

DISTRICT PARENT ADVISORY COUNCIL BYLAWS

BACKGROUND ON DPAC

The District Parent Advisory Council (DPAC) was formed in 1976 at the request of the Board of Education and Superintendent of Schools. As the Bylaws indicate, the chief purpose of the group is to give advice to the Board of Education and Superintendent, to share information among school parent groups, and to promote two-way communication between the Rush-Henrietta Central School District (RHCS D) and parents.

I. PURPOSE OF DPAC

The purposes of the Rush-Henrietta District Parent Advisory Council are:

- A) to provide an opportunity for parents and parent groups recognized by the Board of Education (such as Parent-Teacher Associations(PTA), RHMPA, Sports Booster, etc.), hereby referred to as “parent groups”, to have an advisory voice in the administration of the School District;
- B) to create a communications link among parent groups; and
- C) to create communication and understanding among parents and the School District.

II. RESPONSIBILITIES OF DPAC

The Rush-Henrietta District Parent Advisory Council is responsible for:

- A) the exchange of ideas and information among parent groups;
- B) maintaining communication among DPAC, the parent groups and the Board of Education;
- C) obtaining the opinions and/or recommendations of parents on current concerns and issues regarding the schools;
- D) advising the Board of Education and the District administration on current concerns and issues;
- E) sharing information on District activities with parent groups;
- F) supporting parent groups at the building level;
- G) promoting parent participation in the schools;
- H) mobilizing community support for the schools through the parent groups;
- I) initiating suggestions and ideas for improvements in the schools and referring them to such groups as the District staff, the Instructional Council, and appropriate task forces for further study and action;
- J) reviewing and making appropriate comments and recommendations on proposals and plans developed by the District staff and other groups, including appropriate task forces and the Instructional Council;
- K) assisting the Board of Education and the District administration as requested; and
- L) reviewing proposed legislation and mobilizing community efforts regarding that legislation when warranted.

III. MEMBERSHIP OF DPAC

DPAC shall be composed of the following delegates:

- A) Voting Members:
 - 1. two voting parent representatives from each school in the District;
 - 2. two non-voting alternate parent representatives from each school in the District (optional);
 - 3. two or three at-large voting members serving as officers; and
 - 4. one voting member from each Parent Group not representing individual schools
- B) Ex-Officio Members (non-voting):
 - 1. one member of the Rush-Henrietta Central School Board of Education;
 - 2. the Superintendent of Schools; and
 - 3. the Assistant to the Superintendent acting as liaison to the community.

IV. DPAC PARENT REPRESENTATIVES: SELECTION-QUALIFICATIONS TERMS

- A) Building representatives must be parents of students enrolled in the schools they represent and shall be selected by a method to be determined by the respective parent groups.
- B) Representatives from non-school specific Parent Groups shall be selected by a method determined by their respective organizations.
- C) In the event that a building parent group ceases to exist, the building principal shall appoint two voting parent representatives and two non-voting alternate parent representatives to DPAC.
- D) Each Parent Group shall choose their parent representatives for the following year by the end of June.
- E) Any vacancies occurring during the school year shall be filled promptly.
- F) A parent representative shall serve a one year term and may be reappointed to multiple terms at the discretion of the parent group. A parent group representative may be removed from office by the appointing parent group in accordance with the parent group's guidelines.

V. DPAC PARENT REPRESENTATIVES' RESPONSIBILITIES

- A) Representatives should attend all DPAC meetings to assure their respective group's viewpoint is represented. Representatives shall collect information from their parent group's leadership, principal, staff and students. Each delegation shall use this information to:
 - 1. represent the viewpoint of their constituents at all times; and
 - 2. prepare a brief oral report for each DPAC meeting highlighting their constituent's programs, activities and concerns.
- B) Representatives should report DPAC discussions and actions to their school and/or parent group by:
 - 1. reporting at parent group meetings;
 - 2. discussion with the school principal and other appropriate administration; and
 - 3. encouraging constituents to review DPAC minutes and other district information available on the district website and in district publications.
- C) Representatives should direct the concerns of individual parents to appropriate school or District administrators and/or parent group leadership. In handling parental problems or concerns representatives should:
 - 1. remain neutral, and
 - 2. guarantee confidentiality if requested by the parent.

