



Local School Choice Parent Advisory Council (SCPAC)

PARENT ADVISORY COUNCIL BY-LAWS

Template for Adaptation and Adoption by Each Local School Choice Parent Advisory Council

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Approved (date)

Florida Department of Education (FLDOE)
Office of Independent Education and Parental Choice

**LOCAL SCHOOL CHOICE PARENT ADVISORY COUNCIL (SCPAC)
FOR THE FLDOE VOLUNTARY PUBLIC SCHOOL CHOICE PROGRAM**

Article I. Name:

The name of the local Parent Advisory Council shall be: the _____ (local name) School Choice Parent Advisory Council ("Parent Advisory Council," "Council," or "SCPAC").

Article II. Authority:

The local School Choice Parent Advisory Council (SCPAC) exists by authority of Florida's participation in the U.S. Department of Education, Voluntary Public School Choice Grant Program authorized under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, Title V, Part B, Subpart 3; 20 U.S.C. 7225–7225g.

Article III. Purpose:

The purpose of the local SCPAC is to act as a conduit to provide relevant information to the Commissioner of Education through the state SCPAC, to serve as "parent mentors" and leaders committed to educating other parents about Florida's wide array of educational options, and to function in coordination with Florida School Choice Parent Resource Centers (FSC-PRC).

A. Duties of the local council:

1. Communicate school choice concerns and issues of parents and other stakeholders to the Commissioner of Education and the Office of Independent Education and Parental Choice through the state Council.
2. Support and assist the Office of Independent Education and Parental Choice in efforts to increase awareness of school choice options available to parents.
3. Communicate with district school choice liaisons and the community to coordinate and assist with efforts to provide parents with information regarding school choice options.

4. Assist in the review of parent resources produced by the Florida Department of Education, Office of Independent Education and Parental Choice, related to school choice options.
5. Develop partnerships with local businesses and community organizations to support school choice outreach activities.
6. Explore and recommend other funding sources to support and maintain school choice outreach activities.
7. Create and implement a parent outreach plan appropriate to each region that integrates the efforts of the Florida School Choice Parent Resource Centers.

The local SCPAC may also perform other duties as assigned or approved by the Office of Independent Education and Parental Choice (IEPC).

B. Report:

The local SCPAC Team shall submit quarterly reporting templates (October 1, January 1, April 1, and May 1) of its proceedings to the FLDOE, Office of Independent Education and Parental Choice (IEPC) in a format to be determined by IEPC. The statewide SCPAC Annual Performance Report shall summarize the local SCPAC activities and outcomes for the year, which includes timeline and venue of scheduled Parent Info Expo (P.I.E) meetings and provide recommendations of strategies to enhance parent outreach efforts as it relates to: support of school districts, IEPC Web site, public and private school choice campaigns, etc. The IEPC office will present the SCPAC Annual Performance Report to the Commissioner of Education for presentation to the State Board of Education on an annual basis.

The IEPC office may request additional status reports as determined by the project manager.

Article IV. Membership:

The local School Choice Parent Advisory Council shall be composed of the following membership to appropriately represent local stakeholder interests.

1. School choice stakeholders including: parents, guardians, grandparents, (to comprise at least 51 percent of membership)
2. State SCPAC member (ex-officio)
3. School Choice SCPAC Liaison (ex-officio)
4. Community members/volunteers and community-based business partner(s)
5. Additional member(s) representing all public and private School Choice interests

Each local School Choice Parent Advisory Council shall include at least eight members and no more than 15 members to comprise core voting membership.

B. Appointment:

Membership is through nomination and approval. All local members shall be reviewed and appointed by the SCPAC Team, which consists of the State SCPAC Member(s), the SCPAC Liaison, and the FDOE SCPAC Coordinator.

C. Term of Membership:

Local SCPAC members shall be appointed to a one-year term from October 1 to September 30. Subsequent appointments and renewal appointments shall be made by the SCPAC Regional Team. There shall be no term limits.

D. Resignation:

Any member may resign at any time by giving written notice to the local SCPAC Chair and regional State SCPAC Member with a copy to the FDOE SCPAC Coordinator. A resignation will take effect on the date of receipt of written notice. The acceptance of the resignation shall not be necessary to make it effective.

E. Termination of Membership:

Membership may be terminated at any time by the Office of Independent Education and Parental Choice (IEPC) for any member who no longer qualifies as a representative of the category for which he/she was appointed, or for other just cause including failure to carry out the responsibilities assumed by acceptance of membership.

If the SCPAC Regional Team agrees to termination of membership for cause, a written notice shall be forwarded to the local SCPAC member with a copy to the appropriate local SCPAC Chair.

If a local SCPAC member is absent for three (3) consecutive regularly-scheduled SCPAC Team meetings, his/her membership will be reviewed by the local SCPAC Chair and the FDOE SCPAC Coordinator. The Office of Independent Education and Parental Choice will have the final decision whether to continue the membership or terminate it.

F. Appointments to Fill Vacancies:

Any vacancy created through resignation or termination of a local SCPAC member shall be filled with a local SCPAC member of the same classification as the vacating member, with appointment by the SCPAC Regional Team for the remainder of the vacating member's approved term.

G. Compensation:

The local SCPAC membership shall serve without compensation.

H. Conflict of Interest:

Members shall avoid conflicts of interest in regard to all SCPAC activities.

