

# Title VI Bylaws 2018-2019

## EUREKA CITY UNIFIED SCHOOL DISTRICT TITLE VI INDIAN EDUCATION PROGRAM

### Article I Name

**Section 1.** The name of this committee shall be the Title VI Indian Education Program's Parent Advisory Committee; herein referred to as the "PAC". Title VI shall be referred to as "The Program". The name of the school district, Eureka City Schools, shall be referred to as "ECS".

### Article II Purpose

**Section 1.** The purpose of this committee shall be to advise on the development and progress of the supplemental program that will provide American Indian/Alaskan Native students with the opportunity to meet the same challenging State Standards as all other students and to meet the special educational and culturally related academic needs of American Indian/Alaska Native children in the ECS system under Public Law 92-318 Title VI and regulations adopted pursuant thereto.

**Article III**  
**Responsibilities and Duties**

**Section 1.** The responsibilities of the PAC shall include the following:

- a. Adopt bylaws, including provisions for the election and duties of committee members, fill vacant seats on the committee, conduct business meetings, and amend the bylaws as needed.
- b. Review and approve, in writing, project applications, applications for continuation awards, policies and procedures, and amendments to applications, which includes budgets and subsequent revisions, before they are submitted to the director of the Office of Indian Education.
- c. Review the qualifications of, and assist in the selection of, applicants for The Program staff positions
- d. Hold meetings on a regular basis, which are open to the public
- e. Maintain copies of records, such as bylaws, minutes of meetings, and the roster of committee members in the local Program's office for public information
- f. Receive and review records relating to The Program including regular fiscal reports.

The PAC has no responsibility beyond those stated in the bylaws.

**Duties**

**Section 2.** The duties of the Program's PAC shall include the following:

- a. Advocate and encourage communications and understanding between school district personnel and all American Indian/Alaska Native children and their families within the district
- b. Participate in and/or plan events and other service activities throughout the year, when applicable (The Program's staff will announce any known upcoming activities at the regularly scheduled PAC meetings)
- c. Monitor the flow of tasks and goals and objectives so that there is an uninterrupted flow of normal business with regard to the operation of The Program and at the PAC meetings

- d. Encourage and motivate parental attendance at the PAC meetings by limiting negative discussion, encouraging positive discussion, and keeping the PAC meetings as respectful and as professional as possible.

## **Article IV Membership**

**Section 1.** The Program’s PAC will be composed of:

- a. Parents of American Indian/Alaska Native children enrolled in the ECS District, (the term “parents” includes a legal guardian, foster parents of an American Indian/Alaska Native child, or a grandparent with whom the American Indian/Alaska Native child resides).
- b. One interested teacher within ECS, elementary or secondary grade level, said teacher to be recommended by The Program’s staff to the PAC. If no current teacher is interested, an ECS retired teacher or a teacher on special assignment (TOSA) may be appointed.
- c. One American Indian/Alaska Native secondary school student, enrolled in the ECS District, said student to be recommended by The Program’s staff and approved by the PAC. Preference shall be given to a high school student
- d. Administrative representative for the District
- e. Non-voting participants include anyone from the community, (as are The Program staff).

**Section 2.** Persons will remain in good standing as members of the PAC until such time that they miss two consecutive regularly scheduled meetings. At that time, the person will become an ex-officio member of the PAC. The PAC members are asked to contact the Title VI program office when they are unable to attend a regularly scheduled PAC meeting.

**Section 3.** An individual may continue to be a member of the committee only so long as that individual meets the qualifications for membership set out in **Article IV, Section 1-a through e**, of these bylaws.

## **Article V Member Selection**

**Section 1.** The members of the PAC shall be a Chairperson, a First Vice-Chairperson, a Second Vice-Chairperson, Parent Representative(s), Teacher Representative, Administrative Representative and Student Representative

**Section 2.** The members of The Program's PAC shall be elected by parents for a one year term. The members may serve consecutive terms.

**Section 3.** The election of the members shall take place within the first two meetings of the PAC at the start of **each** school year within the ECS District.

**Section 4.** Nominations may be made by The Program staff, members and parents only.

**Section 5.** Nominees need not be present for approval of their nomination. Potential nominees may submit their name for consideration via email, mail or phone to the Title VI office no later than 3 business days prior to the meeting when the PAC takes action to approve the slate of Nominees.

**Section 6:** Nominees must be physically present at the member selection meeting to be voted onto PAC. If the nominee is not present the position will remain vacant until a vote is taken to fill the vacant position.

**Section 7.** There may be no more than one member elected from any one household.

**Section 8.** Vacancies because of death, resignation, removal, disqualification, or any other reason may be filled by a vote of the majority of the membership present from the eligible (**Article IV, Section 1-a through e**) pool of parents who are interested and who are present.

## **Duties of Members**

**Section 1.** The Chairperson shall be the chief executive officer of The Program's PAC and shall perform all of the duties incident to that position. The Chairperson shall preside at all meetings of The Program's PAC. This includes asking for approval of the agenda for all meetings, checking to see that a quorum is present; giving each member in a discussion a chance to speak (limiting speaking time if necessary), and upholding order at the meetings. Other duties include signing all letters, reports, and other committee papers as required. The Chairperson is an ex-officio member of all sub-committees. The Chairperson defines the work the sub-committees will do.

