



**Bylaws
Citizens' Advisory Council
School District U-46
355 East Chicago Street
Elgin, Illinois 60120
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We, the Citizens' Advisory Council, a group of people dedicated to the proposition that education is the foundation of our society, do resolve to devote our talents, energy and time to the greater benefit of all public school children in School District U-46.

Toward this end we join together as an advisory body, officially constituted by the Board of Education for School District U-46, to assist in establishing the goals which will provide the best educational environment and the methods by which those goals can be obtained.

We pledge to serve in this advisory capacity with the understanding that our studies and recommendations are not binding on the administration and/or the Board of Education.

Approved by CAC 5/11/95
Approved by Board of Education 6/19/95
Approved by CAC 10/10/96
Approved by Board of Education 11/4/96
Approved by CAC 2/11/99
Approved by Board of Education 3/15/99
Approved by CAC 4/13/06
Approved by Board of Education 5/1/06

ARTICLE I – NAME, STATUS, BUSINESS YEAR, OPEN MEETING ACT

- Section 1 The official name of this organization will be the “Citizens’ Advisory Council” of School District U-46.
- Section 2 The Council is constituted by the Board of Education of School District U-46 as advisory and exists only on the authority of that legal body.
- Section 3 The Council will operate its business year July 1 through June 30, year-to-year unless otherwise directed by the Board of Education.
- Section 4 All meetings of the Citizens’ Advisory Council, including meetings of the General Council, the Executive Committee, committees and subcommittees will be subject to the Open Meetings Act, 5ILCS 120/et seq, in posting notices of meetings and agendas, keeping minutes of all meetings and taking all votes in public.

ARTICLE II – GOALS

The goal of the Council is to advise and assist the Board of Education and administration in the ongoing effort to provide the best possible educational opportunities for the students of School District U-46. In working toward the achievement of this goal the Council will: (a) develop areas for specific study and recommendations; (b) assist in identifying means to achieve district objectives, including matters related to the nature, scope, timing and promotion of tax referendums, when necessary; and (c) provide a forum for interested members of U-46 communities to express thoughts and ideas to the Board of Education and administration.

The goals of the Council will be attained through monthly general meetings and periodic committee meetings.

ARTICLE III – MEMBERSHIP

Section 1 **GENERAL COUNCIL:** Certified school-based membership on the Council consists of up to five citizens, parents and non-parents who reside in each school's attendance area or who have a child attending the school. Every effort will be made to select members who represent the vocational, socio-economic, cultural and ethnic background of the attendance area.

- A. Selection of members will be made jointly by the principal and president of the parent organization for each attendance center.
- B. Members will serve one-year terms, July 1 through June 30, renewable each year with the approval of the principal and president of the parent organization.
- C. In the event the principal and parent organization president are unable to fill all five Council seats, the executive committee of the Council may nominate citizens from that attendance center, with final selection remaining with the principal and parent organization president.
- D. If a member misses three consecutive CAC meetings, he or she may be replaced at the discretion of the Executive Committee after notifying the principal.
- E. A CAC member may represent only one attendance center at any given time.
- F. Persons employed by School District U-46 for five or more hours per day, or equivalent, are ineligible for school-based membership but may be at-large members.

Section 2 **AT-LARGE POSITIONS:** The Executive Committee may appoint citizens residing in U-46 to serve in at-large positions on the Council.

- A. At-large members will have the same privileges assigned to all other members except Executive Committee membership. Those who desire at-large membership will give a written request to the Executive Committee.
- B. At the time of appointment by the Executive Committee, an at-large member must declare a school affiliation (based on existing school boundaries for his or her home address) or have a child attending the school. A maximum of two at-large members will be allowed per school.
- C. The total number of at-large positions will not exceed 25 percent of the total membership on the Council.

ARTICLE III – MEMBERSHIP continued

- D. At-large members will serve one-year terms ending June 30.
- E. Persons employed by District U-46 for five or more hours per day, or equivalent, are eligible for at-large membership provided they live in the District U-46 and are a parent/guardian of a student attending District U-46 schools.

Section 3 **VACANCIES:** In the event a General Council member or an at-large member is unable to complete his or her term, selection of a replacement will follow the steps outlined in Sections 1 and 2.

