

## **BYLAWS**

### **COMMUNITY ADVISORY COUNCIL CARROLL COUNTY PUBLIC SCHOOLS**

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#### **I. PURPOSE**

- A. The Community Advisory Council (CAC) is a standing committee of the Board of Education of Carroll County and serves as a channel for public concerns, advice, and information to and from the Board.
- B. The CAC shall consider matters pertinent to public education and present concerns and recommendations in accordance with its bylaws to the Board for consideration and possible action.
- C. The CAC shall also respond to requests from the Board for feedback and recommendations.

#### **II. OBJECTIVES**

- A. Participate in school system comprehensive planning as requested by the Board.
- B. Serve as a body to react to educational proposals being developed and make recommendations for school system improvements to the Board.
- C. Foster understanding of Board policies and initiatives within the general public.
- D. Encourage participation in school affairs by the citizens of Carroll County.

#### **III. MEMBERSHIP**

- A. Each school's principal will designate an individual to serve as a member of the CAC.
- B. All school system employee groups and the Carroll County Student Government Association may designate an individual to serve as a member of the CAC.
- C. Members are appointed to a two-year term. If a vacancy should occur, it is the responsibility of the principal to designate a replacement to carry out the original term. Additional members shall be approved by the Board of Education.
- D. Members may serve more than one term if appointed by the school principal.
- E. A Council member may represent more than one school if approved by the principal of each of these schools.

- F. Appointed members are expected to attend at least 50% of the regular CAC meetings during the school calendar year. Members should contact the Council Chairperson whenever possible if they cannot attend a regularly scheduled meeting. If a member misses three or more meetings in succession without notification, he or she will no longer be considered a member in good standing and may be replaced at the request of the CAC.
- G. Members who cannot attend a scheduled meeting or other CAC event may designate a proxy to act in their stead. When a member is absent, the proxy may sit on the Council, participate in any discussion, and vote in place of the member they are representing with written authorization.
  - 1. Written authorization shall be presented either directly or via electronic communication to the Chairperson prior to the start of the meeting and/or event.
  - 2. Proxies may represent a member at no more than 50% of regular CAC meetings annually.
  - 3. Each member will have one vote.
- H. Any member who has a relationship with an individual or organization that is or may have a conflict of interest will disclose that relationship. A conflict of interest is defined as any activity from which the member would or could derive personal or financial benefit.

#### **IV. ELECTIONS**

- A. A Chairperson shall be elected by the members annually. Any member who has served on the CAC for a minimum of one year will be eligible for this position.
  - 1. Each year at the first regular meeting of the new calendar year, the Council will call for nominations for Chairperson. Elections will take place at the next regular meeting. Prior to the election, additional nominations for Chairperson may be solicited from the floor.
  - 2. The Chairperson shall:
    - a) Preside over all meetings of the CAC
    - b) Develop agendas for all meetings of the CAC
    - c) Serve as an ex-officio member of all subcommittees
    - d) Present a formal report to the Board of Education at the end of each school year.
- B. The Chairperson shall be subject to removal by a two-thirds majority of voting members of the CAC. The vote shall be taken by a written ballot.

- C. A special election shall be held within two months following the occurrence of a vacancy in the Chairperson position.
- D. In addition to the Chairperson, the Board of Education will designate a school system representative to serve as co-chair of the Council.

**V. MEETINGS**

- A. Items for the agenda from the membership shall be received by the Chairperson at least two weeks prior to the next meeting. The Chairperson reserves the right to include additional agenda items not provided at least two weeks prior to the meeting.
- B. Special meetings may be scheduled as needed.
- C. Minutes of all CAC meetings shall be kept and presented to the members at a subsequent meeting.

**VI. VOTING**

- A. A quorum shall consist of one-third of the appointed members, including authorized proxies. Only members in good standing will be permitted to vote.
- B. A quorum is required for the affirmative transaction of any business of the CAC.

**VII. SUBCOMMITTEES**

- A. The CAC shall have the authority to create subcommittees as necessary to conduct its business.
  - 1. Each subcommittee will schedule meetings as necessary but should attempt to meet at least once between Council meetings.
  - 2. Subcommittees will present a report to the full Council at its next meeting or at the conclusion of the subcommittee's work.

**VIII. REPORTS TO THE BOARD**

- A. Copies of all written reports and relevant documents will be made available to the Board of Education.
- B. The CAC will present a formal report to the Board at the end of each school year. All reports of the CAC shall be presented directly to the Board by the CAC.

**IX. AMENDMENTS**

Proposed amendments to the bylaws shall be presented to the full Council at a general meeting at least 30 days prior to the meeting where a vote on the amendments will take place. The bylaws may be amended according to the voting procedures outlined in Section VI.

**X. PROCEDURES**

With respect to all procedures not specifically addressed within these Bylaws as to the conduct of business, Robert's Rules of Order will apply.

**Approved 3/30/10**

**Revised 11/8/11**

**Revised 10/8/18**