1. No local SCPAC member shall at any time seek personal gain or benefit, or appear to do so, from membership on the SCPAC.
2. No individual SCPAC member can speak for the full local SCPAC Team or act on behalf of the local SCPAC Team (except when authorized to represent or act on behalf of the local SCPAC). Each local SCPAC member must respect the rights of the local SCPAC membership as a whole. When presenting views and opinions contrary to local SCPAC policies, or for which the local SCPAC Team has no official position, the member must make clear that such views are given as an expression of personal opinion, not that of the local SCPAC Team.
3. Any local SCPAC member association with individuals, agencies, and/or organizations that may be directly impacted by activities and/or discussion of the local SCPAC must be declared to the council prior to group vote.

As an advisory council extension of an advisory board to a state agency, the local SCPAC is subject to state laws and requirements concerning Government in the Sunshine (Section 286.011, *Florida Statutes*; Article 1, Section 24(b), *Florida Constitution*), Public Records Law (Chapter 119, *F.S.*; Article 1, Section 24(a), *Florida Constitution*), and the Code of Ethics (Chapter 112, *F.S.*; Article II, Section 8, *Florida Constitution*).

Article V. Officers:

A. Officers:

The officers of the local SCPAC are as follows: Chair (1); Vice-Chair (1); and Secretary (1).

B. Term:

Officers will serve for a one-year term and may succeed themselves in office only once for an additional two-year term.

C. Election of Officers:

The local SCPAC members shall recommend a slate of nominees, one or more per office, at a regularly-scheduled local SCPAC Team meeting. Officers will be elected by a majority vote of the membership.

D. Vacancy:

The local SCPAC shall fill a vacancy in any office from existing local SCPAC membership. At a regularly-scheduled local SCPAC meeting, the members will nominate and vote to fill the unexpired portion of the officer's term.

E. Removal from Office:

Any officer may be removed by appropriate action of the local SCPAC when, in their judgment, the best interest of the local SCPAC would be served thereby. Such action, if taken, requires a two-thirds vote of the local SCPAC members present and voting at a regularly-scheduled local SCPAC Team meeting.

F. Duties of the Officers:

1. Duties of the local SCPAC Chair:

- a. To communicate regularly with the local SCPAC Liaison via telephone and/or email with FDOE SCPAC Coordinator in accordance with these by-laws to plan the agendas for the local SCPAC membership meetings.
- b. To preside at and conduct all meetings of the local SCPAC according to *Robert's Rules of Order*.
- c. To develop, with the SCPAC Regional Team, the strategic plan of the local SCPAC.
- d. To ensure that the duties of the local SCPAC as described in Article III are carried out.
- e. To promote the local SCPAC's continuous cooperative working relationship with the Florida School Choice Parent Resource Centers (FSC-PRC) in exercising their responsibilities to reach parents and children.
- f. To assign specific tasks to local SCPAC members.
- g. To assist with the transfer of local SCPAC records to the incoming chair prior to the end of his/her term of office.
- h. To ensure quarterly reporting is completed to SCPAC Regional Team in accordance to Article III, Section B.

2. Duties of the local SCPAC Vice-Chair:

- a. To carry out the duties of the Chair in his/her absence.
- b. To assist the Chair in monitoring and reporting of all local SCPAC activities.
- c. To act as Parliamentarian and assist the Chair with implementation of *Robert's Rules of Order*, when needed to conduct an efficient meeting and to ensure an equal opportunity for each person to express his/her opinion.
- d. To ensure the Council's compliance with these by-laws.
- e. To carry out other duties as delegated by the Chair.

3. Duties of the local SCPAC Secretary:

- a. To keep minutes and records of the first and all subsequent meetings and to submit a copy of the minutes along with other relevant meeting materials to the local SCPAC Team within one week of each meeting.

Article VI. Meetings:

- A. The local SCPAC shall meet as often as necessary to conduct its business, including regularly-scheduled team meetings at least four (4) times per year, of which two can be held via telephone conference.
- B. All meetings of the local SCPAC and its committees shall be open to the public.
- C. A quorum of the membership must be present at regularly-scheduled team meetings.
- D. All Council meetings and requests for agenda items must be announced two weeks in advance of the meeting to afford interested parties a reasonable opportunity to attend. Meetings shall be advertised locally via electronic and/or regular postal mail, with notification sent to local membership, the SCPAC Team, local Florida School Choice Parent Resource Center (FSC-PRC), and local school district Choice contacts.
- E. Official minutes must be kept on all local SCPAC meetings. Minutes must be approved by the local SCPAC and must be made available to the public upon request.
- F. Any action required or permitted to be taken by the local SCPAC under these by-laws shall require a vote by a quorum of membership.

- G. The local SCPAC shall follow, in all cases involving parliamentary procedure, *Robert's Rules of Order*, when such rules do not conflict with the provisions of these by-laws. The rules may be suspended by two-thirds (2/3) vote of the members present and voting at any meeting of the local SCPAC.
- H. Each regularly-scheduled local SCPAC meeting shall provide an opportunity for public input at a scheduled time on the noticed agenda. Time limits may be imposed at the discretion of the local SCPAC Chair. Individuals may be heard at other times during the meeting at the discretion of the local SCPAC Chair.

Article VII. By-Laws:

These by-laws shall be recommended to the Office of Independent Education and Parental Choice (IEPC) by appropriate action of the Council. Upon approval by FLDOE, they shall be in force.

Amendments to the by-laws require the submission of a written proposal at a regularly-scheduled local SCPAC meeting, with action taken on the proposal at the next regularly-scheduled meeting. Should the action require a vote, passage requires a vote of two-thirds (2/3) of the members present and voting, and approval by Office of Independent Education and Parental Choice.

Amendments may be proposed by any member, including ex-officio members of the SCPAC.