



PACIFIC UNION ELEMENTARY SCHOOL DISTRICT PARENT ADVISORY COMMITTEE (PAC)

PARENT ADVISORY COMMITTEE (PAC) BYLAWS 2022-2023

ARTICLE I – NAME

The name of this committee shall be the Pacific Union School District Parent Advisory Committee (PAC). The Pacific Union Elementary School District Parent Advisory Committee shall be referred to as “PAC” or the “Committee”.

ARTICLE II – PURPOSE

The purpose of this committee shall be to review, advise, and comment on the district’s Local Control and Accountability Plan (LCAP).

ARTICLE III – MEMBERSHIP

Section 1: Members must be a parent or guardian of a Pacific Union student.

Section 2: PAC membership may include Pacific Union parents/guardians of students identified for services funded by the LCFE.

Section 3: Members will serve a term of two (2) years, with half of the PAC members’ terms expiring on alternating years.

Section 4: Each member shall have one vote.

Section 5: There will be district staff who are non-voting members who attend to support the committee.

ARTICLE IV – EXECUTIVE OFFICERS

The officers of this committee shall consist of Chairperson, Vice Chairperson, Secretary, and Parliamentarian. All Executive members shall be voted into office for a two (2) year term. In order to ensure the continuity of officers, voting will be staggered yearly (Chairperson and Secretary; Vice Chairperson and Parliamentarian).

ARTICLE V – MEETINGS

Meetings will convene bi-monthly; in September, November, January, March, and May.

Members must attend bi-monthly meetings. Any member absent 3 PAC consecutive general meetings will automatically be terminated. Meetings will occur on the third Tuesday of each meeting month from 5:30 p.m.-7:00 p.m. If the third Tuesday falls on a holiday or school break,



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the meeting will be scheduled for the second Tuesday of the month. Additional meetings will be scheduled for the school year as needed.

ARTICLE VI – AMENDMENTS

The bylaws may be amended at any regular meeting with the approval of two-thirds of membership in attendance.

ARTICLE VII – DUTIES OF THE EXECUTIVE OFFICERS

Section 1: The chairperson shall:

- a. Be fair and impartial at all times
- b. Preside over PAC meetings
- c. Sign letters, reports and other communications of the Committee
- d. Serve as the representative of the PAC
- e. Announce to all members the date, time, and place for the next PAC meeting

Section 2: The Vice Chairperson shall:

- a. Be fair and impartial at all times
- b. Represent the Chairperson in his/her absence and perform additional duties as prescribed by the Chairperson.

Section 3: The Secretary shall:

- a. Be fair and impartial at all times
- b. Keep the minutes of all PAC meetings
- c. Maintain current attendance roster

Section 4: The Parliamentarian shall:

- a. Be fair and impartial at all times
- b. Announce the list of guest speakers
- c. Assist the Chairperson in ensuring that parliamentary procedure and these Bylaws are followed
- d. Be knowledgeable about these Bylaws of the Committee, parliamentary procedure, and the Greene Act.

Section 5: The District Staff shall:

- a. Be fair and impartial at all times
- b. Assist the Chairperson by creating the meeting agendas
- c. Assist the Secretary by typing the minutes and providing copies to members

ARTICLE VIII – SUBCOMMITTEES

Subcommittees shall be appointed as needed to promote the objections of the Parent Advisory Committee (PAC).

ARTICLE IX – QUORUM

A quorum is based on the attendance of members present at any given meeting. A quorum will be established with two thirds majority vote.



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ARTICLE X – ELECTORAL VOTING

According to Robert’s Rules of Order, during elections, in the event of a tie, and in the absence of the chairperson, the vice chairperson abstains from the vote and only votes as a tiebreaker. The members may break a tie, as a second option to the above, by casting a vote by hand. Either option will be stipulated in the election results. Members must have membership rights prior to an election.

ARTICLE XI - MEETING OPEN TO THE PUBLIC

Section 1: All meetings of the PAC shall be open to the public and operate under the Greene Act.

Section 2: Notice of such meetings shall be provided in accordance with the Greene Act.

Section 3: Members of the public may sign up for general public comment on a first-come, first-served basis, beginning 30 minutes prior to the scheduled start time of the meeting. Once the meeting has been called to order, no further sign-ups will be permitted. A maximum of three (3) public speakers will be heard. Two (2) minutes will be allotted per person.

Section 3: Members of the public will have an opportunity to address the PAC on matters within the subject-matter jurisdiction of the PAC. A maximum of three (3) public speakers will be heard for a maximum of one (1) minute each prior to any discussion on an agenda item. Persons wishing to speak may sign up 30 minutes prior to, and up to 30 minutes after, the scheduled start of the meeting, on a first-come, first-served basis.