



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

ARTICLE I: AUTHORITY

California Education Code (“Ed. Code”) sections 52062 and 52063, which are attached as Attachment A, require 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, § 52060)

California Code of Regulations (“CCR”) section 15495 defines “Parent Advisory Committee,” as used in Ed. Code sections 52063 and 52069. A “Parent Advisory Committee” 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 § 15495, subd. (f))

The Los Angeles Unified School District (“LAUSD” or the “District”) Parent Advisory Committee will be referred to here 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 a provision conflict with District policy or state or federal requirements, this provision will be deemed invalid and unenforceable. The PAC is not authorized to represent the LAUSD absent proper, express District authorization. Nor can the Committee make any decisions, enter into any contract, or spend public funds.

ARTICLE II: PURPOSE

The PAC shall review, advise, and comment 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 PAC’s purpose should include providing input on any related Board Resolution, District policy, or other documents that requires parent, family, and stakeholder engagement in its development before adoption.~~ The purpose of the PAC shall also include providing input on any related Board Resolution, District policy, or other document that require parent, family, and stakeholder engagement in its development before adoption.

ARTICLE III: RESPONSIBILITY

Section A

The responsibilities of the PAC shall be as outlined in Ed. Code sections 52062 and 52063.

33 The PAC shall review, advise, and comment each school year on the District’s draft LCAP regarding the
34 requirements in Title 2, Division 4, Part 28, Chapter 6.1, Article 4.5 of the Ed. Code. PAC Comments shall be
35 defined only as Comments created, voted on, and approved by the full PAC membership.

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

38 **Section B**

39 To provide meaningful LCAP Comments, the PAC may review all relevant LCFF listings and descriptions of
40 LCFF expenditures for the fiscal year, and any supporting data and other material that permits permit timely
41 and effective evaluation of the applicability of goals, progress, and assessment of actions referred to in Ed.
42 Code sections 52061 and 52062.

43 **Section C**

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

49 **Section D**

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

52 **Section E**

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

56 **Section F**

57 PAC officers will shall participate in calendar working sessions with the Office of Student, Family and
58 Community Engagement (“SFACE”) as well as officers of the Community Advisory Committee (“CAC”) and
59 the District English Learner Advisory Committee (“DELAC”) to discuss and schedule meetings, member
60 orientations, training sessions, and topics and content for the following school year as early as practicable
61 before the end of each school year.

62 Topics may include, but not be limited to:

- 63 • Understanding and Analyzing School and District Data;

- 64 • Federal, State and District Funding Models (*e.g.*, the LCAP, Budget Overview for Parents, SENI, TSP, CSI,
65 ESSER III, and ELO);
- 66 • Group Dynamics;
- 67 • SMART Comments Framework;
- 68 • District, state and federal parent and family engagement policies; and
- 69 • *Robert’s Rules of Order*, parliamentary procedure, and the **these** PAC Bylaws

70

71

ARTICLE IV: MEMBERSHIP

72 ***Section A***

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

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

81 ***Section B***

82 Composition and Requirements: “Parent” will have the same definition as used in Ed. Code section 56028,
83 unless defined otherwise below.

84

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

90

91 To be seated as a member or alternate in the above categories, appropriate documentation must be
92 submitted to, and accepted by, the office of Student, Family and Community Engagement (“SFACE”) and
93 Student Health and Human Services (“SHHS”), as applicable.

