 794 • Parliamentarian: Adviser to the presiding officer on parliamentary procedure.
- 795 • Pending Question: A motion awaiting decision.
- 796 • Point of Information: Request for information concerning a motion.
- 797 • Point of Order: A query in a formal debate or meeting as to whether correct procedure is being
798 followed.
- 799 • Previous Question: Motion which, if adopted, orders an immediate vote.
- 800 • Recess: A short intermission.
- 801 • Recognize: To allow someone to obtain the floor to speak.
- 802 • Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.
803 Second: To indicate support for consideration of a motion by saying, “I second the motion.”
- 804 • Unanimous (or General) Consent: A means of acting on a motion without a formal vote. When a
805 presiding officer perceives that there is little or no opposition to a motion before the committee,
806 business can often be expedited by the Chairperson’s simply calling for objections, if any. If no

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