**Section 2.** The First Vice-Chairperson shall assume and perform the duties of the Chairperson in the absence or disability of the Chairperson or whenever the position of Chairperson is vacant, and shall perform such other duties and have such other powers as the membership or the Chairperson shall, from time to time, designate. In addition, the First Vice-Chairperson shall assume special responsibilities to relieve the workload of the Chairperson, is responsible for the bylaws and rules, arranges for speakers and special programs.

**Section 3.** The Second Vice-Chairperson shall assume the duties of the First Vice-Chairperson, if he/she is absent and shall have all rights and privileges of that position on the PAC.

**Section 4.** The Title VI Program office shall see that all notices are duly given in accordance with the provisions of these bylaws and shall perform such other duties as are incident to the Title VI office or as assigned, from time to time, by the membership or by the Chairperson.

## **Article VI Meetings**

**Section 1.** A quorum necessary to hold a membership meeting shall consist of one (1) Chairperson (Chair, Vice-Chair, or Second Vice-Chair) and at least two (2) of the seven (7) remaining members. If a quorum is present for the meeting, the meeting shall commence with all members present entitled to vote. If a membership quorum is not present, the meeting shall be canceled.

**Section 2.** Meetings shall be presided over by the Chairperson, or in the absence of the Chairperson, by the First Vice-Chairperson or Second Vice-Chairperson, The Title VI Program's director or designee shall attend and take minutes of such meetings.

**Section 3.** Regular meetings of the PAC shall be held as needed to meet goals and objectives of The Program and also when required to meet the mandates of the application process, which includes all Program planning. Meetings will be held at The Program's office, 2100 J Street, in Eureka, CA, 95501 or at any other ECS site. Written notice will be sent to members, and to school sites, at least 72 hours prior to such meetings, by e-mail when available, or by telephone 24 hours prior to such meetings. (The accepted number of attempts to telephone members has been agreed to be three attempts.)

**Section 4.** Special meetings of the PAC may be called by the Chairperson, by the First Vice-Chairperson, by the Second Vice-Chairperson, or by five parents who have students enrolled in The Program. Notices of such meetings shall be given by written notice, 72 hours prior to such a meeting—if time allows; by e-mail when available, or by telephone, 24 hours prior to such a meeting. Notice for special meetings shall be given to the members and to school sites, as time allows, with records kept of the attempts to provide notice of such meetings.

**Section 5.** Under special circumstances, members who are not able to be present at a PAC meeting to give input, consensus, signatures and/or consent regarding PAC business and/or The Program may schedule a conference with the Title VI coordinator no later than 5 business days prior to the meeting. The absent member may participate in a meeting via phone and be afforded the same rights as if she/he were present.

**Section 6.** In the event that the option described in **Section 5** cannot be exercised, the Local Education Agency (LEA) will contact the necessary agency and ask for direction.

**Section 7.** The general order of business at regular meetings, and so far as practical at special meetings, shall be as follows:

- A. Call to order
- B. Roll call observed
- C. Announcement of a quorum
- D. Public Questions or Comments (speakers are limited to three minutes each)
- E. Reading, or waiver thereof, and approval of the minutes of the previous meeting
- F. Approval of the agenda of the current meeting
- G. Reports of PAC members
- H. Program staff reports
- I. Old or unfinished business
- J. New business
- K. Items from the floor (speakers are limited to three minutes each)
- L. Adjournment

**Section 8a.** New items from the floor (unless the topic(s) can be handled immediately, or in the event of an extreme emergency) will be tabled to the agenda of the next regularly scheduled meeting if the speaker so requests and if the topic is applicable to The Program.

**Section 8b.** Otherwise, persons interested in adding an item to the agenda, under **Article VI, Section 7**, must contact The Program’s office at least five (5) business days prior to the PAC meeting with a request for their item to be placed on the agenda.

**Section 9.** Requests to add agenda items shall be submitted to The Program office no later than five (5) days prior to the scheduled meeting. The final agenda shall be approved by the Chairperson, First Vice-Chairperson or Second Vice-Chairperson.

**Section 10.** The rules regarding motions and other procedural matters at the meetings shall be governed by the most recent issue of the Modified Robert’s Rules of Order, or as is acceptable to parents and guardians who are present, insofar as such rules are not inconsistent with the law or with these bylaws.

**Article VII  
Amendment of By-Laws**

**Section 1.** These bylaws may be amended or repealed at any time, and new or additional bylaws adopted, by approval of a majority vote of the membership present provided, however, that such bylaws may not contain any provisions that are in conflict with the law.

**Certification**

I, the undersigned, do hereby certify that the foregoing bylaws constitute the bylaws of The Program’s PAC and that they were approved by a unanimous vote of the membership present at a meeting duly held on February 12, 2019, in Room 114, 2100 J Street of the District Office, in Eureka, California.

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Signed Chairperson, Snowbird McLean

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Date

\_\_\_\_\_  
Signed LEA Representative, Michael Davies-Hughes

\_\_\_\_\_  
Date

(This is the final draft of the 2018-2019 bylaws developed by the members of the PAC. These bylaws were reviewed and approved by the membership present at the February 12, 2019 meeting of the PAC.)

Original format for these bylaws was provided by Aa-wok Amos Tripp, Attorney At Law