

**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 Unit 5. The CAC shall participate in educational planning regarding Unit 5. The CAC shall have no 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 Parent Representatives from each attendance center; two from elementary schools and three from junior high schools and high schools, and up to nine At-large Representatives, each with equal membership privileges.

Section 2: Qualifications

Parent Representatives shall have children enrolled in the attendance center represented during the member's term. At-large Representatives shall be residents of Unit 5 who do not have children enrolled in any Unit 5 attendance center during the member's term. CAC members shall serve no more than three consecutive years and may become eligible for selection to an additional term following a year's absence from CAC. Anyone who works in Unit 5 is ineligible for membership.

Section 3: Solicitation, Application and Selection

All candidates for CAC membership shall complete the appropriate *Citizens Advisory Council Application Form* for their respective category of membership.

The parent organization and building principal of each attendance center shall determine the selection process for its Parent Representatives. Parent organizations are urged to solicit and select members during their annual spring re-organization activities who are representative of their various communities in their attendance area.

At-large members shall be selected by CAC officers before the beginning of the school year based on review of application forms with consideration given to obtaining members that are committed to active involvement in CAC initiatives, possess a variety of skill sets; and, are representative of Unit 5 communities.

Section 4: Term of Membership

The term of membership shall be no more than three years, commencing with the first meeting of the CAC year. Parent Representatives with children assigned to a different attendance center during their CAC term may apply to complete his/her term by submitting a completed *Citizens Advisory Council Application Form* to the principal at the new attendance center. Selection will be subject to available openings and qualifications set forth in Section 2: Qualifications.

Section 5: Member Responsibilities

CAC members responsibilities include: attendance at all regular meetings; participation in committee meetings and activities; reporting to the organization represented; and, securing a substitute representative if it is 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. A member may resign by notifying a CAC officer or principal. Vacancies not filled by the second meeting of the year shall remain unfilled. Vacancies shall be filled as identified in Section 3: Solicitation, Application and Selection.

**ARTICLE IV
Meetings**

Section 1: Regular Meetings

There shall be at least four 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.

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 'ex officio' members without vote.

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 CAC President shall be responsible for submitting such advisory reports at a regular meeting of the Board.

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.

Section 2: Nomination, Election and Term of Office

The officers of the CAC shall appoint in January a nominating committee of at least three members who are not officers and will not be candidates for office. The slate of candidates shall be presented in February, with the election of officers taking place at the final regular meeting of the CAC. Officer terms shall commence at the conclusion of the meeting at which they are elected and are for one year only. Outgoing officers are 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. An 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.

**ARTICLE VI
Minutes**

Minutes of each meeting shall be kept. 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 the final 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.

<i>Adopted:</i> 1948	<i>Amended:</i> March 19, 2003
<i>Amended:</i> February 26, 1976	<i>Amended:</i> March 16, 2005
<i>Amended:</i> March 24, 1988	<i>Amended:</i> March 15, 2006
<i>Amended:</i> January 23, 1991	<i>Amended:</i> March 21, 2007
<i>Revised:</i> April 3, 1991	<i>Amended:</i> September 19, 2007
<i>Amended:</i> February 22, 1995	<i>Amended:</i> March 19, 2008
	<i>Revised:</i> March 17, 2010

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**By-Laws**

**ARTICLE I ~ Membership Application**

The *Citizens Advisory Council Application Form* shall be completed and submitted as prescribed in the form 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.

**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 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 Unit 5.

**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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