Section 4 **RESOURCE PEOPLE:** The Superintendent of Schools will designate appropriate administrative resource people to attend CAC meetings and provide assistance to CAC committees. Building principals are welcome to attend CAC meetings to serve as a communications liaison with their members.

ARTICLE IV – GENERAL COUNCIL

- Section 1 **MEETING DATES:** General Council meetings will normally be held on the second Thursday of each month from September through May. Special meetings may be called as necessary by the Executive Committee.
- Section 2 **NOTIFICATION OF MEETINGS:** All General Council and at-large members will receive notice of meetings. Such notification shall be at least 72 hours prior to meeting.
- Section 3 **COUNCIL DUTIES:** The General Council will cooperate on studies proposed by the Board of Education, administration and Executive Committee; will assist in securing public understanding and approval of district programs; will seek to determine areas of public concern; will act on all studies and recommendations presented by the Executive Committee; and will make recommendations to the Board of Education for consideration and possible action.
- Section 4 **QUORUM:** A quorum is essential only for meetings involving election of officers and approval of committee reports. A quorum consists of at least one representative from more than fifty percent of the schools certified by the Executive Committee at its January meeting. A simple majority of CAC members present at a duly constituted meeting of the Council will suffice for all other Council business.
- Section 5 **VOTING:** Voting will be by roll call with each certified school entitled to cast one vote. A paper ballot rather than a roll call may be used at the discretion of the CAC Chair. All votes will be recorded by school and made public.
- Section 6 **CERTIFIED SCHOOLS:** Certification shall be defined as maintaining school participation in CAC General meetings. Any certified school with no members present for three consecutive meetings may be de-certified by the Executive Committee, due to non-participation.
- Section 7 At the discretion of the Chair of CAC, questions or business items raised from the floor will be referred to the administration or to a CAC committee for research and consideration prior to Council consideration and/or discussion.

ARTICLE V – OFFICERS

Section 1 **PERSONNEL:** The officers of the Council will be the Chair, Vice-Chair and Secretary.

Section 2 **ELIGIBILITY:** A General Council member is eligible to serve as an officer after completing two full years of service on the Council.

Section 3 **TERM:** The term of office will be one year, commencing July 1. The Chair and Vice-Chair will be ineligible for reelection after two consecutive years in the same office or until their successors are elected, and then not to exceed one full term (more than three years).

Section 4 **DUTIES:**

A. **CHAIR:** The Chair will be the chief executive officer of the Council and preside at all meetings of the General Council and Executive Committee and be a member of all standing committees. In consultation with the other officers the Chair will appoint all standing and Ad Hoc committee Chairs and the nominating committee Chair.

B. **VICE-CHAIR:** The Vice-Chair will preside at meetings of the General Council and Executive Committee in the absence of the Chair and perform all duties of the Chair in the event of the inability of the Chair to act.

C. **SECRETARY:** The Secretary will keep minutes of the meetings of the General Council and Executive Committee. The Secretary will assist in handling Council correspondence and sending notices of meetings.

Section 5 **VACANCIES:** Vacancies occurring in the office of Chair, Vice-Chair and Secretary will be filled by the Executive Committee.

Section 6 **ELECTIONS AND NOMINATIONS:**

A. **NOMINATIONS:** The nominating committee will be appointed by March 1 by the Chair of CAC.

1. The nominating committee will consist of one member of the Executive Committee, who will serve as its Chair, and at least two members of the General Council who have been members of the Council for at least two years.

2. The nominating committee will nominate one person for each office to be filled and will notify the Secretary of the nominations no later than April 1.

3. The nominating committee slate will be presented at the April General Council meeting.

ARTICLE V – OFFICERS continued

- B. ELECTIONS: Election of officers will be held at the May General Council meeting. Additional nominations will be accepted from the floor.
 - 1. VOTING: In uncontested elections, a voice vote may be used. In contested elections, all votes will be recorded by school and made public.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1 PERSONNEL: The Executive Committee will consist of the officers, committee chairs, Ad Hoc committee chairs, special assignment chairs and the immediate past chair of CAC. If an individual is an elected officer or immediate past chair of CAC, and the only representative of a committee, he/she is entitled to only one vote, and is counted only once in determining a quorum. The Superintendent of Schools and his/her designees are ex-officio members of the Executive Committee. By a majority vote of the Executive Committee, sub-committee chairs may be invited to become voting members of the Executive Committee.

