

Rialto Unified School District Citizen Advisory Committee Bylaws

Article I: Name

The name of this Citizen Advisory Committee shall be the Special Education Parent Advisory Committee (SEPAC) hereinafter referred to as the Citizen Advisory Committee.

Article II: Purpose

The Board of Education acknowledges that Citizen Advisory Committees are crucial in helping the Board and Superintendent gain deeper insights into the community's interests and concerns. A Citizen Advisory Committee aims to unite families and community members to foster a shared understanding and mutual respect for different perspectives, ultimately ensuring the full engagement of families in their children's education.

The members of the Citizen Advisory Committee shall be in congruence with the District's Strategic Plan (action plans) for family engagement and shall:

1. Foster trusting relationships with families
2. Facilitate communication with families
3. Share resources to ensure socially and emotionally healthy families
4. Create a culture of academic literacy
5. Work collaboratively to create optimal learning conditions
6. Celebrate universal diversity

Article III: Citizen Advisory Committee Authority

The Superintendent or designee may establish advisory committees, which shall report to him/her following law, board policy, and administrative regulation. Citizen Advisory Committees shall serve as strictly advisory; they may make recommendations, but their actions shall not be binding on the Board of Education or Superintendent.

The Citizen Advisory Committee shall:

- Advocate for learning opportunities for academic enrichment
- Foster excellence through diverse curricula, instructional materials, and educational experiences
- Recommend learning opportunities for families
- Work collaboratively to develop or provide input for District and school site plans as appropriate

Article IV: Membership

Membership on the Citizen Advisory Committee shall be open to parents, legal guardians, authorized caregivers, and community members unless specifically other membership is statutorily required. Voting privileges for the annual election of the Citizen Advisory Leadership Committee will be earned at the first meeting of attendance;

to retain voting privileges, members must have attended 50% of established meetings. All members shall conduct themselves according to the following parameters specified by Board Policy 1313: Civility.

The Superintendent or designee shall assign a District administrator/s as a Facilitator. The assigned District Facilitator will be the District and committee liaison. The District's Facilitator will communicate the District's and committee's goals and focus areas for the school year.

The Citizen Advisory Committee shall have a Citizen Advisory Leadership Committee composed of a Committee Chair, Vice-Chair, Secretary, and Communications Chair. The Chair and Vice-chair shall be current parents, legal guardians, or authorized caregivers of District students. The Citizen Advisory Leadership Committee members shall attend all meetings, learn about the District's programs and resources, promote positive and collaborative relationships, and support the District's mission.

Duties of the District Facilitator

- a. The Facilitator is the designee of the Superintendent and, therefore, has the authority to guide the committee on matters that impact the District.
- b. The Facilitator is responsible for considering committee recommendations and sharing them with the appropriate District leadership if needed.
- c. The Facilitator will ensure the committee's consensus before moving forward with recommendations that impact the committee and the District.
- d. The Facilitator will establish the agenda with input from the advisory committee.
- e. The Facilitator will be responsible for ensuring appropriate meeting decorum is maintained.
- f. The Facilitator will be responsible for the fiscal oversight of the committee's resources.

Duties of Advisory Committee Leadership

All Advisory Committee Leadership members must possess the following qualities - be fair, unbiased, an effective facilitator, a good listener, respect the opinions of others, and an effective mediator.

- a. Chair: The Chair shall preside at all meetings. The Chair also serves as the representative on behalf of the Citizen Advisory Committee. The elected Vice-chair will facilitate the meeting if the Chair cannot attend.
- b. Vice-chair: The Vice-chair shall assume the duties of the Chair in the absence of

the Chair. The Vice-chair shall also be responsible for such duties as may be assigned by the Chair. If the Chair position becomes vacant, the Vice-chair will step up to complete the current Chair's term, and another Vice-chair will be elected to meet the current Vice-chair's term.

- c. Secretary: A designated staff Secretary shall record the official minutes and records of all Citizen Advisory Committee meetings.
- d. Communications Chair: The Communications Chair will oversee the communications and outreach to schools and families as approved by the District Facilitator. The District Facilitator will work with the District's Communication/Media Services to prepare committee communication.

Article V: Terms

Elected Citizen Advisory Leadership Committee members shall serve one year in office. The term of office will begin September 1 and end August 31. Citizen Advisory Leadership Committee members may serve a maximum of two consecutive one-year terms.

Article VI: Elections

The Facilitator will conduct elections before September 1. The electing body for the members shall consist of all eligible voting members present at the meeting hosting elections.

Article VII: Vacancies, Resignations, Removals of Citizen Advisory Leadership Committee Members, and Committee Members

Vacancies: There may be vacancies in the elected positions. In collaboration with the Citizen Advisory Leadership Committee, the Facilitator shall appoint a replacement member to fill the unexpired term of the removed/resigned member no later than 30 days from the departing member's removal or resignation. The replacement member will fill the vacancy until the next scheduled election.

Resignations: A Citizen Advisory Leadership Committee member may resign at any time. Such resignation must be expressed and submitted to the District Facilitator in writing. Submitted resignation may not be retracted.

Removals: Any member who does not conduct themselves following Board Policy 1313: Civility may be removed from the Citizen Advisory Committee. A Citizen Advisory Leadership Committee member who misses more than 25% of the established meetings or fails to meet the obligations of their position's responsibilities shall be removed. The Facilitator reserves the right to remove any leadership member who does not attend meetings or upholds the District's beliefs, mission, and parameters outlined in the District

Strategic Plan.

Article VIII: Committee Meetings

- a. The Citizen Advisory Committee shall meet a minimum of five (5) times from July through June of a school calendar year. A calendar of these meetings shall be distributed at the first regular meeting of the school year.
- b. The Citizen Advisory Committee shall hold its meetings at a Rialto Unified School District facility and be open to all members of the public. The Citizen Advisory Leadership Committee and District Facilitator may approve virtual meetings. The meeting schedule and current agenda will be posted on the committee's District webpage at least three (3) days before the meeting. Notifications may also be sent to schools 72 hours before the meeting and posted in a location visible to district families.

Article IX: Minutes

Citizen Advisory Committees shall be subject to the California Public Records Act relating to public records inspection.

Committee meeting minutes must, at a minimum, include:

- The names of committee members present, the description of each motion or other proposal made during the meeting, names of those individuals making and seconding each motion or proposal, and a record of all votes taken;
- The District Facilitator will keep minutes on file for anyone to request to review.

Article X: Bylaws

These bylaws shall remain in effect until amended or rescinded by the District.