94

95 The PAC will be composed of 55 **71** members and 16 **32** parent alternates, as follows: Each Board Member
 96 will appoint one (1) member for a total of seven (7) Board Appointed representatives; the Student Support
 97 Programs department of SHHS will appoint ~~twelve (12)~~ **sixteen (16)** Foster Youth
 98 parents/guardians/caregivers and/or agency representatives plus ~~four (4)~~ **eight (8)** alternates; ~~three (3)~~ **four**
 99 **(4)** parents/guardians of English learners plus ~~one (1) alternate~~ **two (2) alternates** will be elected per Region
 100 for a total of ~~12~~ **16** English learner representatives; ~~three (3)~~ **four (4)** parents/guardians of students who are
 101 eligible for the free or reduced-price meal program plus ~~one (1) alternate~~ **two (2) alternates** will be elected
 102 per Region for a total of ~~12~~ **16** Low Income representatives; and ~~three (3)~~ **four (4)** parents/guardians for
 103 parents At Large plus ~~one (1) alternate~~ **two (2) alternates** will be elected per Region for a total of ~~12~~ **16**
 104 parent At Large representatives.

105 A PAC member's term will begin following verification by SFACE of the member's eligibility, notwithstanding
 106 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 Region	TOTAL
Regions					
Region North	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates) *	12 16
Region South	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates) *	12 16
Region East	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates) *	12 16
Region West	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates)	3 4 (+ 1 2 alternates) *	12 16
Board Appointed	1 per Board District				7
	Total number of Representatives				55 71

107 **Section C**

108 Terms of Membership:

109 Members of the PAC include only representatives and alternates. Representatives are members who have
 110 been elected by parents in the Regions, appointed by SHHS (in the case of Foster Youth members), or
 111 appointed by Board Members to discuss, deliberate, and vote on issues pertinent to the PAC. Alternates are
 112 also considered members but cannot vote unless seated by the PAC Secretary on a per-meeting basis.
 113 Elections for PAC members and alternates in the Regions will take place during the months of September or
 114 October in consultation between officers, SFACE, and Region Parent and Community Engagement ("PACE")
 115 units. SFACE will provide ongoing support to Board staff and SHHS to ensure that information on all
 116 appointed members and alternates is provided to SFACE before the first official PAC meeting each year. In

117 addition, SFACE, in consultation with the PACE units, will make a sustained effort throughout the school year
118 to fill all vacant representative and alternate seats in each category.

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

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

127 ***Section D***

128 Rights and Guidelines:

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

132 Members' actions must adhere to these documents: PAC Bylaws; the Board of Education *Resolution to*
133 *Enforce the Respectful Treatment of All Persons* (see Attachment B); the *Operating Norms and Code of*
134 *Conduct* (see Attachment C); and the *Guidelines to Provide All Participants a Safe and Welcoming Learning*
135 *Environment* (see Attachment D). Individual PAC members may not claim to advocate on behalf of the PAC
136 without authorization. No individual member may commit the PAC to any action or recommendation
137 without approval from the PAC.

138 Failure to adhere to this section may result in suspension or termination from the PAC.

139 ***Section E***

140 Reimbursement:

141 PAC representatives and alternates will be reimbursed according to District policy guidelines and/or SFACE
142 guidelines for reimbursement.

143 ***Section F***

144 Alternates:

- 145 1. Representatives and alternates must be physically present in the meeting room to be counted during
146 roll call.
- 147 2. Alternates will be seated 30 minutes after the scheduled meeting start time.
- 148 3. After 60 minutes, no alternate or representative may be seated.

4. An alternate who is seated will serve as an official voting member for the duration of that meeting, regardless of whether the alternate's representative eventually arrives.

5. Alternates are not eligible to serve as officers.

Section G

Attendance:

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

Section H

Vacancy and Process for Region-elected Representatives and Alternates:

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

Section I

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

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

Section J

Vacancy for Officers:

An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting, except for the Chairperson and Secretary positions. The Chairperson position may be filled through succession only by the Vice Chairperson, and the Secretary

181 position may be filled through succession only by the Assistant Secretary. Public notice must be provided
182 and the item listed on the agenda. An officer position may not be assigned and is not transferable.
183

184 **Section K**

185 Vacancy for Alternates:

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

190 **Section L**

191 Resignation

192 A PAC member or officer may resign their position at any time but must do so by either submitting a signed
193 letter of resignation or transmitting an e-mail message to SFACE.
194

195 **ARTICLE V: TERMINATION**

196 **Section A**

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

202 **Section B**

203 Any elected Region representative will be terminated automatically from the PAC when:

- 204 1. His or her child no longer attends a school within the Region which the parent was elected to
205 represent.
- 206 2. His or her child is no longer in the category the parent was elected to represent, except as provided
207 in subsection E of this section.

