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

6 **ARTICLE I: AUTHORITY**

7 California Education Code (“Ed. Code”) sections 52062 and 52063, which are attached as Attachment A,  
8 require the establishment of a district-wide parent advisory committee to review and comment on the Local  
9 Control and Accountability Plan (“LCAP”) for the governing board and the superintendent of a school district.  
10 (Ed. Code, § 52060)

11 California Code of Regulations (“CCR”) section 15495 defines “Parent Advisory Committee,” as used in Ed.  
12 Code sections 52063 and 52069. A “Parent Advisory Committee” shall be composed of a majority of parents,  
13 as defined in subdivision (e), of pupils and include parents of pupils to whom one or more of the definitions  
14 in Education Code section 42238.01 apply.” (5 CCR § 15495, subd. (f))

15 The Los Angeles Unified School District (“LAUSD” or the “District”) Parent Advisory Committee will be  
16 referred to here as the “PAC” or the “Committee.” These Bylaws shall be used to govern the PAC and may  
17 never conflict with District policy and applicable state or federal laws, regulations, and guidelines. Should a  
18 provision conflict with District policy or state or federal requirements, this provision will be deemed invalid  
19 and unenforceable. The PAC is not authorized to represent the LAUSD absent proper, express District  
20 authorization. Nor can the Committee make any decisions, enter into any contract, or spend public funds.

21  
22 **ARTICLE II: PURPOSE**

23 The PAC shall review, advise, and comment each school year on the District’s draft LCAP and all related  
24 matters involving the Local Control Funding Formula (“LCFF”) identified by the Ed. Code. This PAC’s purpose  
25 should include providing input on any related Board Resolution, District policy, or other documents that  
26 requires parent, family, and stakeholder engagement in its development before adoption.

27  
28 **ARTICLE III: RESPONSIBILITY**

29 ***Section A***

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

31 The PAC shall review, advise, and comment each school year on the District’s draft LCAP regarding the  
32 requirements in Title 2, Division 4, Part 28, Chapter 6.1, Article 4.5 of the Ed. Code.

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

35 **Section B**

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

40 **Section C**

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

46 **Section D**

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

49 **Section E**

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

53 **Section F**

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

59 Topics may include, but not be limited to:

- 60 • Understanding and Analyzing School and District Data;
- 61 • Federal, State and District Funding Models (*e.g.*, the LCAP, Budget Overview for Parents, SENI, TSP, CSI,  
62 ESSER III, and ELO);
- 63 • Group Dynamics;
- 64 • SMART Comments Framework;

- 65 • District, state and federal parent and family engagement policies; and  
66 • *Robert's Rules of Order*, parliamentary procedure, and the PAC Bylaws

67

68 **ARTICLE IV: MEMBERSHIP**

69 ***Section A***

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

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

78 ***Section B***

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

81

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

87

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

91

92 The PAC will be composed of 55 members and 16 parent alternates, as follows: Each Board Member will  
93 appoint one (1) member for a total of seven (7) Board Appointed representatives; the Student Support  
94 Programs department of SHHS will appoint twelve (12) Foster Youth parents/guardians/caregivers and/or  
95 agency representatives plus four (4) alternates; three (3) parents/guardians of English learners plus one (1)  
96 alternate will be elected per Region for a total of 12 English learner representatives; three (3)

97 parents/guardians of students who are eligible for the free or reduced-price meal program plus one (1)  
 98 alternate will be elected per Region for a total of 12 Low Income representatives; and three (3)  
 99 parents/guardians for parents At Large plus one (1) alternate will be elected per Region for a total of 12  
 100 parent At Large representatives.  
 101 A PAC member’s term will begin following verification by SFACE of the member’s eligibility, notwithstanding  
 102 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 (+ 1 alternate)	3 (+ 1 alternate)	3 (+ 1 alternate)	3 (+ 1 alternate) *	12
Region South	3 (+ 1 alternate)	3 (+ 1 alternate)	3 (+ 1 alternate)	3 (+ 1 alternate) *	12
Region East	3 (+ 1 alternate)	3 (+ 1 alternate)	3(+ 1 alternate)	3 (+ 1 alternate) *	12
Region West	3 (+ 1 alternate)	3 (+ 1 alternate)	3 (+ 1 alternate)	3 (+ 1 alternate) *	12
Board Appointed	1 per Board District				7
	Total number of Representatives				55

