



Parent Advisory Committee

PAC

OFFICERS' ORIENTATION AND

ELECTION MEETING

February 21, 2019



Let's Review the Agenda

Review of Agenda

- Welcome/Greeting
- Office of Parent and Community Services Update
- Public Comments
- Outcomes
- Group Norms
- Election of PAC Officers
 - Roles and Responsibilities of Officers
 - Structure for Election Day
- Closing



Today's Outcomes



Understand the duties of PAC Officers.



Election of Officers

Election Meeting Norms



1. We will keep students as a priority.
2. We will listen attentively and not interrupt each other.
3. Wait to be recognized before speaking.
4. Follow directions given by election facilitator.
5. No campaigning or soliciting of votes.
6. No texting or talking during election.
7. Follow all election guidelines.

Report From Office of Parent and Community Services:

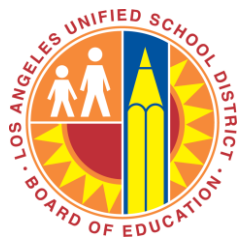
Parents Putting Kids First



Public Comments

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





Parent Advisory Committee

Responsibilities



Parent Advisory Committee (PAC)

The PAC under California *Education Code* Section 52062(a)(1), 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



Officers of PAC

Chairperson

Vice-Chairperson

Secretary

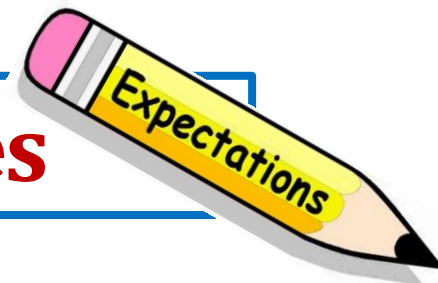
Assistant Secretary

Public Relations Officer

Parliamentarian



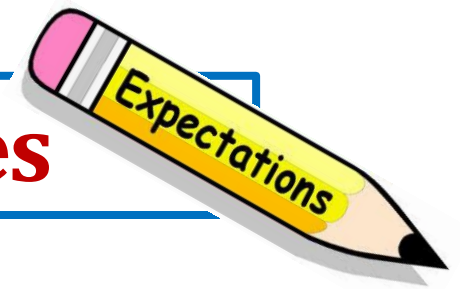
Officers' Responsibilities



- Become familiar with the content of committee bylaws, the process to review and provide comments, 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 regular scheduled meetings. Agenda planning shall be done in a public meeting.
- Provide recommendations regarding the PAC's responsibilities.
- Ensure PAC members fulfill the responsibilities of the PAC.



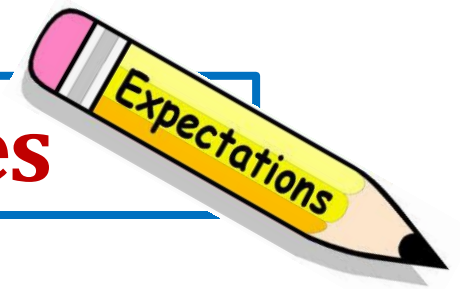
Officers' Responsibilities



- Provide input into the structure of the LCAP review and comment sessions.
- 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 must:



- Review the agenda with PCS staff before the meeting and ensure that the agenda recommendations from the PAC members is reflective in the agenda.
- 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 must:



- 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.
- Represent the PAC at District meetings as requested by the Superintendent, Board Members, or the Office of Parent and Community Services.
- Be involved and engaged in all meetings.



The Vice-Chairperson must:



- Review the agenda with the staff of PCS before the meeting.
- Be fair and impartial.
- Be given the opportunity to serve as Chairperson through succession.
- Represent the Chairperson in his/her absence or in assigned duties as prescribed by PCS.
- Assist the Secretary as needed.
- Assist with written motion forms.
- Be involved and engaged at all times.
- Maintain and post information on the Request/Response Chart.



