

McLean County Unit District No. 5 Normal, Illinois

Preamble

The Board of Education of Community Unit District No. 5, McLean and Woodford Counties, Illinois, as duly elected representatives of the people, take cognizance that in the development of the best educational program of which the community is capable, all resources of the community, human and material, should be utilized. To encourage public participation in educational planning and to assist in securing such benefits as may be derived therefrom, there shall be organized a Citizens Advisory Council.

CITIZENS ADVISORY COUNCIL Constitution

ARTICLE I

Name

The name of this organization shall be the Citizens Advisory Council for McLean County Unit District No. 5, hereinafter referred to as the CAC and Unit 5 respectively.

ARTICLE II

Purpose

The CAC shall act in an advisory capacity to the Board of Education. The CAC shall serve as a liaison between the community and the Board. The CAC shall participate in educational planning regarding Unit 5. The CAC shall have no formal authority with regard to policy approval or operational decisions.

The CAC mission statement shall be: "The CAC will represent the Unit 5 community by fostering district-wide dialogue and examining topics of interest."

ARTICLE III

Membership

Section 1: Representation

The membership of the CAC shall consist of three Parent Representatives from each attendance center within Unit 5, and, ideally, between nine and twelve At-Large Representatives, each with equal membership privileges.

Section 2: Qualifications

Parent Representatives shall have children enrolled in the attendance center represented while serving as a CAC member. At-large Representatives shall be residents of Unit 5 who do not have children enrolled in any Unit 5 attendance center while serving as a CAC member. Members who have served no more than two years of a previous term shall be eligible for selection to an additional full term, not to exceed five consecutive years of service. Parent and At-large Representatives who have previously completed a three-year term shall become eligible for selection to an additional full term one year following completion of the previous term. Anyone employed by Unit 5 is ineligible for membership.

Section 3: Application and Selection

All potential candidates for CAC membership shall complete a *Citizens Advisory Council Application Form*. A school-based application form shall be completed by all candidates for Parent

Representative positions. An At-large application form shall be completed by all candidates for At-large Representative positions.

The parent organization of each attendance center shall determine the selection process for its Parent Representatives. Parent organizations are urged to select members representative of their various attendance area communities. At-large members shall be selected by CAC officers based on review of application forms, with special consideration given to obtaining a membership that: is committed to active involvement in CAC initiatives; possesses a variety of applicable skill sets; and is representative of Unit 5 communities. The Superintendent's staff shall maintain a file containing the applications of all non-selected applicants. These applications will be accessed for the sole purpose of obtaining contact information.

At the discretion of the CAC officers, a mid-year membership drive may be conducted to fill vacant At-large Representative positions.

Section 4: Term of Membership

The term of membership shall be three years, commencing with the first meeting of the CAC year, with at least one-third of the membership to be selected each year. Parent Representatives with children reassigned or promoted to a new attendance center during his/her CAC term may complete his/her term by submitting a completed *Citizens Advisory Council Application Form* to the principal at the new attendance center. Acceptance will be subject to available openings and qualifications set forth in Section 2: Qualifications.

Section 5: Member Responsibilities

Responsibilities of CAC members include: attendance at all regular meetings; participation in committee meetings and activities; reporting back to attendance center and/or parent organization represented regarding CAC activities; and securing a substitute representative if it becomes necessary to be absent from meetings. The substitute representative shall have privileges equal to the regular member.

Section 6: Vacancies

The officers may, by majority vote, declare a member's position vacant if the member is absent from three regular meetings during a school year. Vacancies shall be filled as identified in Section 3: Application and Selection.

Section 7: New Attendance Center Representatives

Parent organizations at new attendance centers shall be responsible for assigning a one, two, and three-year initial term to their representatives.

ARTICLE IV

Meetings

Section 1: Regular Meetings

There shall be at least five regular meetings during the school year.

Section 2: Special Meetings

Special meetings of the CAC may be called by the officers of the CAC or the Board of Education. Subjects of these meetings could include, but not be limited to, upcoming Board of Education decisions of public interest.

