



# **BYLAWS FOR THE ETIWANDA SCHOOL DISTRICT AFRICAN AMERICAN PARENT AND EDUCATOR ADVISORY COMMITTEE**

## **ARTICLE I            NAME**

The name of the committee shall be the Etiwanda School District African American Parent and Educator Advisory Committee (AAPEAC).

## **ARTICLE II            PURPOSE**

Section 1.    The purpose of the committee shall be to:

- A.    Improve Black/African American student outcomes by empowering parent and educator collaboration to identify equitable and culturally responsive academic and social practices, and monitor their effectiveness.

Section 2.    The AAPEAC acknowledges that the Etiwanda School District Board of Trustees is the final authority in the matters of conduct and content of all of the instructional programs in the Etiwanda School District.

## **ARTICLE III           MEMBERSHIP**

Section 1.    The committee shall be composed of parents or guardians of Black/African American students who are enrolled in the district as well as certificated and/or classified district staff members.

- A.    Each school shall elect a parent/guardian representative and alternate parent advisor through a nomination process. Nominations for committee vacancies will take place in April of each school year for representation on the committee for the following year. The principal of the school shall disseminate information to the school community detailing nomination deadline and the election date.
- B.    Parents may submit a nomination form for the school their child will be attending the following year.
- C.    Parents/Guardians of Black/African American students will vote for one candidate, if more than one parent is nominated. The candidate with the highest vote count will represent the school on AAPEAC and the candidate with the second highest vote count will serve as alternate advisor.

- D. If election results in a tie vote, a new tiebreaker ballot, with the names of the candidates that were tied, will be created and sent home for a second tie-breaker vote. The candidate with the highest vote count on the tiebreaker ballot will be the school parent representative and the candidate with the second highest vote count will be the alternate advisor.
- E. If only one candidate is nominated at a school, that candidate becomes the school parent representative and as representative may select an alternate advisor of their choice, who is a parent/guardian of a Black/African American student at the school.
- F. Alternate advisors may attend committee meetings; however, they may not vote on committee matters unless they are acting in the capacity of the representative in their absence. Alternate advisors serve as advisors to the parent representative and school principal.
- G. The superintendent's designee shall call for educator volunteers, who support the purpose of the committee, to serve as a member and appoint six educator representatives from the following service areas: elementary teacher, intermediate teacher, school special education, academic advisor/school counselor, assistant principal, and principal.
- H. Three permanent educator positions on the committee are appointed by the superintendent and will be held by the director of pupil services, director of instruction, and assistant superintendent of instruction.

Section 2. Representatives shall serve for a term of two years at one school. Alternate parent advisors shall serve for a term of two years. Committee members elected as officers shall serve a two-year term at one school. No member or officer may serve more than two consecutive terms at one school. Members may serve as a Representative at one school and an Alternate parent advisor at a different school but may not serve as the Representative at more than one school.

Section 3: A duty of committee members is to attend all meetings. If a representative cannot attend a meeting, he/she should contact their alternate advisor to attend the meeting. Committee members shall be deemed as resigned if they fail to attend two (2) consecutive meetings during one school year or if their child no longer attends the school he or she represents.

Section 4: Parent and educator members are entitled to one vote and may cast that vote on any matter submitted to a vote by AAPEAC. Absentee ballots are not permitted. The assistant superintendent of instruction may not cast a vote.

Section 5. The founding African American Parent & Educator Group parent members may serve as representatives of their respective school sites for the committee's initial year.

Section 6. Resignations will be accepted upon written notice to the superintendent's designee. If a parent representative moves to a new school or resigns, the alternate advisor will be designated as the representative and complete the representative term. If there is no alternate advisor or the alternate advisor declines the representative role, the school principal may designate a parent representative to fulfill the term.

#### **ARTICLE IV OFFICERS**

Section 1. Committee members shall annually elect officers at the first meeting of the school year. Officers of the AAPEAC shall be chairperson, vice chairperson, and secretary.

Chairperson shall preside at all meetings of the AAPEAC and prepare meeting agenda in consultation with district administrators. At least one week prior to the committee meeting, the chairperson shall communicate with the district assistant superintendent or directors to help develop the meeting agenda.

Vice Chairperson shall assist the chairperson in assigned duties and substitute for the chairperson in his or her absence.

Secretary shall record the minutes of the meeting, provide notices and bylaws to committee members, and in the absence of the chairperson and vice chairperson, serve as the chairperson.

Section 2: Officers of the AAPEAC shall serve for a term of two years and no officer may hold the same position for more than four years in succession.

Section 3: The chairperson, vice chairperson, secretary and the three permanent educator positions on the committee serve as the Executive Board for AAPEAC. The Executive Board oversees the activities and strategic planning of the AAPEAC.

#### **ARTICLE V MEETING AND QUORUM**

Section 1. The superintendent's designee will work closely with the committee chairperson in preparing the agenda, meeting dates, and ensuring an orderly conduct to the meetings.

Section 2. The committee shall meet no less than five (5) times per school year to perform the duties fulfilling the stated purpose.

Section 3. A meeting secretary shall keep the minutes of all meetings, send notices of meetings and/or agendas, attend to correspondence, and fulfill other secretarial duties as required.

Section 4. A majority of the committee members shall constitute a quorum. Alternate parent advisors do not count towards quorum unless they are acting in the capacity of the representative in their absence.

**ARTICLE VI SUBCOMMITTEES**

Section 1. The superintendent's designee shall develop such committees as they consider necessary at any time, or as directed by a majority of the members present.

**ARTICLE VII AMENDMENTS**

Section 1. These bylaws may be amended at any meeting where a quorum is present.

**ARTICLE VIII AGENDAS**

Section 1. All regular and special meetings of the committee shall be open to the public. Notification of each meeting must be posted at the district office and on the district website at least 72 hours in advance. The notice shall specify the date, time, location of the meeting and agenda items.

Section 2. Meeting agendas will include time for public comment. The AAPEAC will provide opportunities for public comment on matters not on the agenda, but no action may be taken by AAPEAC. Any member of the public shall be allowed to address the AAPEAC regarding matters within the scope and work of the committee for up to three (3) minutes per speaker.