The Secretary must:



- Review the agenda with the staff of PCS before the meeting.
- 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.
- Be involved and engaged in all meetings.



The Assistant Secretary must:



- Review the agenda with the staff of PCS before the meeting.
- 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.
- Be involved and engaged in all meetings.



The Parliamentarian must:



- Review the agenda with the staff of PCS before the meeting.
- Be fair and impartial.
- Announce the list of public speakers during public comment.
- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about bylaws of the committee, parliamentary procedures as prescribed by PCS, and the Greene Act.
- Assist with comments and questions by members and public.
- Direct, along with the Chairperson, the question procedures.
- Does not participate in making motions or voting on any question.



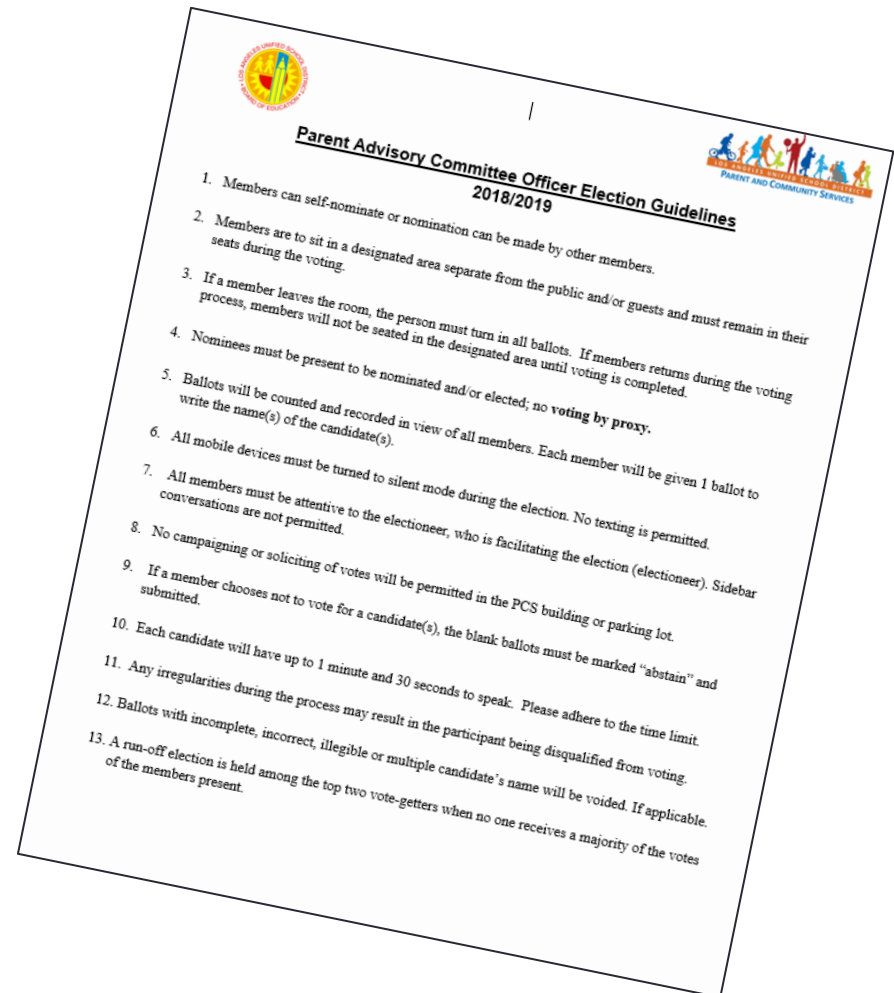
The Public Relations Officer must:



- Review the agenda with the staff of PCS before the meeting.
- 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.
- Assist committee members and guests.
- Be involved and engaged in all meetings.
- Maintain and post data on the Quorum Chart.



Review of Election Guidelines and Process



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.
- If a representative arrives late, the alternate will be seated as the voting member.
- 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.

PAC Election of Officers



Congratulations to the Newly Elected PAC Officers



