

Madera Unified School District

Parent Advisory Committee Bylaws

APPROVED: May 12, 2021

1. NAME

- a. The name of the Committee shall be the Parent Advisory Committee (PAC).

2. AUTHORITY

- a. The Superintendent shall establish a Parent Advisory Committee to satisfy the requirements of the Local Control Funding Formula guidelines for a Local Control and Accountability Plan process.

3. FUNCTION

- a. The Parent Advisory Committee shall serve the Madera Unified School District in an advisory capacity on matters pertaining to District finances. The functions of the Parent Advisory Committee shall be:
 - i. To Consult, review, and comment on the Madera Unified Local Control and Accountability Plan.

4. MEMBERSHIP

- a. The membership of the Parent Advisory Committee will be established as follows:
 - i. Selection of the site representative that shall serve as a Parent Advisory Committee member will be selected by each site's School Site Council. A representative may only represent one school site. Each school shall appoint an alternate parent in the event that the appointed parent has a temporary absence.

Committee Members

School-selected members	#	Voting or Non-Voting
One per each K-6 and K-8 school	18	Voting
One per each middle school	4	Voting
One per each comprehensive high school	3	Voting
One per each alternative high school	3	Voting
School-selected alternate members		
One per each K-6 and K-8 school	18	Voting
One per each middle school	4	Voting
One per each comprehensive high school	3	Voting
One per each alternative high school	3	Voting
District Staff		
Superintendent	1	Non-Voting
Assistant Superintendent of Educational Services	1	Non-Voting
Executive Director of Accountability & Communications	1	Non-Voting
Board of Education		
Two members of the Board	2	Non-Voting

5. TERM OF MEMBERSHIP

- a. All members of the Parent Advisory Committee shall serve for a term of up to two (2) years. A member will be removed from the committee after two consecutive absences.
- b. A Committee member may resign prior to the end of a term by providing written notification to the Superintendent, with a copy to the Principal.
- c. School Site Council shall appoint or reappoint their site's PAC member by March 1.

6. TERMINATION OF MEMBERSHIP

- a. The PAC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.

7. VACANCIES

- a. Staff will inform the Superintendent of all Committee vacancies. The school shall then appoint a replacement member to the Committee in the same manner that initial selections were made. Replacement members will be appointed as needed to complete unfilled terms.

8. OPERATING RULES

- a. The PAC meetings will provide a limited amount of time at the beginning of every meeting for public input. Participation in the business of the PAC at the meetings is limited to regular members only.

9. CHAIRPERSON

- a. A parent President, parent Vice President, and parent Secretary will be elected at the beginning of the school year and will chair the subsequent meetings.

10. ATTENDANCE

- a. It is essential that a representative attend all meetings. Unexcused absences may result in a recommendation to the Superintendent that a Committee member be replaced. If a replacement cannot be found, the principal or designee shall be the representative for the PAC.

11. MEETINGS

- a. A schedule of meetings to be held throughout the year will be created annually and posted on Madera Unified's website.
- b. Special meetings of the Parent Advisory Committee may be called by the chairperson or by a majority vote of the PAC or by the executive committee.

12. PREPARATION AND DISTRIBUTION OF AGENDA

- a. Agendas will be prepared with input from Committee members and staff and will be emailed prior to each meeting to each member and a staff representative.

13. MINUTES

- a. Minutes will be composed, prepared, and distributed to Committee members at each Committee meeting. Final minutes will be distributed to the Superintendent.

14. RULES OF ORDER

- a. Robert's Rules of Order will be used as a guideline, but will not be strictly applied in order to maintain flexibility and to ensure that everyone has an opportunity to be heard.

15. QUORUM

- a. A quorum will be ten (10) or more of the current voting membership at the time of each meeting.