103 **Section C**

104 **Terms of Membership:**

105 Members of the PAC include only representatives and alternates. Representatives are members who have  
 106 been elected by parents in the Regions, appointed by SHHS (in the case of Foster Youth members), or  
 107 appointed by Board Members to discuss, deliberate, and vote on issues pertinent to the PAC. Alternates are  
 108 also considered members but cannot vote unless seated by the PAC Secretary on a per-meeting basis.

109 Elections for PAC members and alternates in the Regions will take place during the months of September or  
 110 October in consultation between officers, SFACE, and Region Parent and Community Engagement (“PACE”)  
 111 units. SFACE will provide ongoing support to Board staff and SHHS to ensure that information on all  
 112 appointed members and alternates is provided to SFACE before the first official PAC meeting each year. In  
 113 addition, SFACE, in consultation with the PACE units, will make a sustained effort throughout the school year  
 114 to fill all vacant representative and alternate seats in each category.

115 Elected members will serve a term of two (2) years, with half of these members’ terms expiring in  
 116 alternating years. Alternates, both elected and appointed, will also serve a term of one (1) year. The term  
 117 of an elected member begins on the date of the first official PAC meeting after elections of new members in

118 all Region LCAP Study Groups have been held and ends at the elections of new members in the fall of the  
119 following school year.

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

123 **Section D**

124 Rights and Guidelines:

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

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

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

135 **Section E**

136 Reimbursement:

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

139 **Section F**

140 Alternates:

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

148 **Section G**

149 Attendance:

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

159 **Section H**

160 Vacancy and Process for Region-elected Representatives and Alternates:

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

167 **Section I**

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

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

172 **Section J**

173 Vacancy for Officers:

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

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180 **Section K**

181 Vacancy for Alternates:

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

186 **Section L**

187 Resignation

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

190

191 **ARTICLE V: TERMINATION**

192 **Section A**

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

198 **Section B**

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

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

204 **Section C**

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

209 **Section D**

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

214 **Section E**

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

218 **Section F**

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

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

226

227

**ARTICLE VI: PAC OFFICERS**

228 **Section A**

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

231 **Section B**

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

233 **Section C**

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

237 **Section D**

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

240 **Section E**

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

242

243

244 **Section F**

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

248 **Section G**

249 PAC Officers:

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

256 **Section H**

257 Officers' Responsibilities:

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

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

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

271 **Section I**

272 Officers' Duties:

- 273 1. The Chairperson shall:
  - 274 a. Be fair and impartial at all times;
  - 275 b. Preside over PAC meetings;
  - 276 c. Sign letters, reports, and other communications of the Committee as authorized;

- 277 d. Perform additional duties appropriate to the office of Chairperson;
- 278 e. Serve as the representative of the PAC on Board of Education committees as applicable;
- 279 f. Provide written or oral Chairperson's Reports to the PAC;
- 280 g. Announce to all members the date, time, and place for the next agenda-planning meeting and all
- 281 other PAC meetings;
- 282 h. Provide a draft of the LCAP Comments presentation to the Committee for discussion and
- 283 feedback prior to giving this presentation to the Board of Education; and
- 284 i. Have the ability to create ad hoc subcommittees in coordination with SFACE

285 2. The Vice-Chairperson shall:

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

290 3. The Secretary shall:

- 291 a. Be fair and impartial at all times;
- 292 b. Keep minutes of all PAC meetings;
- 293 c. Provide original meeting minutes to SFACE;
- 294 d. Conduct roll call and determine whether a quorum has been established; and
- 295 e. Maintain a current attendance roster

296 4. The Assistant Secretary shall:

- 297 a. Be fair and impartial at all times;
- 298 b. Assist the Secretary in keeping minutes of all PAC meetings;
- 299 c. Assist the Secretary in providing original meeting minutes to SFACE;
- 300 d. Assist the Secretary in conducting roll call and determining whether a quorum has been
- 301 established;
- 302 e. Assist the Secretary in maintaining a current attendance roster;
- 303 f. Assist with written motion forms; and
- 304 g. Be given the opportunity to serve as the Secretary through succession.