Section 2 MEETINGS: The Chair of CAC will call at least one Executive Committee meeting in every calendar quarter.

Section 3 DUTIES: The Executive Committee is responsible for:

- A. Policy decisions affecting the council; long range CAC planning; structure and operating approaches for all committees; and establishing agendas for General Council meetings.
- B. Reviewing all committee reports prior to presentation to the General Council. The Executive Committee may approve committee reports as written or return the report to the committee with comments and/or recommendations for changes.
- C. Yearly certification of each school during the month of January.

Section 4 QUORUM: A total of more than fifty percent of those eligible to vote will constitute a quorum for the transaction of business.

Section 5 VOTING: Voting members will be elected officers, immediate past Chair of CAC, and one representative from each committee. A majority vote of those present at a duly constituted Executive Committee meeting is necessary for the passage of any motion or resolution and for approval of committee reports.

ARTICLE VII – COMMITTEES

Section 1 **COMMITTEES:** Committees will be reviewed yearly by the Executive Committee to insure that the appropriate committees will be available to examine needs of the school district that have been identified by the administration and the Board of Education. Possible committees may include, but are not limited to: Finance, Enrollment/Facilities, curriculum, Legislative Affairs, and Special Concerns All committee reports and recommendations will be reviewed by the Executive Committee prior to consideration by the Council.

A. MEMBERSHIP:

1. Members of the General Council may choose to serve on a maximum of two committees.
2. At the discretion of the Chair of CAC, members who have missed more than two consecutive committee meetings may be removed from committee membership.
3. Committee members of record may be added at any time at the discretion of the Chair of the committee.
4. Participation in committee discussions is a privilege reserved for committee members.
5. The Superintendent of Schools will designate administrators to serve as resource people for each identified committee.

B. CHAIRS: Members who have one or more years of active service on the General Council are eligible for chairmanship of the committees. They will be appointed by the Chair of CAC with the consent of the Vice-Chair and Secretary. Committee chairs serve as members of the Executive Committee.

C. MEETINGS: Committee meetings will be called by each committee chair. The committee chair is responsible for notifying members of committee meetings and for keeping records of all committee proceedings.

D. DUTIES: All committees and their duties will be determined on a yearly basis by the Executive Committee. General duties of all committees will be to:

1. Keep formal minutes of all meetings that will be approved by its members.

ARTICLE VII – COMMITTEES continued

2. Issue a yearly report to the General CAC membership and for presentation to the Board of Education for consideration and possible action.
 3. Communicate to all the appropriate individuals current updates of committee work which will be shared with the General CAC membership.
- E. QUORUM: A quorum consists of at least one representative from a simple majority of the schools serving as members of a committee.
1. A quorum is required only for committee meetings which involve a vote to submit a report or recommendation to the Executive Committee.
 2. A simple majority of registered committee members present at a committee meeting will suffice for all other committee business.
- F. RULES: Committee chairs may develop standing rules specific to a particular committee subject to the consent of the Executive Committee.
- G. VOTING: Voting is a privilege reserved for registered committee members. Committee voting will be on a one vote per school basis to assure equitable representation for all schools. At the discretion of the Chair, a paper ballot may be used for voting. All votes will be recorded by school and made public.
- Section 2 AD HOC COMMITTEES: Ad Hoc committees may be appointed by the Chair of CAC with the approval of the Executive Committee. The Executive Committee will define the purpose, scope and membership of each Ad Hoc committee.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Except where contradicted by these Bylaws, *Robert's Rules of Order* (revised) will be observed at CAC meetings.

ARTICLE IX – AMENDMENTS

Section 1 Proposed amendments to CAC Bylaws may be initiated by a petition signed by at least five General Council members or upon formal recommendation by a CAC committee or Ad Hoc committee.

A. Upon approval of the Executive Committee, proposed amendments will be presented to the General Council

B. Upon approval of the General Council, proposed amendments will be presented to the Board of Education.

Section 2 Bylaws amendments require approval by the Board of Education and become effective with the new business year of the Council.