

Westlake City Schools Citizen Advisory Committee Bylaws

Article I- Name

The name of this organization is the Westlake City Schools Citizens Advisory Committee (CAC). It is a volunteer committee of the Westlake City Schools Board of Education.

Article II- Purpose

Section 1. The purposes of the CAC are

- a. To serve the community,
- b. To serve the school system,
- c. To serve the Board of Education,
- d. To serve as a liaison between the community and the Board of Education.

Article III - Officers

Section 1. The officers of this CAC shall be Chair, Vice-chair and Secretary.

Article IV – Nominations & Elections (Officers)

Section 1.

- a. Nominations will be from the floor.
- b. Only those individuals who are core members of the CAC and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 2. The follow provisions shall govern the eligibility of individuals to be officers of the CAC.

- a. No officer may be eligible to serve more than two consecutive terms in the same office.
- b. A person who has served on an office for more than one half of a full term shall be deemed to have served in such office.

Section 3. Officers shall be elected in the month of May.

Section 4. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 5. Officers shall assume their official duties as of July first and shall serve for a term of one year or until their successors are elected.

Section 6. In case a vacancy occurs in the office of Chair, the vice-Chair shall serve notice of the election. A vacancy occurring in any other office position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

Adopted June 9, 2008

Article V Nomination & Election - Core members & Alternate Members

- Section 1. There shall be a nominating committee composed of 5 (no less than three) members who are appointed by the Chair at the regular meeting in February.
- a. The chair shall be elected by the nominating committee.
 - b. The nominating committee shall nominate one eligible person for each vacant Core member position and up to five (5) Alternate member positions and report its nominees at the regular meeting in April.
- Section 2. The following shall govern the eligibility of individuals to be Core and Alternate Members
- a. Only those individuals who are current residents of the City of Westlake shall be eligible.
 - b. Core members will serve a term of three years.
 - c. Core members are limited to two consecutive terms.
 - d. Alternate members shall serve one, one year term.
 - e. Core or Alternate members who have served for more than one half of a full term shall be deemed to have served a full term.
 - f. Alternate member time served shall be applied toward the Core member term of three years.
- Section 3. Core and Alternate members shall be elected in the month of April.
- Section 4. Election may be held by voice vote and a majority vote shall elect.
- Section 5. The Board of Education shall provide final confirmation of Core and Alternate members.
- Section 6. If the Board of Education does not confirm an elected member, the nominating committee will reconvene and nominate another individual.
- Section 7. One third of the Core and Alternate members shall be elected annually, thereby staggering their one term of three years.
- Section 8. Core and alternate members shall assume their official duties commencing on July first and shall serve one term or until their successor is elected.
- Section 9. In case of a vacancy in a Core member position the Alternate member with the most seniority will fill the position.
- Section 10. In case of a vacancy in a Alternate member position the Chair shall fill the vacancy with approval by majority vote.

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Article VI - Duties of Officers

Section 1. The Chair shall:

- a. Preside at all meetings of the CAC;
- b. Serve as an ex-officio member of all committees except the nominating committee.
- c. Coordinate work of the officers and the project committees in order that the purpose may be promoted;
- d. Appoint committee chairmen;
- e. Coordinates the work of filling the Community and Student representatives;
- f. Coordinates the recruitment of Core and Alternate members;
- g. Forwards the names of elected members to the Board of Education for final confirmation;
- h. Notify confirmed elected members of their appointment;
- i. Attend monthly Board of Education meetings or their designee.
- j. Be the designated contact spokesperson with respect to any contact with the media;
- k. Perform the duties prescribed by these bylaws.

Section 2. The Vice Chair shall:

- a. Act as aid to the Chair;
- b. In their designated order, perform the duties of Chair in the Chair's absence or inability to serve.
- c. Have a current copy of the bylaws;
- d. Perform the duties prescribed by these bylaws.

Section 3. The Secretary shall:

- a. Keep a record of all meetings of the CAC and shall be custodian of the permanent file;
- b. Have a current copy of the bylaws;
- c. Maintain a membership list;
- d. Perform the duties prescribed by these bylaws.
- e. Oversee and maintain the CAC website, keeping posted reports, materials current and organized. Web site material shall be reviewed and approved by the Chair prior to being posted.