305 5. The Public Relations shall:

- 306 a. Be fair and impartial at all times; and
- 307 b. Promote the actions and purpose of the PAC to the public as authorized by the PAC and SFACE.

308 6. The Parliamentarian shall:

- 309 a. Be fair and impartial at all times;
- 310 b. Announce the list of public speakers;
- 311 c. Assist the Chairperson in ensuring compliance with these Bylaws and that parliamentary
- 312 procedures are followed to assist the Committee in completing its meeting agendas;
- 313 d. Be knowledgeable about these Bylaws, parliamentary procedure, and the Greene Act; and
- 314 e. Be allowed to vote, but not to make motions or participate in debate

315

316

## ARTICLE VII: MEETINGS

### 317 **Section A**

#### 318 Schedule:

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

### 321 **Section B**

#### 322 Quorum:

- 323 1. A quorum shall be established with the presence of 50 percent plus one (1) (more than half) of all
- 324 representatives currently serving on the PAC, including any alternates seated in the absence of elected
- 325 representatives.
- 326 2. A quorum shall be established no later than 60 minutes after the scheduled meeting start time.

### 327 **Section C**

#### 328 Location of Meetings:

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

### 332 **Section D**

#### 333 Meetings Open to the Public:

- 334 1. All meetings of the PAC shall be open to the public and operate under the Greene Act.
- 335 2. Notice of such meetings shall be provided in accordance with the Greene Act.
- 336 3. Members of the public may sign up for general public comment on a first-come, first-served basis on
- 337 the day of the meeting and up to 30 minutes before the scheduled start time of the meeting, at which
- 338 time no further sign-ups will be permitted. A maximum of five (5) public speakers will be heard. Two
- 339 (2) minutes will be allotted per person.

- 340 4. Members of the public will have an opportunity to address the PAC. A maximum of three (3) public  
341 speakers will be heard for a maximum of one (1) minute each before any discussion on an agenda item,  
342 as specified on the agenda. Persons wishing to speak may sign up to do so on the day of the meeting,  
343 and up to 30 minutes after the scheduled start time, on a first-come, first-served basis.
- 344 5. Alternates are members of the Committee and therefore may not speak during any public-comment  
345 period on the agenda.
- 346 6. A motion shall not be required to extend the time of a meeting in order to complete the agenda or to  
347 adjourn a meeting before its agendized ending time. A meeting shall be extended as necessary and  
348 pending the availability of SFACE staff to support it, with no action required of the Chairperson or  
349 presiding officer, and a meeting may be adjourned without a motion before its stated ending time  
350 provided that all agenda items have been completed.

351 **Section E**

352 Meeting Agenda Notice:

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

356 **Section F**

357 Meeting Presentation:

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

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

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

382 **Section G**

383 Recording:

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

386 **Section H**

387 Teleconference:

388 The following procedures shall be implemented when meetings are held solely via teleconference or in a  
389 "hybrid" format (one which allows interaction between in-person attendees, attendees participating via  
390 teleconference, and presenters). For this section, "teleconference" means a meeting of this Committee, the  
391 members of which are in different locations, connected by electronic means, through either audio or video  
392 or both. The teleconference login shall be identified on the agenda, and the meeting shall be accessible to  
393 the public.

