

BY LAWS
OF
**COMMUNITY EDUCATION COUNCIL
FOR DISTRICT 15**

As Adopted by Unanimous Vote of the Community District
Education Council for District 15 at Its Public Meeting Held on
June 12, 2019

Camille Casaretti (President), Elena Romero (Co-Vice President 1/BP Appointee), Kathy Park Price (Co-Vice President 2), Antonia Ferraro (Secretary), Charles Star (Treasurer), Lili Velez (Parliamentarian), Yanfeng Zhang (ELL Representative), Nicole Brier (IEP Representative), Neal Zephyrin (BP Appointee), Mark Bisard (Council Member), Scott Powell (Council Member)

ARTICLE I - NAME

The name of this Council shall be: Community Education Council for District 15. These bylaws shall be the governing instrument of the Council subject only to the applicable provisions of law, policy and regulation.

ARTICLE II - OFFICERS AND ELECTIONS

Section 1. Officers

The officers of the Community Education Council for District 15 shall be:

- President
- Co-Vice President 1
- Co-Vice President 2
- Recording Secretary
- Treasurer
- Parliamentarian

No member may hold more than one office at a time, except the Parliamentarian, who may hold a second office.

Section 2. Elections

Officers shall be elected annually by roll call vote, and by the majority (6) of the whole number of the members at its annual meeting, for a period of one year, and shall serve until their successors have been elected.

The nomination process shall be initiated during the Annual Meeting and election of officers shall proceed in the following order, unless otherwise agreed to by the council prior to the initiation of either process: President, Co-Vice President 1, Co-Vice President 2, Recording Secretary, Treasurer, and Parliamentarian.

Following a Council election, in the event that no officer is re-elected to convene the annual meeting, the Administrative Assistant to the Council (or in his/her absence a DOE representative) shall call the annual meeting to order and conduct an election for a chair pro-tem who will then begin the process of electing officers.

Section 3. Duties of Officers

3.1 President

The President shall be the Chief Operations Officer and Chief Executive Officer of the Council. The President shall call and preside at all Council meetings, supervise

the Administrative Assistant to the Council and exercise all other powers and perform all other duties pertaining to the office of President. The President shall have a vote upon all questions before the Council and shall have the right to take part in the debate on any question under consideration. The President shall also discharge such functions as may be assigned to her/him by resolution adopted at any meeting at which a quorum is present and shall be an ex-officio member of all committees.

The President shall represent the Council in all external bodies in which it is represented, including, but not limited to: meetings with the Chancellor; the Borough President, and the District 15 Leadership Team.

The President shall also discharge such functions as may be assigned to her/him by resolution adopted at any meeting at which a quorum is present.

The President shall execute all documents on behalf of the Council as authorized by the members. The Council, by a majority vote of the whole Council (6), may also delegate the power to execute documents to such other officers Administrative Assistant as it designates.

The President will retain a printed copy of the Transfer of Records Guide Book until the end of their term as President, at which time the Book will be returned to the AA.

3.2 Co-Vice Presidents

The Co-Vice-President 1 shall exercise the powers and perform the duties of the President in the President's absence. The Co-Vice-President 2 shall act for the President, in the event the President and Co-Vice President 1 are absent.

The Vice Presidents shall share duties equitably, including, as necessary, attendance at meetings of the Presidents' Council for District 15. The Co-Vice Presidents shall also discharge such functions as may be assigned to her/him by the President or by resolution duly adopted at any meeting at which a quorum is present.

3.3 Recording Secretary

The Recording Secretary shall supervise the taking and keeping of attendance, minutes, and the voting record of each member on all resolutions. The Secretary shall read each resolution on the agenda of a calendar meeting, sign all approved minutes, and ensure appropriate record-keeping by the Council. In the absence of the Administrative Assistant, the Recording Secretary shall be responsible for taking minutes. The Recording Secretary shall in general perform such duties as may be assigned by the President or by the resolutions duly adopted at any meeting at

which a quorum is present. The Recording Secretary shall assume the duties of the President in the event of temporary absences of the President and Co-Vice-Presidents.

3.4 Treasurer

The Treasurer shall be responsible for working with the Administrative Assistant to the Council and designated Department of Education staff to ensure that business transactions and member-reimbursement activities are properly documented and maintained and follow Department of Education standard operating procedures. The Treasurer shall supervise the Administrative Assistant in preparing budgets and regular financial reports, and shall present to the Council for approval. He/she shall also sign the President's reimbursement requests. The Treasurer shall assume the duties of the President in the event of temporary absences of the President, Co-Vice Presidents and Recording Secretary.

