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CITYWIDE FAMILY COUNCIL BY-LAWS

PREAMBLE

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

The purpose of this organization is to:

1. Involve families 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 broad and inclusive family 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 Family Council (CFC).

ARTICLE II.

Goals:

The goals of the CFC 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; and
- C. Act as a catalyst for involving families and community members in the school system.

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ARTICLE III.

Leadership (*See Organizational Chart):

A. Chairperson and Chairperson-Elect:

The Chair shall conduct the monthly meetings and convene meetings of the CFC Leadership Board. It is the responsibility of the Chair to appoint a Nominating Committee at a CFC meeting to be determined by the CFC, whose duty will be to formulate a slate of officers for a future election. The election schedule will be determined by the Leadership Team. The Chair-Elect shall conduct monthly meetings of the CFC 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 the term of (1) year, or until the original chairperson's term of office is completed. The Chair-Elect is a member of the CFC Leadership Team.

B. Nomination for Chairperson-Elect shall be made by a Nominating Committee appointed by the Chairperson at a predetermined meeting. A slate of officers will be presented to the Chairperson at the election 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 election meeting. The duties of this office will be to record and disseminate the minutes of each CFC meeting. He or she is a member of the CFC Leadership Team.

D. A Treasurer shall be elected each election meeting. The duties of this office will be to ensure that any monies received into the CFC Treasury are spent and accounted for in a fiscally responsible manner. The Treasurer will report monthly on fiscal affairs of the CFC and will be a member of the Leadership Team.

E. A Public Relations Officer will be elected at the yearly election meeting. His or her responsibilities include communicating to the media regarding CFC activities and

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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 Leadership Team.

ARTICLE IV.

Identifying Priorities:

- A. Each school in the Lowell Public School System, with the exception of Lowell High School shall designate two (2) voting members. If only (1) one member from a school attends a meeting, that school shall have only one (1) vote.

LHS will be entitled to six (6) 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 or be an employee.
- C. The CFC 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 Family Council.

ARTICLE VI.

Meeting:

Meetings shall be held monthly, dates and times to be decided on by the council.

- A. The Leadership Team will establish meeting rules or norms and may elect Robert's Rule of Order.

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- B. All meetings shall be held at a site determined by the CFC at the September CFC meeting each year.
- C. The agenda for each monthly meeting shall be determined by the Chair, with assistance of the Leadership Team, at least seven calendar days prior to a scheduled CFC meeting.
- D. Any CFC member may propose an item for the agenda by contacting any member of the CFC Leadership Team, at least ten (10) days prior to the next scheduled CFC meeting.
- E. A meeting is automatically cancelled if school is cancelled due to weather. For any other cancellation, members shall be contacted via email and social media.
- F. Additional meetings may be held at the discretion of the Chairperson. Notification of the membership shall be given as early as possible.
- G. All meetings of the CFC 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 CFC membership.
- B. All reports and recommendations of the CFC subcommittees shall be submitted for approval by the CFC, before becoming official CFC recommendations to be presented to the Superintendent and to the School Committee of Lowell Public Schools.
- C. A subcommittee may be authorized by the CFC on any viable issue by either the Chairperson or by majority vote of the CFC membership. A chairperson of such a subcommittee must be appointed by the CFC Chairperson.
- D. Subcommittee who have completed their work may be

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disbanded by the Chairperson of the CFC.

ARTICLE VIII.

Amendments:

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

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* **Organizational Chart:**