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

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

404 **ARTICLE VIII: STANDING SUBCOMMITTEES**

405 The following shall be standing subcommittees of the PAC.

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

- 409 1. African-American Student: The PAC African-American Student Standing Subcommittee works to  
410 close the achievement gap, develop resources that allow parents to become more actively involved  
411 in their children’s schools, and support student academic achievement by providing  
412 recommendations to the PAC.
- 413 2. Bylaws: The purpose of the Bylaws Standing Subcommittee is to receive, review and recommend  
414 proposed amendments to the PAC Bylaws. This Subcommittee also provides occasional updates to  
415 the membership pertaining to proposed Bylaws changes anticipated for the Committee to approve.
- 416 3. English Learner: The English Learner Standing Subcommittee works to close the achievement gap by  
417 advocating for increased reclassification rates. This Subcommittee reviews data on student academic  
418 achievement and provides recommendations to the PAC.
- 419 4. Foster Youth: The purpose of the Foster Youth Standing Subcommittee is to increase proficiency and  
420 attendance of foster youth students by promoting meaningful engagement of parents and caregivers  
421 in navigating the educational system through being informed of their educational rights and  
422 advocating for support services that will enhance the skills and knowledge of the caregivers to better  
423 serve this student population. This Subcommittee provides recommendations to the PAC.
- 424 5. Legislation: The purpose of the Legislation Standing Subcommittee shall be to leverage knowledge of  
425 the LCFF and the LCAP in researching and proposing legislative priorities specific to the PAC and  
426 advocating directly to legislators around those priorities with the goal of increasing student  
427 achievement and parent engagement. This Subcommittee provides recommendations to the PAC.
- 428 6. Special Education: The purpose of the Special Education Standing Subcommittee is to address the low  
429 graduation rate of students with disabilities, close their proficiency and achievement gaps, develop  
430 resources to assist parents in navigating the educational system, and support students with disabilities by  
431 providing recommendations to the PAC for the possible creation of LCAP comments. This Subcommittee  
432 provides recommendations to the PAC.
- 433 7. Two-Way Communication: The purpose of the PAC Two-Way Communication Standing  
434 Subcommittee shall be to continue and strengthen existing advocacy efforts of the Parent Advisory  
435 Committee toward establishing true, two-way communication between the PAC and parents at

436 LAUSD school sites by recommending changes in District practice that encourage principals to value  
437 and incorporate the voice of parents into local decision-making. This work will directly support  
438 District LCAP Goal 4: *Parent, Community & Student Engagement*. This Subcommittee provides  
439 recommendations to the PAC.

440

441

#### **ARTICLE IX: PARLIAMENTARY PROCEDURE**

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

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#### **ARTICLE X: AMENDMENTS**

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

ARTICLE XI: BYLAWS

456

457 Severability:

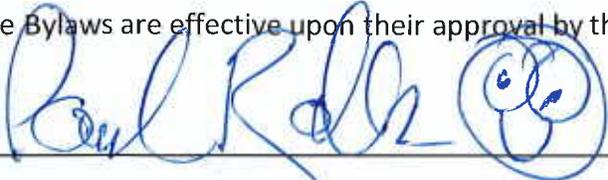
458 If any provision or provisions of these Bylaws shall be held to be invalid, illegal, unenforceable, or in conflict  
459 with District policies, state and federal guidelines, or state and federal law, the validity, legality, and  
460 enforceability of the remaining provisions shall not in any way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

461 Approval:

462 These Bylaws are effective upon their approval by the PAC and the Senior Director of SFACE.

463

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Paul Robak, PAC Chairperson



Date

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Juanita Garcia, PAC Vice-Chairperson



Date

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Gabriela Rangel, PAC Secretary



Date

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Lluvia Sainz, PAC Assistant Secretary



Date

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Gustavo Mendez, PAC Public Relations



Date

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Shirley Lee, PAC Parliamentarian



Date

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Antonio Plascencia, Jr., SFACE Senior Director



Date

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ATTACHMENT A

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

Education Code sections cited in Article I, "Authority"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

517 (3) A nonminor under the transition jurisdiction of the juvenile court, as described in Section 450 of the  
518 Welfare and Institutions Code, who satisfies all of the following criteria:

519 (A) The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile  
520 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  
521 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in  
522 Section 10103.5 of the Welfare and Institutions Code.

523 (B) The nonminor is in foster care under the placement and care responsibility of the county welfare  
524 department, county probation department, Indian tribe, consortium of tribes, or tribal organization that  
525 entered into an agreement pursuant to Section 10553.1 of the Welfare and Institutions Code.

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

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

535 **Education Code section 56028**

536 (a) "Parent" means any of the following:

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

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

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

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

546 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government  
547 Code and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section  
548 1439(a)(5) of Title 20 of the United States Code.