3.5 Parliamentarian

The Parliamentarian shall rule on points of procedure relating to the bylaws. He/she shall be responsible for maintaining order at any meeting and that a meeting is held to its scheduled timetable. The Parliamentarian does not have an independent place in the order of succession to the President's duties, and the position may be held by any member of the Council, including other Officers.

Section 4. Vacancy in an Office

A vacancy in an office shall be filled for the unexpired term by special election at the next regularly scheduled Calendar or Business meeting of the Council, and for which notice of the vacancy and election to be held has been disseminated. If, in the filling of any vacancy, another office is vacated, that office shall be filled immediately.

An officer who wishes to resign from office must notify the President (or if the officer resigning is the President, the Secretary) who must notify the other council members within five (5) business days.

Section 5. Removal of Officers

An officer may be removed from his/her position as an officer by a majority vote of the whole number of the Council for malfeasance, misfeasance, or nonfeasance of duties at a regular business meeting or special meeting, provided that notice of the vote to remove such officer shall be included in the agenda for such meeting and circulated in accordance with the rules provided in these Bylaws and provided further that such officer shall have the right to address the Council at such meeting

with respect to his/her removal prior to any vote being taken.

Section 6. Absence

It is the responsibility of each Council member to attend all meetings of the Council. It is incumbent upon all Council members, except in cases of emergency, to notify the President, Vice President or the Secretary to the Council at least four (4) hours prior to the scheduled meeting time of their intent to be absent. There shall be no proxy or absentee voting.

Any member of the Council who fails to attend three meetings of the Council of which she/he is duly notified, without rendering in writing a good and valid excuse therefore to the President, vacates his/her office by refusal to serve (Education Law 2590-c). Each written excuse and absence noted as excused or unexcused shall be included within the official written minutes of such meeting.

According to Chancellor's Regulations D-140, D-150 and D-160, the following constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of a member or family member; mandatory court attendance including jury duty; military duty; and job-related conflict which makes absence from a Council meeting unavoidable. The foregoing shall not constitute an exhaustive listing of valid excuses for inability to attend a meeting of the CEC.

After the third unexcused absence of a Council member, the President (or if the Council member is the President, then the Vice President 1, or Vice President 2 in the event Vice President 1 is also unavailable) shall, at the next calendar meeting, present for a vote a resolution for the approval of the Council declaring a vacancy in the Council to the Chancellor.

A Council member who is absent from (6) calendar meetings (whether such absences are excused or unexcused) shall be deemed to have vacate their seat on the Council, provided, however, that at the next regular calendar meeting following such sixth absence, the Council may, by resolution, vote to excuse such Council member and permit such Council member to continue to serve out their term. If the Council does not so vote, then the President shall, at such a calendar meeting, present for a vote a resolution for the approval of the Council declaring a vacancy in the Council to the Chancellor. IF the Council does vote to allow such Council member to continue to serve out their term and such Council member subsequently is absent from a regular calendar meeting for any reason, then at the next regular calendar meeting, the President shall present for a vote a resolution for the approval of the Council declaring a vacancy in the Council to the Chancellor.

ARTICLE III - MEETING

Section 1. Open to the Public

All meetings shall be open to the public except where otherwise permitted by law. Public notice of meetings shall be given to the community at least 72 hours prior to the date of the meeting, through local news media and posted conspicuously in one or more designated public places prior to the meeting as provided by the Open Meetings Law, (Article 7, Sections 100-111 of the New York State Public Officers Law.)

In addition, notice of all meetings shall be given in writing (in English and other languages, as appropriate) in a form suitable for mass reproduction, to the President of every Parent Association, the Presidents' Council, and heads of schools, to post conspicuously, and to other interested persons and organizations who express a desire to receive meeting notices.

Section 2. Annual Meeting

The Annual Meeting of the Council shall be held each July and no later than the final Thursday of July, unless said date falls on a legal holiday, in which event the meeting shall be scheduled for the next business day provided that all rules for notification of meetings are adhered to.

The Annual Meeting shall be convened for the purpose of nominating and electing officers for the next year period. The election of officers shall be concluded no later than the third Wednesday of August, unless said day falls on a legal holiday in which event the next business day.

Section 3. Calendar Meetings

Calendar meetings of the Council shall be held on the last Tuesday of each month at 6:30 p.m., and also Saturdays unless otherwise scheduled by the Council in accordance with these bylaws, and except when such a date shall be a legal or school holiday in which event a majority of the Council may vote to schedule the meeting on an alternate day, provided that it observes the rules for notification of meeting. These meetings shall be held in schools throughout the district that permit access to the disabled.

