



COMMUNITY EDUCATION COUNCIL DISTRICT 15

Office: 131 Livingston Street, Room 301, Brooklyn, New York 11201

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Special Session Business Meeting

P.S. 261 - Parent Coordinator's office

Friday, Nov 1, 2019 - 8:30 a.m.

AGENDA

1. Call to Order and Roll Call (2 min)
2. Discussion of Roles and Responsibilities of the District 15 CEC (20 min)
3. Election of CEC15 Secretary (10 min)
4. Establish Hiring Committee for Administrative Assistant (10 min)
5. Establish Communications Committee and Vote on Chair (15 min)
6. Create Meeting Logistics Team (15 min)
7. Adjournment

Save the Dates for these Upcoming Meetings

- Nov 4, **CEC15 Business Meeting** 6:30 p.m. PS 676
- Nov 19, **CEC15 Calendar Meeting** 6:30 p.m. location to be determined
- Dec 3, **CEC15 Business Meeting** 6:30 p.m. location to be determined
- Dec 11, **Joint MLL Meeting with CEC20** 6:30 p.m. P.S. 503/506 - 330 59th St
- Dec 17, **CEC15 Calendar Meeting** 6:30 p.m. location to be determined

References on Roberts Rules of Order

<http://archive.theuniversityfaculty.cornell.edu/meetings/RobertsRulesSimplified.pdf>

<https://www.pta.org/docs/default-source/files/training/course-tools/president/english/roberts-rules-of-order-basics>

http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf