

**Providence Public School Department  
Parents Advisory Council (PAC)**

BYLAWS

The purpose of Parents Advisory Council (PAC) is to ensure that parents have an organized voice in the district; that parents are involved in the decision-making process and procedures, as appropriate and permitted by law; and that parents' needs, concerns and issues are communicated, addressed by, and resolved before the School Board and Superintendent regularly and effectively.

ARTICLE 1: Members

The PAC shall be primarily comprised of parent members, with one from each school in the district. Parent shall be defined as the parent or legal guardian of any current student in Providence Schools. There shall also be one member from the Special Education Local Advisory Committee (LAC) and one member selected by the Superintendent from the community-at-large. Translation services will be provided as requested by the Family and Community Engagement office.

School Representative Member. Per the District Parent Involvement Policy, the principal, and where applicable, the existing parent group, within each school shall identify/recruit one to three parents to represent the school on the PAC. All schools should choose one member and one or two parents as Alternates. Each school will be allowed to have one voting member only. If there is no organized parent group within a school, then the Principal can pull together a special committee of parents to assist in selection of parents to serve as School Representative Members.

Each school shall maintain a list of all parents participating in the selection process. The School Representative Members shall serve as a link between the parent community and PAC. Issues and concerns held by parents within a school can be presented at meeting. Conversely, a PAC member can and shall share with the school community the development and or changes going on within the school district.

Local Advisory Committee Representative Member. The Local Advisory Committee (LAC) shall devise a method to select a LAC Representative Member and one Alternate LAC Representative Member. The LAC Representative Member is a Voting Member of the PAC. The Alternate LAC Member is not a Voting Member, but may vote in the absence of the Local Advisory Representative Committee Member.

Leadership Team Members. Leadership Team Members, as described in Article 3, are Members of the PAC. Each Leadership Team Member is a Voting Member of the PAC, either in their role as a School Representative Member, a Local Advisory Committee Representative Member, as Superintendent Selected Member or as a member of the Leadership Team.

Superintendent Selected Member. The Superintendent shall select one individual from the community-at-large to serve as a PAC Member. The Superintendent Selected Member must be a Providence resident. The Select Member shall also be a community leader or educator, as appropriate. There is no Alternate Superintendent Selected Member. The Superintendent Selected Member is not a Voting Member of the PAC.

Consensus and Voting Rights. In most cases before the PAC, decisions will be made by consensus. Members will have an opportunity to express their views and research issues as necessary. If after three (3) meetings of discussions without consensus, the Co-Chair or Co-Chairs may opt to put the measure to a vote. Every school shall be eligible to one vote on each matter submitted to a vote of the Members. A Voting Member must be present to vote. An Alternate School Representative Member may vote in the absence his/her School Representative Member. The Alternate LAC Representative Member may vote in the absence of the Local Advisory Committee Member. The Superintendent Selected Member is a non-voting member and is not eligible to vote.

Withdrawal of Membership. The PAC requests one month notice before any Member may withdraw their membership by providing written or email notice to the Family and Community Engagement Office. Missing three (3) Regular Meetings of the PAC, without notice or representation by an Alternative Member shall be deemed a withdrawal of Membership. Every effort should be made to find a replacement before withdrawing membership, so that all schools have adequate representation at PAC meetings.

## ARTICLE 2: Meetings

Regular Meetings. Regular meetings of the Members shall be held at such times as may be designated from time to time by the PAC Leadership Team. At least six (6) regular meetings

shall be held each academic calendar year. A Regular Meeting shall be held each June for the election of the Leadership Team.

Special Meetings. Special meetings of the Members may be called by the PAC Leadership Team or by not less than one-tenth of the Members.

Place of Meetings. The PAC Leadership Team may designate any place within the City of Providence to hold any regular or special meeting. Where possible, meetings shall be held at the Family and Community Engagement (FACE) Office, or, another Providence Schools building.

Notice of Meetings. Notice stating the place, day, and hour of any meeting shall be delivered by the FACE Office or by the PAC Secretary or Assistant Secretary, by regular mail and/or e-mail, to each Member not fewer than seven (7) days before the date of such meeting. In the case of a special meeting, or when required by these Bylaws, the purpose(s) for which the meeting is called shall be stated in the notice.

Quorum. At all meetings of the Members, ten Members shall constitute a quorum for the transaction of business by the Members. If a quorum is not present at a meeting of the Members, the Voting Members present at such meeting shall have the power to adjourn the meeting until a quorum is present. At such adjourned meeting at which a quorum is present, any business may be transacted, which might have been transacted at the meeting, as originally notified.

Majority Vote; Withdrawal of Quorum. When a quorum is present at any meeting, the vote of the majority of the Voting Members present at such meeting shall decide any question brought before the Members at such meeting, unless the vote of a greater number is required by these Bylaws. The Members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum.

Conduct of Meeting. At every meeting of the Members, a member of the PAC Leadership Team shall chair the meeting.

### ARTICLE 3: Leadership Team

Number and Qualification. The PAC Leadership Team shall consist of Two Co-Chairs, Level Leaders (3), a Secretary and an alternate Secretary. All Members and Alternate Members other than the Superintendent Selected Member, are eligible for Leadership Team Offices.

Election and Term of Office. Leadership Team Members shall be elected annually by the Members in June or at the last Regular Meeting of the academic year. Each Leadership Team Member shall serve a one-year term. Each Leadership Team Member shall hold office until his or her respective successor is elected, or until his or her resignation, removal or death.

Attendance. A Leadership Team Member who will be absent from three (3) regularly scheduled meetings of the PAC in an academic year may be removed from office by a majority vote of the

PAC Members. In the case of such removal, a new Leadership Team Member shall be elected to fill the unexpired term, as hereinafter provided. Member will not be removed if that member has a valid reason or reasons for not making the meeting. A Leadership Team Member should contact another member of the Leadership Team in the case of an absence.

Vacancy If any Leadership Team Member Office becomes vacant by reason of resignation, removal, death, or otherwise, a successor shall be elected. Leadership Team Member elected to fill a vacancy shall hold office for the unexpired term of his or her predecessor in office and until his or her successor is elected.

Compensation. Leadership Team Members are volunteers and shall serve without compensation.

Co-Chairs. The Co-Chairs of the PAC shall:

- (a) Set the agenda for all Regular and Special Meetings of the PAC, with the assistance of the Family and Community Engagement Office (FACE).
- (b) Conduct all Regular and Special Meetings of the PAC
- (c) Designate such special committees as he or she or the Leadership Team deem necessary,
- (d) Appoint the chairs of all standing and special committees, and
- (e) Communicate with the FACE Office on a regular basis to advance the goals of the PAC.

Elementary, Middle, and High School Level Leaders. Each level leader will work with parents around level specific parent engagement strategies. Level leaders will also address level specific issues as they arise. They will work in general with the leadership team and FACE to advance the goals of PAC.

Secretary. The Secretary shall:

- (a) Record the minutes of all Regular and Special Meetings with assistance of the Family and Community Engagement Office,
- (b) Assist the FACE Office in providing notice of Regular and Special Meetings to the Members,
- (c) Maintain a record of the agenda, meeting notes and all materials distributed at PAC meetings.
- (d) Maintain, with the assistance of the Family and Community Engagement Office, an accurate list of all Members of the PAC, including contact information.
- (e). Maintain attendance records for Regular and Special Meetings of the PAC and notify the Leadership Team if any Member or Leadership Team Member is absent from three (3) regularly scheduled meetings.
- (f) Perform such other duties and have such other authority and powers as the Leadership Team may from time to time prescribe or as the Co-Chairs may from time to time delegate.
- (g) Include new business/issues on the meeting agenda as needed and as time allows.

#### ARTICLE 4: Elections of Leadership Team

Nominating Committee. The Secretary shall chair the Nominating Committee, which shall be composed of at least four (4) Members selected by the Co-Chair, at least two (2) of whom shall not be Leadership Team Members.

Nominations. At the Regular Meeting each May, the Nominating Committee shall present to the Members the names of one (1) or more candidates for each Leadership Team Office. Members may make additional nominations for Leadership Team Offices at such meeting, after which, nominations shall close. A member of the Nominating Committee may resign in order to be a candidate for Leadership Team, provided that no candidate shall be a member of the Nominating Committee.

Election Procedure. The Chair of the Nominating Committee shall prepare or cause to be prepared an official slate for election. It shall include the names of all properly nominated candidates for Leadership Team Officers. The slate shall be mailed or emailed to the Members at least ten (10) days before the June meeting.

Election: The Election shall be conducted at the Regular Meeting in June. The votes for Leadership Team Officers shall be tabulated, and the candidate receiving a plurality of the votes for each office shall be declared elected.



Special Elections. If any Leadership Team Member shall resign, be removed, or otherwise cease to serve, a successor shall be elected at a special election called for that purpose. A special election shall be conducted in the same manner in which regular elections are conducted. Any Leadership Team Member elected in a special election shall hold office for the unexpired term of his or her predecessor in office and until his or her successor is elected.

#### ARTICLE 5: Amendment of Bylaws

Amendment of Bylaws. These Bylaws may be altered, amended, or repealed at any Regular or Special Meeting at which a quorum is present, by affirmative vote of two-thirds of the Voting Members present at such meeting, provided notice of the proposed alteration, amendment or repeal is included in the notice of such meeting. The Leadership Team has the responsibility of reviewing the Bylaws annually and convening a special committee if necessary.

#### ARTICLE 6: Committees

Standing Committees. The following committees shall be standing committees of the PAC with the designated duties and responsibilities:

- (a) Nominating Committee - recommend candidates for Officers and Directors pursuant to Article 4;
- (b) ByLaws Committee - review current Bylaws and recommend changes as necessary pursuant to Article 5.

Special Committees. The Leadership Team, by resolution adopted by a majority of the PAC Members or at his or her discretion, may designate any Special Committee in addition to the standing committees. A Special Committee shall have and exercise the authority delegated to such Committee by the Leadership Team. Special Committees may work on issues of School Support, Policy Review, Public Relations, or other issues as designated.

Chairs and Members. The Co-Chairs shall appoint the Chairs of all standing and special committees, except as otherwise expressly provided herein, but in no event shall the Co-Chairs chair any standing or special committee. The Committee Chair shall appoint the members of his or her committee, unless otherwise expressly provided herein.

#### ARTICLE 7: Dues

There shall be no dues for Membership in the PAC.

#### ARTICLE 8: Effective Date

The effective date of these Bylaws shall be June 17, 2008 upon ratification by a majority of the PAC Voting Members as described herein.

#### **Bylaws – PAC membership review history**

Presented: June 17, 2008

Approved: June 17, 2008

Re-Authorized: September 18, 2008

Re-Authorized: June , 2013

(2008-2009 no nominations for Leadership roles, therefore, no Leadership Team Members)

Re-Authorized: June , 2013

Amended: December 20, 2017