208 **Section C**

209 Representatives who are absent from a total of four (4) regular meetings, including orientation, officer
210 elections, and scheduled, PAC-specific member training events, will be immediately notified of membership
211 termination in writing. An exception shall be made for PAC members in their second (2nd) year of
212 membership, who shall not be required to attend the Orientation, therefore not counting as an absence

213 towards the four (4) absences that trigger termination. The representative will not be eligible for re-election
214 to the PAC for a period of one (1) school year, not including the year in which their membership was
215 terminated.

216 **Section D**

217 In the case of the graduation of the child or the loss of association with the category, Foster Youth agency,
218 Region, or Board District, the member will lose membership, and the alternate to the member will become
219 the seated member. In the absence of an available alternate, a new election will be held, or appointment
220 will be made to fill the vacancy.

221 **Section E**

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

225 **Section F**

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

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

233

234 **ARTICLE VI: PAC OFFICERS**

235 **Section A**

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

238 **Section B**

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

240 **Section C**

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

244 **Section D**

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

247 ***Section E***

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

249

250

251 ***Section F***

252 All officers shall be required to attend and complete an officer-training course presented by SFACE before
253 the first regular PAC meeting following the election of officers in the membership year. This session will
254 count toward an officer's attendance.

255 ***Section G***

256 PAC Officers:

- 257 1. Chairperson
- 258 2. Vice-Chairperson
- 259 3. Secretary
- 260 4. Assistant Secretary
- 261 5. Public Relations
- 262 6. Parliamentarian

263 ***Section H***

264 Officers' Responsibilities:

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

- 268 1. Plan the agenda with SFACE Staff before all scheduled meetings and training sessions to recommend
269 resources that will benefit the PAC membership. Agenda planning shall be done in a public meeting.
- 270 2. Discuss and agree on the format and logistical considerations of LCAP Comment-development
271 meetings or other sessions. In order to manage time efficiently, time limits for individual comments
272 and questions shall be established in agenda-planning meetings.
- 273 3. Recommend formation of standing and ad hoc committees, as appropriate
- 274 4. Ensure that LCAP comments are presented annually to the Board of Education

275 No officer shall participate in a closed-session, substantive meeting with any District employee or Board

276 Member on the subject matter jurisdiction of the PAC nor submit comments on the LCAP other than the

277 ~~comments generated in the review and comment sessions and ratified by the membership~~ in regard to the
278 LCAP without prior approval of the PAC membership nor submit comments on the LCAP other than the
279 ~~comments generated in the review-and-comment sessions and ratified by the membership.~~

280 ***Section I***

281 Officers' Duties:

282 1. The Chairperson shall:

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

294 2. The Vice-Chairperson shall:

- 295 a. Be fair and impartial at all times;
- 296 b. Represent the Chairperson in his or her absence and perform additional assigned duties as
297 prescribed by the Chairperson;
- 298 e. Be given the opportunity to serve as Chairperson through succession

299 3. The Secretary shall:

- 300 a. Be fair and impartial at all times;
- 301 b. Keep minutes of all PAC meetings;
- 302 c. Provide original meeting minutes to SFACE;
- 303 d. Conduct roll call and determine whether a quorum has been established; and
- 304 e. Maintain a current attendance roster

305 4. The Assistant Secretary shall:

- 306 a. Be fair and impartial at all times;
- 307 b. Assist the Secretary in keeping minutes of all PAC meetings;
- 308 c. Assist the Secretary in providing original meeting minutes to SFACE;

- 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; and
 - 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; and
 - b. Promote the actions and purpose of the PAC to the public as authorized by the PAC and SFACE.
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; and
 - e. Be allowed to vote, but not to make motions or participate in debate

