

CITYWIDE PARENT COUNCIL BY-LAWS

PREAMBLE

In order that the parents of school children in the Lowell Public Schools may have a means of communication and dialogue with the School Administration and the Lowell School Committee, a parent participation organization called the Citywide Parent Council is hereby organized.

The purpose of this organization is to:

1. Involve parents in addressing and responding to issues in the Lowell Public Schools pertaining to educational standards, equity, minority isolation and other education-related issues.
2. Provide an open forum for discussions regarding school issues and voted policies.
3. Provide a mechanism for parent representation.
4. Give its members the responsibility of keeping their respective schools informed.

ARTICLE I. Name:

The name of this organization shall be the Citywide Parent Council (CPC).

ARTICLE II. Goals:

The goals of the Citywide Parent Council will include, but not be limited to, the following:

- A. Create and maintain a means of communication among parents (or other responsible adults), teachers, administrators, and the Lowell School Committee;
- B. Promote an environment of understanding and common purpose so that the best education may be offered to all children.

ARTICLE III. Officers:

A Chairperson and Chairperson-Elect:

The Chair shall conduct the monthly meetings and convene meetings of the CPC Executive Board. It is the responsibility of the Chair to appoint a Nominating Committee at the CPC February meeting, whose duty will be to formulate a slate of officers for the May elections.

The Chair-Elect shall conduct monthly meetings of the CPC in the Chair's absence. Upon election, it is understood that upon the expiration of the Chair's term of office, the Chair-Elect will succeed the Chair for a term of one (1) year, or until the original chairperson's term of office is completed. The Chair-Elect will act in an "Apprentice" Chair capacity for as long as he or she holds the "Chair-Elect" office. The Chair-Elect is a member of the CPC Executive Board.

- B. Nomination for Chairperson-Elect shall be made by a Nominating Committee appointed by the Chairperson at the February meeting. A slate of officers will be presented to the Chairperson at the May meeting; however, nominations will be solicited from the floor, in addition to the candidates represented on the slate.
- C. A Recording Secretary shall be elected each May. The duties of this office will be to record and disseminate the minutes of each CPC meeting. He or she is a member of the CPC Executive Board.
- D. A Treasurer shall be elected each May. The duties of this office will be to ensure that any monies received into the CPC Treasury are spent and accounted for in a fiscally responsible manner. The Treasurer will report monthly on fiscal affairs of the CPC and will be a member of the Executive Board.
- E. A Public Relations Officer will be elected in May. His or her responsibilities include communicating to the media regarding CPC activities and school policy development issues. The Public Relations Officer will also establish a communications system among members, such as a telephone tree, to apprise members of scheduled meetings or emergency meetings convened by the Chair. The Public Relations Officer will be a member of the Executive Board.

ARTICLE IV.

Voting Policy:

- A. Each school in the Lowell Public School System, with the exception of Lowell High School and designated Master PACs (Parent Advisory Councils) shall designate two voting members. If only one member from a school attends a meeting, that school or designated master PAC shall have only one (1) vote.

Lowell High School will be entitled to eight (8) voting representatives.

- B. Ad hoc representation: In the absence of appointed voting members from a school, the Chair can call for

representation from the floor from each unrepresented school. Members representing a school must have a child presently attending that school.

- C. The CPC shall make decisions by majority votes cast.
- D. Each member may only vote for one school at each meeting.

ARTICLE V.

Membership:

- A. Every adult responsible for a child attending a school in the Lowell Public School System is automatically a member of the Citywide Parent Council.

ARTICLE VI.

Meetings:

Meetings shall be held on the third Monday of each month, ten (10) times during the school year. If that Monday is a holiday, then the meeting will automatically be scheduled for the following Monday.

- A. All meetings shall be governed by Robert's Rules of Order.
- B. All meetings shall be held at a site to be determined by the CPC at the September Citywide Parent Council meeting each year.
- C. Meeting shall start at 7:30 p.m., and not extend past 9:30 p.m.
- D. The agenda for each monthly meeting shall be determined by the Chair, with the assistance of the Executive Board, at least seven calendar days prior to a scheduled CPC meeting.
- E. Any CPC member may propose an item for the agenda by contacting any member of the CPC Executive Board, at least ten (10) days prior to the next scheduled CPC meeting.
- F. A meeting is automatically cancelled if school is cancelled due to weather. For any other cancellation, members shall be contacted by telephone.
- G. Additional meetings may be held at the discretion of the Chairperson. Notification of the membership shall be given as early as possible.
- H. All meetings of the CPC are open to the general public.

ARTICLE VII.

Subcommittees:

- A. The responsibilities of a subcommittee are the following: to investigate, research, and make recommendations to CPC membership.
- B. All reports and recommendations of the CPC subcommittees shall be submitted for approval by the CPC, before becoming official CPC recommendations to be presented to the Superintendent and to the School Committee of Lowell Public Schools.
- C. A subcommittee may be authorized by the CPC on any viable issue by either the Chairperson or by majority vote of the CPC membership. A chairperson of such a subcommittee must be appointed by the CPC Chairperson.
- D. Subcommittees who have completed their work may be disbanded by the Chairperson of the CPC.

ARTICLE VIII.

Amendments:

- A. Amendments may be proposed by any CPC member.
- B. An amendment proposed by a CPC member must be submitted in writing, at least twenty (20) days prior to a regularly scheduled CPC meeting. Said amendment is to be forwarded for review by the designated voting membership, with the notice of and the agenda for the regularly scheduled meeting.
- C. Any amendment proposed by the Chair or Chair-Elect shall also be included with the notice of and the agenda for the next regularly scheduled CPC meeting.
- D. The By-Laws and any subsequent amendment(s) shall take effect upon their passage by a majority of those voting at the CPC meeting.