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

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

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

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

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

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

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

570 (b) “English learner parent advisory committee,” as used in Education Code section 52063 and 52069 for  
571 those school districts or schools and programs operated by county superintendents of schools whose  
572 enrollment includes at least 15 percent English learners and at least 50 pupils who are English

573 learners, shall be composed of a majority of parents, as defined in subdivision (e), of pupils to whom  
574 the definition in Education Code section 42238.01(c) applies. A governing board of a school district  
575 or a county superintendent of schools shall not be required to establish a new English learner parent  
576 advisory committee if a previously established committee meets these requirements.

577 (c) “Local control and accountability plan (LCAP)” means the plan created by an LEA pursuant to  
578 Education Code section 47606.5, 52060, or 52066.

579 (d) “Local educational agency (LEA)” means a school district, county office of education, or charter  
580 school.

581 (e) “Parents” means the natural or adoptive parents, legal guardians, or other persons holding the right  
582 to make educational decisions for the pupil pursuant to Welfare and Institutions Code section 361 or  
583 727 or Education Code sections 56028 or 56055, including foster parents who hold rights to make  
584 educational decisions.

585 (f) “Parent advisory committee,” as used in Education Code sections 52063 and 52069, shall be  
586 composed of a majority of parents, as defined in subdivision (e), of pupils and include parents of  
587 pupils to whom one or more of the definitions in Education Code section 42238.01 apply. A  
588 governing board of a school district or a county superintendent of school shall not be required to  
589 establish a new parent advisory committee if a previously established committee meets these  
590 requirements, including any committee established to meet the requirements of the federal No Child  
591 Left Behind Act of 2001 (Public Law 107-110) pursuant to Section 1112 of Subpart 1 and Part A of  
592 Title I of that Act. [Please note: The *No Child Left Behind Act* has been replaced by the *Every Student*  
593 *Succeeds Act*.]

594 (g) “Prior year” means one fiscal year immediately preceding the fiscal year for which an LCAP is  
595 approved.

596 (h) “Services” as used in Education Code section 42238.07 may include but are not limited to, services  
597 associated with the delivery of instruction, administration, facilities, pupil support services,  
598 technology, and other general infrastructure necessary to operation and deliver educational  
599 instruction and related services.

500 (i) “State priority areas” means the priorities identified in Education Code sections 52060 and 52066.  
501 For charter schools, “state priority areas” means the priorities identified in Education Code section  
502 52060 that apply for the grade levels served or the nature of the program operated by the charter  
503 school.

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

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ATTACHMENT B

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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)

576

ATTACHMENT C

577

LAUSD Operating Norms and Code of Conduct

578

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:

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a. Keep students as a priority in making decisions.

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b. Listen attentively, speak respectfully and not interrupt each other.

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c. Believe that we can agree to disagree and that there is more than one solution to a problem.

585

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.

586

e. Come to every meeting on time, ready to perform the duties of the committee.

587

f. Refrain from slander.

588

g. Not use my role for personal benefit or financial gain.

589

h. Disclose a conflict of interest, whether personal or financial and recuse myself from debate or voting when necessary.

590

i. Abide by California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert’s Rules of Order.

591

j. Remove District property from any District facility only when authorized to do so.

592

k. Confine my remarks to the issues discussed.

593

594

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

595

1. Making personal or derogatory comments related to any person’s ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status, or religion.

596

2. Engaging in name-calling, the use of profanity, or cursing.

597

3. Threatening or engaging in verbal or physical attacks on any individual or group.

598

4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.

599

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.

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School Name: \_\_\_\_\_

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Member’s Name, Printed: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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719 **Guidelines to Provide All Participants a Safe and Welcoming Environment**

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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.