ARTICLE VII: MEETINGS

Section A

Schedule:

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

Section B

Quorum:

1. A quorum shall be established with the presence of 50 percent plus one (1) (more than half) of all representatives currently serving on the PAC, including any alternates seated in the absence of elected representatives. Alternates will be seated in the following order: 1) alternate for the same Region and member category (i.e., At Large, Free & Reduced, English Learner, and Foster Youth); then 2) alternate for the same Region but different member category, by order of arrival to the meeting; 3) alternate for a different Region but same member category; and 4) alternate for a different Region and different member category.

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

Section C

341 Location of Meetings:

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

345 **Section D**

346 Meetings Open to the Public:

- 347 1. All meetings of the PAC shall be open to the public and operate under the Greene Act.
- 348 2. Notice of such meetings shall be provided in accordance with the Greene Act.
- 349 3. Members of the public may sign up for general public comment on a first-come, first-served basis on
350 the day of the meeting and up to 30 minutes before the scheduled start time of the meeting, at which
351 time no further sign-ups will be permitted. A maximum of five (5) public speakers will be heard. Two
352 (2) minutes will be allotted per person.
- 353 4. Members of the public will have an opportunity to address the PAC. A maximum of ~~three (3)~~ **six (6)**
354 public speakers will be heard for a maximum of one (1) minute each before any discussion on an
355 agenda item, as specified on the agenda. Persons wishing to speak may sign up to do so on the day of
356 the meeting, and up to 30 minutes after the scheduled start time, on a first-come, first-served basis.
- 357 5. ~~Alternates are members of the Committee and therefore may not speak during any public comment~~
358 ~~period on the agenda.~~ **An Alternate who is not seated as a replacement for an elected representative**
359 **shall be considered a member of the public and shall be permitted to speak in public-comment periods**
360 **on the agenda, at the discretion of the presiding officer.**
- 361 6. A motion shall not be required to extend the time of a meeting in order to complete the agenda or to
362 adjourn a meeting before its agendized ending time. A meeting shall be extended as necessary and
363 pending the availability of SFACE staff to support it, with no action required of the Chairperson or
364 presiding officer, and a meeting may be adjourned without a motion before its stated ending time
365 provided that all agenda items have been completed.

366 **Section E**

367 Meeting Agenda Notice:

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

371 **Section F**

372 Meeting Presentation:

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

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

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

397 **Section G**

398 Recording:

399 Meetings shall be video recorded, and meeting videos shall be posted to the SFACE website in a timely
400 manner.

401 **Section H**

402 Teleconference:

403 The following procedures shall be implemented when meetings are held solely via teleconference or in a
404 "hybrid" format (one which allows interaction between in-person attendees, attendees participating via

405 teleconference, and presenters). For this section, “teleconference” means a meeting of this Committee, the
406 members of which are in different locations, connected by electronic means, through either audio or video
407 or both. The teleconference login shall be identified on the agenda, and the meeting shall be accessible to
408 the public.

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

- 410 1. The teleconference meeting shall comply with all other requirements.
- 411 2. Attendance shall be taken by the Secretary via viewing teleconference participants on screen and by
412 announcing names during roll call.
- 413 3. ~~All votes shall be taken by roll call.~~ All votes shall be taken in accordance with District policy and
414 applicable state or federal laws, regulations, and guidelines.
- 415 4. The agenda shall be posted on the SFACE website and outside the bulletin board.
- 416 5. The public shall be provided with an opportunity to address the PAC.
- 417 6. At least a quorum of PAC members shall participate from within the District’s attendance boundary.
- 418 7. The Chairperson or presiding officer will first acknowledge questions from members participating via
419 teleconference, then from members attending in person.