VII - The Executive Committee (Elected Officers)

Section 1. There shall be an Executive Committee of the Citizen Advisory Committee, the members of which shall be all elected officers.

Section 2. Special meeting of the Executive Committee may be called by the Chair or upon written request of one member with 14 days notice to each member of the Executive Committee. No other business than that which is the call shall be transacted at this meeting.

Section 3. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Committee shall be:

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- a. Transact business referred to it by the Board of Education;
- b. Make a report at each Board of Education meeting;
- c. Take no action in conflict with any action taken by the Executive Board.

VIII – Executive Board

Section 1. The members of the Executive Board shall be:

- a. Elected officers;
- b. Core members

Section 2. Duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between regular CAC meetings and such other business may be referred to it by the CAC.
- b. Create special committees;
- c. Report at the regular meetings of the CAC;
- d. Fill vacancies in elective and appointive positions.

Section 3. If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the Executive Board by resolution adopted by 2/3 vote in the Executive Board.

Section 4. Meetings of the Executive Board shall be held with the date and time to be determined by the board as needed.

Section 5. Special meetings of the Executive Board may be called by the chair or where requested by four (4) members upon written notice to each member of the Executive Board, 14 days not having been given. No other business other than that which is stated in the call shall be transacted at this meeting.

Section 6. At all meetings of the Executive Board, nine (9) of the members of the Executive Board, one of whom is an officer shall constitute a quorum of the transaction of business.

Section 7. Upon the expiration of the term of office or when individuals cease to hold an executive position they shall be relieved of all duties and responsibilities. All records, books and other material pertaining to the position shall be turned over to the chair within 14 days.

Article IX – General Membership

Section 1. Members of the general membership shall be:

- a. Core members (12)
- b. Alternate members (5)
- c. Community Representative (3)
- d. WHS Student Representative (2)

Section 2. Core members are limited to two consecutive three-year terms.

Section 3. Community representatives do not have to be Westlake residents. They shall serve

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one term of three years.

Section 4. The chair shall provide final confirmation of the Community Representatives.

Section 5. The Westlake High School Principal shall provide recommendations for Student Representatives. The CAC Chair will provide final confirmation of WHS Student Representatives to CAC. Student Representative shall serve for a one (1) year term, not to exceed three (3) years.

Section 6. Core members are entitled to vote.

Section 7. Alternate members are not entitled to vote.

Section 8. Community and Student Representatives are not entitled to vote.

Section 9. A balanced geographic representation within in the community shall be a goal.

Section 10. The Superintendent and School Board members shall be ex-officio members of CAC.

Article X – General Membership Meetings

Section 1. Regular meetings of the CAC shall be held on the third Monday of each month, 14 days notice shall be given to the membership of any change of date.

Section 2. The voting body of the CAC shall be Core members.

Section 3. Members are entitled to one (1) vote even though they may be serving in more than one position.

Section 4. Special meetings of the CAC may be called by the chair or by a majority of the Executive Board of 14 days' notice having been given. No other business than that which is stated in the call shall be transacted of this meeting.

Section 5. Seven (7) core members, one (1) of whom shall be an officer, shall constitute a quorum for the transaction of business in any meeting of this CAC.

Section 6. Regular meetings of the CAC shall be open to the public.

Article XI – Fiscal Year

The fiscal year of this CAC shall begin on July 1 and end on the following June 30.

Article XII – Dissolution

Section 1. Procedure for dissolution:

- a. When a motion to disband is presented and seconded, it must be deferred for vote until the next meeting. All members must be notified by first class mail, along with the Westlake City Schools Superintendent

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and Board of Education members thirty (30) days prior to the meeting at which the vote will be taken on the motion to disband.

- b. At the next meeting the motion to disband is opened for discussion. A two-thirds (2/3) vote of members present and voting is required for the motion to be adopted. The books, records, materials posted on CAC website and other material shall be returned to the Board of Education members.

Article XIII – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, Tenth Edition shall govern CAC in all cases in which they are applicable.

Article XIV – Amendments

Section 1. These bylaws may be amended at any regular membership meeting of the CAC by two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership 14 days prior to the meeting.

Adopted June 9, 2008

Westlake City Schools

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Date (CAC adopted bylaws) June 9, 2008

Date Organized _____

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