

**Westonka Public Schools
Community Education and Services
Advisory Council By-Laws**

Article I - Name

The name of this organization shall be the Westonka Community Education and Services Advisory Council of Independent School District 277, herein known as the "Council".

Article II - Purpose

Section 1: To recommend areas of program development according to state guidelines.

- A. To identify and assess community education needs, interests, and concerns and recommend areas of program development to the community education staff. Furthermore, when possible, identify available or potential community resources to meet the identified needs.
- B. To encourage broader participation, building a "sense of community," in support of community-wide projects.

Section 2: To expand and improve communications between community groups, agencies, municipalities, and schools and to assist in coordination and elimination of duplication of programs and services.

Section 3: To promote the community education philosophy of lifelong learning for all ages.

Section 4: To recommend appropriate Community Education and Services program budgets (revenues and expenditures).

Article III - Operation of Council

Section 1: Membership

- A. All persons of the Westonka community are eligible as council members. Individuals may represent civic or community service organizations, local government bodies, local businesses, representatives of community programs, or high school students.
- B. The Council shall consist of no more than 15 appointed members of which up to two may be students. Each member shall be entitled to one vote.
 - 1. Council members will serve three year (fiscal year from July 1 to June 30) staggered terms. No member shall be appointed for more than two consecutive terms. Recommendations for appointments will be made each spring.
 - 2. Student appointments will be for a period of one year, renewable annually for one additional year.

3. The Board of Education representative will serve a one year term renewable annually.
- C. Recommendations for membership will be approved by the Executive Committee and then be submitted to the Board of Education for appointment.
- D. Any member absent for two consecutive meetings without notification, will be asked for a letter of intent. The secretary will notify the member in writing and request such a letter. If a member misses three consecutive meetings and the Council has not received a letter of intent, the Council has the discretion to remove that person from the Council without further consideration.
- E. Should a vacancy occur, an appointment may be made for the balance of the term.
- F. The Board of Education representative and Community Education and Services staff members are considered ex-officio without voting privileges.

Section 2: Meetings

- A. The Council shall meet a minimum of four (4) times per year. Meeting dates will be established annually.
- B. Committee meetings of the Council will be called by the committee chairperson.
- C. Special meetings may be called by the council chairperson or by the Community Education and Services Director.
- D. A simple majority, 50% plus one, shall constitute a quorum for transaction of business. All voting decisions require a simple majority of those present.
- E. All Council voting matters will be done by voice vote. However, if any Council member requests a written ballot, the request shall be honored without discussion.
- F. All council meetings are open to the public.

Section 3: Notification

- A. Notice of all council meetings will be mailed the week prior to the meeting.
- B. Local newspapers will be notified of regular meetings.

Section 4: Council Officers

- A. Officers of the Council (serving as the Executive Committee) shall include the chairperson, chairperson-elect, past chairperson, and one elected Council member. The Director of Community Education and Services shall serve as an ex-officio member.
- B. Elections for chairperson-elect (three year leadership position as chairperson-elect, chairperson, and past chairperson) and the Council member (one year term) of the Executive Committee will be held in the spring.

- C. The chairperson presides at all meetings. The chairperson-elect presides in the absence of the chairperson. In the event that the chairperson position becomes vacant, the chairperson-elect will serve in that position for the balance of the term.
- D. If a vacancy occurs on the Executive Committee other than the chairperson, the Council may consider an appointment for the balance of the term.

Section 5: Council Secretary

The Secretary for the Community Education and Services Department shall serve as the Secretary to the council.

Section 6: Committees

Committees shall be established by the council each year according to need and in conjunction with the development of the annual Council goal areas. Each committee shall elect their own chairperson.

Section 7: Resignations

Any member who wishes to resign from the council shall give written notice of intent to the chairperson who shall present the resignation at the next Council meeting.

Section 8: Parliamentary Authority

Roberts Rules of Order (Revised) shall govern this organization in all cases which are applicable and not inconsistent with these by-laws.

Section 9: Fiscal Year

The fiscal year of the council shall be from July 1 to June 30 of the following year.

Section 10: Amendments and Revisions

- A. These by-laws may be amended at any meeting of the Council by a two-thirds vote of the voting members present, provided the proposed amendment has been read at two consecutive Council meetings after being presented to the Council in written form.
- B. After approval, all amendments shall become effective immediately.

Adopted, January 15, 1981

Amended, January 4, 1982

Amended, November 14, 1989

Amended, May 12, 1992