420 **ARTICLE VIII: STANDING SUBCOMMITTEES**

421 The following shall be standing subcommittees of the PAC.

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

- 425 1. African-American Student: The PAC African-American Student Standing Subcommittee works to
426 close the achievement gap, develop resources that allow parents to become more actively involved
427 in their children’s schools, and support student academic achievement by providing
428 recommendations to the PAC.
- 429 2. Bylaws: The purpose of the Bylaws Standing Subcommittee is to receive, review and recommend
430 proposed amendments to the PAC Bylaws. This Subcommittee also provides occasional updates to
431 the membership pertaining to proposed Bylaws changes anticipated for the Committee to approve.
- 432 3. English Learner: The English Learner Standing Subcommittee works to close the achievement gap by
433 advocating for increased reclassification rates. This Subcommittee reviews data on student academic
434 achievement and provides recommendations to the PAC.
- 435 4. Foster Youth: The purpose of the Foster Youth Standing Subcommittee is to increase proficiency and
436 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 that 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.

ARTICLE IX: PARLIAMENTARY PROCEDURE

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 agenda 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 only the most recent edition of *Robert's Rules of Order, Newly Revised*.

ARTICLE X: AMENDMENTS

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

469 five (5) calendar days before the proposed action, and then approved by a two-thirds majority of voting
470 members present, excluding blank ballots and abstentions, provided that a quorum has first been
471 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 SFACE.

_____	_____
Paul Robak, PAC Chairperson	Date
_____	_____
Juanita Garcia, PAC Vice Chairperson	Date
_____	_____
Gabriela Rangel, PAC Secretary	Date
_____	_____
Lluvia Sainz, PAC Assistant Secretary	Date
_____	_____
Gustavo Mendez, PAC Public Relations	Date
_____	_____
Shirley Lee, PAC Parliamentarian	Date
_____	_____
Antonio Plascencia, Jr., SFACE Senior Director	Date

493 **ATTACHMENT A**

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

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

496 **Education Code section 52060, subdivision (a)**

497 On or before July 1, 2014, the governing board of each school district shall adopt a local control and
498 accountability plan using a template adopted by the state board.

499 **Education Code section 52062, subdivision (a)**

500 Before the governing board of a school district considers the adoption of a local control and accountability
501 plan or an annual update to the local control and accountability plan, all of the following shall occur:

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

506 **Education Code section 52063, subdivision (a)**

507 (1) The governing board of a school district shall establish a parent advisory committee to provide advice to
508 the governing board of the school district and the superintendent of the school district regarding the
509 requirements of this article.

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

512 (3) This subdivision shall not require the governing board of the school district to establish a new parent
513 advisory committee if the governing board of the school district already has established a parent advisory
514 committee that meets the requirements of this subdivision, including any committee established to meet
515 the requirements of the federal No Child Left Behind Act of 2001 (Public Law 107-110) pursuant to Section
516 1112 of Subpart 1 of Part A of Title I of that act. [Please note: The *No Child Left Behind Act* has been
517 replaced by the *Every Student Succeeds Act*.]

518 **Education Code section 42238.01 (select provisions)**

519 For purposes of Section 42238.02, the following definitions shall apply:

520 (a) "Eligible for free or reduced-price meals" means determined to meet federal income eligibility criteria,
521 either through completing an application for the federal National School Lunch Program or eligible for free
522 or reduced-price meals under the federal National School Lunch Program, as described in Part 245 of Title 7
523 of the Code of Federal Regulations.

524 . . .

525 (b) “Foster youth” means any of the following:

526 (1) A child who is the subject of a petition filed pursuant to Section 300 of the Welfare and Institutions

527 Code, whether or not the child has been removed from his or her home by the juvenile court pursuant to

528 Section 319 or 361 of the Welfare and Institutions Code.

529 (2) A child who is the subject of a petition filed pursuant to Section 602 of the Welfare and Institutions Code

530 has been removed from his or her home by the juvenile court pursuant to Section 727 of the Welfare and

531 Institutions Code and is in foster care as defined by subdivision (d) of Section 727.4 of the Welfare and

532 Institutions Code.

533 (3) A nonminor under the transition jurisdiction of the juvenile court, as described in Section 450 of the

534 Welfare and Institutions Code, who satisfies all of the following criteria:

535 (A) The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile

536 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

537 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in

538 Section 10103.5 of the Welfare and Institutions Code.

539 (B) The nonminor is in foster care under the placement and care responsibility of the county welfare

540 department, county probation department, Indian tribe, consortium of tribes, or tribal organization that

541 entered into an agreement pursuant to Section 10553.1 of the Welfare and Institutions Code.