Section 3: Board of Education and Administration Representation

All meetings are to be attended by at least two members of the Board of Education and by the Superintendent or designee, all whom shall be considered 'ex officio' members without the right of vote.

By-Laws

Section 4: CAC Advisory Reports

Any advisory reports prepared by the membership that are to be presented to the Board of Education shall be voted on by the CAC. The President of the CAC shall be responsible for submitting such advisory reports at a regular meeting of the Board on behalf of the CAC.

Section 5: Quorum

Fifty-one percent (51%) of the currently filled CAC memberships shall constitute a quorum at all meetings.

ARTICLE V **Officers**

Section 1: Officers

The officers of the CAC shall consist of a President, Vice President, and Secretary, who may act as co-chairpersons of the CAC, if they so determine.

Section 2: Nomination, Election and Term of Office

The officers of the CAC shall appoint a nominating committee of at least three members who are not officers and will not be candidates for office. The nominating committee shall be appointed at the third regular meeting. The slate of candidates shall be presented at the fourth regular meeting, with the election of officers taking place at the fifth regular meeting of the CAC. Officer terms shall commence at the conclusion of the final meeting of the previous CAC year. Outgoing officers shall be responsible for transition duties including orienting incoming officers, finalizing outstanding reports, and suggesting future study topics.

Section 3: Vacancies

In the event of a vacancy in an office, the remaining officers shall appoint a nominating committee of at least three members to select a candidate for replacement. A call for election shall be held at the next regular meeting, provided one week's notice of such election, including the name of the nominee, has been given to each member.

A vacancy occurring prior to the first CAC meeting of the year shall be filled by the nominee on an interim basis until the formal election is held. Positions vacated after the third regular meeting of the CAC session may remain vacant, if deemed appropriate by the remaining officers.

ARTICLE VI **Minutes**

Official minutes of each meeting shall be kept by the Secretary. These minutes shall be sent to each member of the CAC, to each member of the Board of Education, and to the Superintendent.

ARTICLE VII **Amendments**

The Constitution may be amended at any meeting of the CAC by a two-thirds affirmative vote of the members present and voting, provided one week's notice of such amendment(s) has been given to each member.

Amended: 1948	Amended: February 22, 1995
Amended: February 26, 1976	Amended: March 19, 2003
Amended: March 24, 1988	Amended: March 16, 2005
Amended: January 23, 1991	Amended: March 15, 2006
Revised: April 3, 1991	Amended: March 21, 2007
	Amended: September 19, 2007

ARTICLE I

Membership Application

The *Citizens Advisory Council Application Form* shall be completed and submitted as prescribed in Attachment A for school-based Parent Representatives and Attachment B for At-large Representatives.

ARTICLE II **Meetings**

Meetings shall be held at selected Unit 5 attendance centers and shall begin at 7:00 p.m.; dinners, when scheduled, shall begin at 6:30 p.m.

ARTICLE III **Notification**

The Secretary shall have the responsibility of notifying members of meetings at least one week in advance. Secretarial assistance shall be provided by the Superintendent's staff. An updated list of members and officers, and term expirations shall be provided to the Board of Education and the Superintendent as changes occur.

ARTICLE IV **Agenda Preparation**

The officers of the CAC shall develop an agenda for each meeting. Programs for each regular meeting shall be determined through discussion of the CAC officers, members of the Board of Education, and the Superintendent or designee.

ARTICLE V **Committees**

Committees shall be considered and appointed as deemed necessary by the CAC officers.

ARTICLE VI **Expenses**

Expenses necessary to carry on the prescribed work of the CAC shall be borne by the Unit 5 Board of Education.

ARTICLE VII **Conduct of Meetings**

Meetings shall be conducted under Roberts Rules of Order.

ARTICLE VIII **Amendments**

These By-laws may be amended at any meeting of the CAC by two-thirds affirmative vote of the members present and voting, provided one week's notice of such amendment(s) has been given to each member.

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