Section 4. Business/Working Meetings

The Council shall hold a business/working meeting prior to the calendar meeting each month, and on other evenings as needed. The public shall be notified of all working/business meetings as described in Article III, Section 1.

Section 5. Special Meetings

Special meetings, either business/working or calendar, may be held at the call of the President, and must be held upon written request of three (3) members of the Council to the President. The President shall ensure that written or telephone notice of such meeting shall be given to each member of the Council not less than 48 hours in advance and shall state the matter to be considered. No other matters may be considered at said special meetings except with the consent of all members present. Any such meeting shall be held not more than two weeks after receipt of the written requests.

Where the public cannot be given notice as provided in Article III, Section 1, the Council will notify Parent Association Presidents and school staff via e-mail, telephone and public posting. The local news media will also be given notice of the meeting.

Section 6. Executive Sessions

Executive Sessions shall be held as needed to discuss matters that by law (Open Meetings Law, Section 105) are permitted to be discussed in a confidential session closed to the public. Decisions shall be made by the majority (6) of the whole number of the members of the Council, shall be recorded by roll call vote and shall be ratified at a public meeting.

ARTICLE IV - CONDUCTING OF BUSINESS AT MEETINGS

Section 1. Agendas

1.1 Calendar Meeting

Each notice of a calendar meeting shall be accompanied by an agenda of resolutions placed by a majority of the whole number of the members at a working session. Agenda topics for each calendar meetings shall be set at the prior business meeting held at least one month in advance.

If it becomes necessary to reschedule a calendar meeting due to inclement weather or other emergency, a new date shall be set by the President, after consultation with the Council, and included in the notice of cancellation of the scheduled meeting. If the Council deems advisable to reschedule a calendar meeting for any other reason, it shall do so by vote of the majority (6) of the total number of members of the Council (11).

1.2 Resolutions

Resolutions may be placed on the agenda by:

1. a vote majority (6) of the total members of the Council(11) taken during a business meeting or working meeting; or
2. three (3) members of the Council who shall have submitted such item to the President and the Administrative Assistant at least 5 calendar days before the calendar meeting.

1.3 Business/Working Meeting

The agenda for each business/working meeting shall be developed by the President and by members of the Council who shall have the opportunity to raise issues for consideration under New Business at each business working meeting. In addition, any member may place an item for discussion on the agenda of a working/business meeting by contacting the Administrative Assistant to the Council.

Section 2. Order of Business

The order of business of any calendar meeting, except when otherwise prescribed by the President or specially ordered, shall be as follows:

1. Call to Order and Roll Call
2. Approval of Minutes from Prior Meeting(s)
3. Report of the President
4. Report of the Community Superintendent
5. Report of Committees
6. Old Business
7. New Business/Resolutions
8. Public Speakers Session
9. Adjournment
10. Public Agenda Session

The regular order of business may, at any time, be changed by a vote of a majority of the whole number of the Council.

Immediately following adjournment of the meeting, a public agenda session shall be conducted without agenda or other formalities and is intended to give members of the public an opportunity to express themselves on any matter concerning education within the district.

In addition to the Public Agenda Session, the public may comment on resolutions pending before the Council at a calendar meeting, by signing the speaker's list to speak prior to Council discussion and vote.

Speaking time per person is limited to two minutes. Questions asked by speakers

shall be considered to be part of the time allotted to the speaker. Members of the Council are not required to answer questions during the Public Agenda Session but may do so in their discretion.

Discussion and charges relating to the competence or personal conduct of individuals will be ruled out of order.

When a speaker is ruled out of order, the speaker's balance of time will be forfeited and the speaker will be expected to leave the microphone. In the event the speaker refuses, the President or Parliamentarian will take measures to enforce the ruling.

Placards, banners, flags, picket or other signs, and other unusually bulky material and amplification equipment will not be permitted to be taken into the meeting room.

The distribution of fliers will not be permitted within the meeting room without the permission of the Council.

Section 3. Official Actions

Official actions of the Council may be taken only at Business, Calendar or Special Meetings and must be by a vote of the majority of the whole number of the members of the Council.

Section 4. Quorum

The majority of the whole number of the members of the Council shall be present to constitute a quorum. If there is no quorum present at the time set for the meeting, the members present shall wait for thirty (30) minutes for additional members to arrive. Those members of the Council who are present on the call of the roll may adjourn the meeting to another date, and notice shall be given forthwith to all members of the Council and the public of such adjourned meeting date.