542 (C) He or she is participating in a transitional independent living case plan pursuant to Section 475(8) of the

543 federal Social Security Act (42 U.S.C. Sec. 675), as contained in the federal Fostering Connections to Success

544 and Increasing Adoptions Act of 2008 (Public Law 110-351), as described in Section 11403 of the Welfare and

545 Institutions Code.

546 (c) “Pupils of limited English proficiency” means pupils who do not have the clearly developed English

547 language skills of comprehension, speaking, reading, and writing necessary to receive instruction only in

548 English at a level substantially equivalent to pupils of the same age or grade whose primary language is

549 English. “English learner” shall have the same meaning as provided for in subdivision (a) of Section 306 and

550 as “pupils of limited English proficiency.”

551 **Education Code section 56028**

552 (a) “Parent” means any of the following:

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

554 (2) A foster parent if the authority of the biological or adoptive parents to make educational decisions on the

555 child’s behalf specifically has been limited by court order in accordance with Section 300.30(b)(1) or (2) of

556 Title 34 of the Code of Federal Regulations.

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

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

562 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government
563 Code and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section
564 1439(a)(5) of Title 20 of the United States Code.

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

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

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

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

578 **Code of Regulations, Title 5, Section 15495**

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

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

586 (b) “English learner parent advisory committee,” as used in Education Code section 52063 and 52069 for
587 those school districts or schools and programs operated by county superintendents of schools whose
588 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.

(i) "State priority areas" means the priorities identified in Education Code sections 52060 and 52066. For charter schools, "state priority areas" means the priorities identified in Education Code section 52060 that apply for the grade levels served or the nature of the program operated by the charter school.

- (j) “Subgroup” means the numerically significant pupil subgroups identified pursuant to Education Code section 52052.
- (k) “to improve services” means to grow services in quality.
- (l) “to increase services” means to grow services in quantity.
- (m) “unduplicated pupil” means any of those pupils to whom one or more of the definitions included in Education Code section 42238.01 apply, including pupils eligible for free or reduced price meals, foster youth, and English learner.

ATTACHMENT B

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

Motion Presented by Board President, Jackie Goldberg

MOTION:

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

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

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

Whereas, reducing tensions among students and school personnel is highly desirable, therefore, be it

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

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

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

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: _____

Guidelines to Provide All Participants a Safe and Welcoming Environment

The Office of Student, Family and Community Engagement (SFACE) seeks to provide all personnel and participants at the District-level workshops, meetings, and events with a safe and welcoming learning environment. To fulfill this responsibility, SFACE applies the following:

- LAUSD Operating Norms and Code of Conduct for District-level Committees
- Rules of Decorum for Members of the Public (based on LAUSD Board Rule 137)

SFACE 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 District personnel. 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*.

A person affected from an incident with a person or persons is asked to immediately notify a SFACE 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 offered to improve the climate of a committee and sense of safety of the membership. District staff may suspend and/or terminate membership of a committee member if they reject participation in a restorative mediation for behavior which does not follow the Code of Conduct and Rules of Decorum.

SFACE administrators will activate the following progressive actions when welcomed by involved parties:

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, SFACE Guidelines for a Safe and Welcoming Learning Environment, Rules of Decorum, and establish next steps to restore the climate and working relationship. A verbal or email communication with the next steps will be provided.
2. **Continued Disruption:** If there is continued disruption that does not follow the Code of Conduct and Respectful Treatment Policy, they will be suspended for the current and following fiscal year from all SFACE sponsored activities. A written notification will follow from the SFACE administrator.