## ATTACHMENT E

761

762 Prescribed Robert's Rules

763 Basic Rules:

- 764 • All members have equal rights, privileges, and obligations.
- 765 • Full and free discussion of all motions, reports and other items of business is a right of all members.
- 766 • In doing business, the simplest and most direct procedure should be used.
- 767 • Only one motion can be considered at a time.
- 768 • A member may not make a motion or speak in debate until they have been recognized by the
- 769 Chairperson or the presiding officer and subsequently obtained the floor.
- 770 • A member may speak a second time on the same motion only if all other members have been given
- 771 an opportunity to speak at least once on the same motion.
- 772 • Members must not attack or question the motives of other members. All remarks are addressed to
- 773 the Chairperson or presiding officer. For instance, "Madam Chairperson, I would like to respond to
- 774 the member's point," or, "Mr. Chairperson, I disagree with the member's position because ... ."
- 775 • In voting, members have the right to always understand a motion before the Committee and what
- 776 affirmative and negative votes mean. (In other words, when voting, restate the motion to the
- 777 Committee and clarify what an affirmative or negative vote means.)

778 Terms and Process for Transacting Business:

779 Quorum

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

782 Obtaining the Floor

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

787 Introducing Business (Making Motions)

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

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## 795 Seconding a Motion

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

## 300 Placing a Motion Before the Committee

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

## 305 Debate

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

## 316 Amendments

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

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

- 322 1. Add words, phrases, or sentences
- 323 2. Strike words, phrases, or sentences
- 324 3. Strike and add words, phrases, or sentences
- 325 4. Substitute whole paragraphs or an entire text

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

## 329 Voting

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

### 335 Types of Votes

336 A member may cast one of three votes:

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

### 342 Announcing a Vote

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

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

### 346 Adjournment

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

### 353 Recess

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

### 357 Summary of Steps to Handle a Motion:

- 358 1. A member addresses the presiding officer.
- 359 2. The presiding officer recognizes the member.
- 360 3. The member states the motion.
- 361 4. Another member seconds the motion.
- 362 5. The presiding officer restates the motion, thus placing it before the committee for consideration.
- 363 6. The committee may discuss the motion if it is debatable and amend the motion if it is amendable.
- 364 7. The presiding officer calls for a vote.

365 8. The presiding officer announces the results.

366 Basic Parliamentary Terms

- 367 • Addressing the Chairperson: Getting the Chairperson’s attention by saying, “Madam Chairwoman,”  
368 or “Mr. Chairman.”
- 369 • Agenda: Order of business; program of the meeting
- 370 • Ad Hoc Subcommittee: A subcommittee established for a specific purpose and for a limited time.
- 371 • Ballots: Slips of paper used for voting
- 372 • Carried: Passed or adopted; used in referring to affirmative action on a motion.
- 373 • Chairperson: The chair, chairman, chairwoman. When presides over; called the presiding officer.
- 374 • Convene: To open a session.
- 375 • Election by Acclamation: Election by unanimous consent; used when only one person has been  
376 nominated for an office.
- 377 • Having the Floor: Having been recognized by the Chairperson to speak.
- 378 • Majority: More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- 379 • Minutes: Written records of business transacted.
- 380 • Motion: A proposal by a member, in a meeting, that the committee take a particular action.
- 381 • Nominate: To propose an individual for office.
- 382 • Obtaining the Floor: Securing permission to speak.
- 383 • Orders of the Day: Calling for an end to discussion or debate and returning to the order of business  
384 prescribed in the agenda.
- 385 • Parliamentarian: Adviser to the presiding officer on parliamentary procedure.
- 386 • Pending Question: A motion awaiting decision.
- 387 • Point of Information: Request for information concerning a motion.
- 388 • Point of Order: A query in a formal debate or meeting as to whether correct procedure is being  
389 followed.
- 390 • Previous Question: Motion which, if adopted, orders an immediate vote.
- 391 • Recess: A short intermission.
- 392 • Recognize: To allow someone to obtain the floor to speak.
- 393 • Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.  
394 Second: To indicate support for consideration of a motion by saying, “I second the motion.”
- 395 • Unanimous (or General) Consent: A means of acting on a motion without a formal vote. When a  
396 presiding officer perceives that there is little or no opposition to a motion before the committee,  
397 business can often be expedited by the Chairperson’s simply calling for objections, if any. If no  
398 objection is heard, the motion is adopted; if even one member objects, the motion is brought to a  
399 formal vote by the usual procedure. This is not applicable in meetings held via teleconference.