In the event of an emergency , i.e., a venue cannot be secured or inclement weather, the Council shall be authorized to conduct Business meetings via telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting.

Section 5. Minutes

The minutes of all meetings shall be a matter of public record and will be available for inspection at the Council's office.

Minutes shall be printed or otherwise mechanically reproduced, and shall be

available in draft form upon request within two weeks following a meeting. The minutes of Calendar Meetings shall report the resolutions acted upon and the votes of individual members.

ARTICLE V - COMMITTEES

The Council may create committees as it, in its sole discretion, may determine. Committees shall be chaired by members of the Council and shall be appointed and removed by the President. They shall serve through June 30th or until their successors have been selected. The Council may veto the appointment or removal of any Committee Chair by vote of the majority (6) of the total number of members of the Council(11).

It shall be the responsibility of each Committee Chairperson to schedule meetings as necessary, notify committee members and the public of all meetings, and maintain accurate records of all activities, and report monthly to the Council. Each committee shall operate under these bylaws and Robert's Rules of Order Newly Revised, and all committee recommendations are subject to approval of the Council.

ARTICLE VI - PARENT ASSOCIATIONS & COMMUNITY INVOLVEMENT

Section 1. Parent Associations

The Council is in active partnership with parents in our schools and district. Pursuant to Section 2590-d of the New York State Education Law and Board of Education policy regarding "Parent Associations and the Schools" and Chancellor's Regulation A-660:

- (a) There shall be a Parent Association (PA) or Parent Teacher Association (PTA) in each school in the Council.
- (b) The Council, the superintendent, and the principal of each school shall attempt to have regular communication with all PA/PTAs.
- (c) The Council shall meet quarterly with the duly elected officers of PA/PTAs.

Section 2. Superintendent Evaluations

Consistent with Chancellor's Regulations, the Council will seek public comment on the goals and objectives and performance indicators adopted for the annual evaluation of the community superintendent and local instructional superintendents.

ARTICLE VII - VACANCIES ON THE COUNCIL

Upon the occurrence of a vacancy on the Council by reason of death, resignation, or other circumstance, the Council shall, within sixty (60) days, appoint a successor to fill the unexpired term, and by appropriate screening procedures in accordance with applicable law.

Notice of such vacancy shall be disseminated to all members of the community, parent associations and local news media as identified in Article III, Section 1 - Notice of Meetings. Such notice shall include a request for recommendation of candidates to fill such vacancies on the Council. The Council will solicit candidates and review all applicants for consideration to fill such vacancy. The Council will interview all eligible candidates prior to making its decision.

The Council will interview candidates to fill vacant position(s) in a Special Meeting called for the sole purpose of conducting interviews. The Council will request the presence and participation of the President's Council and other educational groups in the district as well as representatives from concerned and affected community organizations during the interview process. The Council will solicit their recommendations in writing following the close of interviews. An appointment to fill a vacancy on the Council will be by roll-call vote at the next regularly scheduled calendar meeting.

ARTICLE VIII - Transfer of Records Reference Guide

The President will be presented with a printed copy of the Transfer of Records Guide Book at the beginning of their elected term to use as a reference, and will return the Book to the AA at the end of their elected term.

The Book, created by the AA, shall contain the following:

- The prior 2 years of Meeting Agendas, Flyers, Approved Minutes and Resolutions
- The prior 2 years of Budget documents and spreadsheets
- Passwords to all Email Addresses associated with CEC15 including DOE email address, Social Media Accounts, Business Accounts, etc.

ARTICLE VIII - AMENDMENT OF BYLAWS

These bylaws may be amended at any regularly scheduled calendar meeting of the Council by a majority (6) vote of the total number of members of the Council (11), provided the amendment has been presented in writing to the public at the previous calendar meeting and appears in the notice of meeting as amended.. Adoption of the amendments/revised draft shall be by resolution duly noted in the notice of meetings. Amendments are effective immediately unless otherwise stated in the resolution.

ARTICLE IX - PARLIAMENTARY AUTHORITY

All procedural questions not covered by these bylaws shall be governed by Robert's Rules of Order, Newly Revised, provided they are not inconsistent with law, policy, regulation, or these bylaws.

Voting Members Present on June 12, 2019:

Camille Casaretti (President), Elena Romero (Co-Vice President 1/BP Appointee), Antonia Ferraro (Secretary), Charles Star (Treasurer), Nicole Brier (IEP Representative), Mark Bisard (Council Member), Scott Powell (Council Member)