The Office of the Superintendent will be notified about the support provided to individuals. For more information, contact the Office of Student, Family and Community Engagement.

Prescribed Robert's Rules

Basic Rules:

- All members have equal rights, privileges, and obligations.
- Full and free discussion of all motions, reports and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used.
- Only one motion can be considered at a time.
- 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.
- 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.
- 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"
- 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.)

Terms and Process for Transacting Business:

Quorum

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.

Obtaining the Floor

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.

Introducing Business (Making Motions)

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"

811 Seconding a Motion

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

816 Placing a Motion Before the Committee

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

821 Debate

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

832 Amendments

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

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

- 838 1. Add words, phrases, or sentences
- 839 2. Strike words, phrases, or sentences
- 840 3. Strike and add words, phrases, or sentences
- 841 4. Substitute whole paragraphs or an entire text

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

845 Voting

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

851 Types of Votes

852 A member may cast one of three votes:

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

858 Announcing a Vote

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

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

862 Adjournment

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

869 Recess

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

873 Summary of Steps to Handle a Motion:

- 874 1. A member addresses the presiding officer.
- 875 2. The presiding officer recognizes the member.
- 876 3. The member states the motion.
- 877 4. Another member seconds the motion.
- 878 5. The presiding officer restates the motion, thus placing it before the committee for consideration.
- 879 6. The committee may discuss the motion if it is debatable and amend the motion if it is amendable.
- 880 7. The presiding officer calls for a vote.

881 8. The presiding officer announces the results.

882 Basic Parliamentary Terms

- 883 ● Addressing the Chairperson: Getting the Chairperson’s attention by saying, “Madam Chairwoman,”
884 or “Mr. Chairman.”
- 885 ● Agenda: Order of business; program of the meeting
- 886 ● Ad Hoc Subcommittee: A subcommittee established for a specific purpose and for a limited time.
- 887 ● Ballots: Slips of paper used for voting
- 888 ● Carried: Passed or adopted; used in referring to affirmative action on a motion.
- 889 ● Chairperson: The chair, chairman, chairwoman. When presides over; called the presiding officer.
- 890 ● Convene: To open a session.
- 891 ● Election by Acclamation: Election by unanimous consent; used when only one person has been
892 nominated for an office.
- 893 ● Having the Floor: Having been recognized by the Chairperson to speak.
- 894 ● Majority: More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- 895 ● Minutes: Written records of business transacted.
- 896 ● Motion: A proposal by a member, in a meeting, that the committee take a particular action.
- 897 ● Nominate: To propose an individual for office.
- 898 ● Obtaining the Floor: Securing permission to speak.
- 899 ● Orders of the Day: Calling for an end to discussion or debate and returning to the order of business
900 prescribed in the agenda.
- 901 ● Parliamentarian: Adviser to the presiding officer on parliamentary procedure.
- 902 ● Pending Question: A motion awaiting decision.
- 903 ● Point of Information: Request for information concerning a motion.
- 904 ● Point of Order: A query in a formal debate or meeting as to whether correct procedure is being
905 followed.
- 906 ● Previous Question: Motion which, if adopted, orders an immediate vote.
- 907 ● Recess: A short intermission.
- 908 ● Recognize: To allow someone to obtain the floor to speak.
- 909 ● Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.
910 Second: To indicate support for consideration of a motion by saying, “I second the motion.”
- 911 ● Unanimous (or General) Consent: A means of acting on a motion without a formal vote. When a
912 presiding officer perceives that there is little or no opposition to a motion before the committee,
913 business can often be expedited by the Chairperson’s simply calling for objections, if any. If no
914 objection is heard, the motion is adopted; if even one member objects, the motion is brought to a
915 formal vote by the usual procedure. This is not applicable in meetings held via teleconference.