

## **By-Laws of the Citizen’s Advisory Committee for Legislative Action (“LAC”)**

*The North Shore Board of Education (“the Board”) established the Legislative Action Committee (“the Committee” or “LAC”) as a Citizen’s Advisory Committee of the Board effective March 24, 2011 for the purpose of serving as a liaison between the community and the Board regarding legislative matters that have a direct bearing on fiscal or educational aspects of the North Shore Central School District (the “District”).*

### **A. Statement of Purpose**

Through effective communication, the Committee’s mandate is to:

1. Prepare recommendations for the Board with respect to federal and state educational priorities and proposed legislation.
2. Provide a reflection of community interest about legislative matters that impact the District.
3. Review current and proposed legislation and make informational reports to the Board, as appropriate.
4. Represent the District in the appropriate local, regional and national legislative forums.

### **B. Board of Education Charge to the Committee**

The Committee’s primary responsibilities are to:

1. Provide two-way communication between the Committee and the Board.
2. Enable the Board to draw upon the resources and advice of the Committee.
3. Serve as a liaison between the community and the Board on legislative matters that have a direct bearing on fiscal or educational aspects of the North Shore Central School District.
4. Conduct studies, research specific topics or complete specially designated projects, as directed by the Board.
5. Identify laws and regulations that have an impact upon the District. The Committee will study and analyze those laws and regulations and recommend to the Board changes that would be beneficial to the District.
6. Report all suggestions and recommendations to the Board and the Superintendent of Schools prior to public release.
7. As directed by the board, inform and encourage the North Shore community to participate in organized advocacy efforts.
8. Take such other steps to advocate as the Board may approve.
9. Interact with other school districts to assist in advocating for changes in laws and regulations.

## C. Membership

### 1. Composition

The Committee shall be composed of community members with varying interests, experience and expertise. The Board shall make every effort to form a committee that is representative of the entire community. Members of the Committee shall include:

- a) Nine (9) Community Members
- b) At least one (1) Board member, but no more than three (3), shall serve as liaison.

### 2. Term

- a) Community members shall serve as a member of the Committee for a term of three (3) years, except in the case of the initial formation of the Committee, whereby a community member may be appointed for a term of one (1), two (2) or three (3) years.
- b) A Committee member may be re-appointed for an additional term(s) by the Board.
- c) A Committee member who neglects to attend three consecutive meetings, of which she/he is duly notified, without rendering a good and valid excuse therefor to the committee Chairperson vacates her/his position by refusal to serve.
- d) Terms will be effective September 1<sup>st</sup> and continue through August 31<sup>st</sup> of the following year except in the case of the initial formation of the Committee, whereby the term will become effective prior to September 1<sup>st</sup>.
- e) Terms shall be staggered such that in any given year the term of no more than three (3) Committee members shall expire.

### 3. Appointment

- a) Any community member interested in being appointed to “LAC” shall submit an application to the Board in accordance with procedures established by the Board.
- b) Board trustees may recommend community members for appointment to “LAC”. Such recommendations shall be submitted to the Board along with a completed application.
- c) The full Board will review all applications received to select those applicants whose experience, expertise and interest best meet the existing needs of the Committee.
- d) All members of “LAC” shall be appointed by a majority vote of the North Shore Board of Education.
- e) New appointments shall be voted upon by the Board prior to the first Board meeting held in September.

### 4. Structure

#### a) Chairperson:

The Chairperson, who shall be appointed annually by the Board, shall:

- 1) Ensure that the Committee adheres to the Board’s charge.

- 2) Establish meeting agendas.
- 3) Ensure that there is a quorum (at least 50% of the members) present at each meeting.
- 4) Guide discussions at Committee meetings in order to arrive at resolution of issues by reaching consensus. When necessary, a formal vote of the members shall be taken.
- 5) Appoint sub-committee chairpersons, as necessary.
- 6) When requested to do so, provide the Board with an update of the Committee's activities at a regularly scheduled public Board meeting.
- 7) Advise the Board when any Committee member has vacated their position.

In the event that a meeting must be canceled or a special meeting must be scheduled, the Chairperson should coordinate with the Secretary to ensure that the Committee members are advised of the change in schedule. In the absence of the Chairperson, meetings will be led by the Secretary.

b) Secretary:

The Secretary, who shall be appointed annually by the Chairperson, shall:

- 1) Keep written minutes of all meetings.
  - a. Minutes of each meeting shall be provided to the Committee members in advance of the subsequent meeting for approval at the upcoming meeting.
  - b. Minutes are to be provided to the Board liaison(s) for circulation to the full Board.
- 2) Maintain any other requisite documentation of the Committee's activities.
- 3) Ensure that Committee meetings are posted for public notice.
- 4) Maintain a list of active members and their contact information.
- 5) Maintain a record of attendance for all meetings.
- 6) Lead Committee meetings in the absence of the Chairperson.

c) Board liaison(s):

The Board liaison(s) is (are) responsible for the following:

- 1) To communicate to the Committee the legislative/advocacy needs of the Board.
- 2) To report to the Board the efforts and progress of the Committee.
- 3) To circulate the minutes of the Committee meetings to the Board.

d) Sub-Committee Chairperson:

The Chairperson for any sub-committee or ad hoc committee who shall be appointed by the Chairperson, shall be responsible for:

- 1) Scheduling and conducting sub-committee meetings.
- 2) Collecting appropriate information, preparing written reports and reporting deliberations, findings and recommendations to the Committee at the group's regularly scheduled meetings.

## **D. Procedures**

1. The Committee shall meet at least monthly during the school year.
2. The first meeting of each new term shall be a planning session and for the Chairperson to appoint a Secretary, set the Committee's agenda, and establish the specific functions of any sub-committees being formed.
3. LAC may convene with any number of members, at the discretion of the Chairperson, but at least 50% of the Committee membership must be present for a Committee meeting to be considered an official meeting.
4. At each meeting, the minutes from the previous Committee meeting shall be reviewed, corrected if necessary, and approved.
5. All meeting dates shall be published in the school calendar and in the local newspapers and shall be open to the full committee membership as well as the general public. Public notice of these meetings shall be given.
6. All proceedings shall be conducted in a civil and courteous manner so as to encourage free and open discussion of all viewpoints.
7. At each full Committee meeting, the Chairperson of each sub- committee or ad-hoc committee shall report on their respective committee's deliberations.
8. Committee members will not be permitted to advance personal agendas or issues, and discussions at Committee meetings will not be allowed in support of advancing personal agendas. Should a committee member continuously attempt to advance personal issues or agendas, the Chairperson may recommend to the Board that the Committee member be discharged.
9. Matters pertaining to the job performance of District personnel – or any individual student or parent - shall not be discussed.

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