- D) Representatives presenting issues for DPAC discussion or action shall use the following procedures:
 - 1. Issues that are brought to DPAC should have been previously discussed at a building level Parent Group meeting. DPAC Representatives should determine that the concern is a Parent Group concern. DPAC should not be used to address individual concerns.
 - 2. Contact a DPAC officer for placement of the item on an agenda:
 - a) Specifically define the problem.
 - b) Outline who the issue has been discussed with prior to DPAC's meeting.
 - c) State the reason the issue is being presented at a District level.
 - d) Voting and non-voting representatives are encouraged to serve on committees and subcommittees as needed.
 - e) Alternate representatives shall serve in the absence of the voting representative as needed.

VI. DPAC OFFICERS: SELECTION, QUALIFICATIONS & TERMS

- A) DPAC officers shall consist of a Chairperson and one or two Vice Chairpersons. In the event of the election of two Vice Chairpersons, one shall be designated First Vice Chairperson and one as Second Vice Chairperson.
- B) A nominating committee of at least two persons shall be established at the March meeting of DPAC. The Chairperson shall appoint at least two DPAC members to the committee.
- C) At the April meeting of DPAC, the nominating committee shall present a slate of officer candidates. The slate will include a minimum of one candidate for each office. Nominations from the floor, with approval of the nominee, will be accepted.
- D) To serve as an officer of DPAC, a person must be a parent of a child enrolled in a Rush-Henrietta public school (or receiving special education services through the Rush-Henrietta Central School District) during the term of office for which the person is elected. In addition, the person must have a minimum of one year's service as a representative or alternate to the District Parent Advisory Council.
- E) Officers shall be elected at the May meeting and shall serve a term of one year beginning July 1.
- F) The First Vice Chairperson shall serve as Acting Chairperson in the absence of the Chairperson. The Second Vice Chairperson shall serve as Acting Chairperson in the absence of the First Vice Chairperson.
- G) In the event of a vacancy in the office of Vice Chairperson, the Chairperson shall recommend to DPAC, for approval, a person to serve as Vice Chairperson for the remainder of the term.

VII. DPAC OFFICERS: FUNCTION & RESPONSIBILITIES

- A) The duties of the Chairperson are:
 - 1. to conduct the meetings of DPAC;
 - 2. to prepare DPAC meeting agendas in conjunction with the Vice Chairperson(s) and with input from interested parties;
 - 3. to establish the regular meeting schedule in cooperation with District Administration;
 - 4. to call special meetings of the District Parent Advisory Council as appropriate or upon petition of 50% of the DPAC membership;
 - 5. to establish standing and ad hoc committees of DPAC, and to annually submit to DPAC for approval, guidelines for the establishment and operation of such committees;
 - 6. to serve as an ex-officio member of any committee established if not a regular member of that committee; and
 - 7. to serve as spokesperson of DPAC.

- B) The duties of the Vice Chairperson(s) are:
1. to act in the absence of the Chairperson as specified in Section VI, G & H;
 2. to assist the Chairperson in his or her duties as requested;
 3. to serve as "sergeant-at-arms" (i.e. timekeeper) of DPAC;
 4. to serve as "treasurer" should the need arise;
 5. to assist in establishing agendas;
 6. to serve as an ex-officio member of any committee established if not a regular member of that committee;
 7. to serve as spokesperson of DPAC as requested;
 8. to assure that a copy of Roberts Rules of Order and the DPAC Bylaws are available at every DPAC meeting; ; and
 9. to serve as a Secretary who will be responsible for recording and distributing minutes of all DPAC meetings.

VIII. DPAC MEETINGS

- A) DPAC will hold a minimum of eight meetings each year. The regular meeting schedule shall be established by June of the preceding year. An agenda and the minutes of the previous meeting will be made available to DPAC members in advance of each regular meeting.
- B) Special meetings may be convened upon petition of 50% of the DPAC membership or by the Chairperson.
- C) All DPAC meetings are open to the public and must be publicized in advance.
- D) Roberts Rules of Order shall govern the proceedings of DPAC upon the request of two DPAC members.

IX. VOTING AT DPAC MEETINGS

- A) Each voting member shall be entitled to one vote.
- B) Alternate members may vote only in the absence of a regular voting member.
- C) Ex-officio members shall have no vote.
- D) A simple majority vote of those members present carries except in cases of changes to the Bylaws. (See Section X).
- E) A representative may move to table a motion to allow representatives the ability to consult with the groups they represent. Unless such a motion is made, discussions and votes will not be postponed.

X. DPAC BYLAW CHANGES

- A) Changes may be made to these Bylaws by a two-thirds vote of the DPAC voting membership. A vote on proposed changes may be made no sooner than the regular meeting following the one in which the change was proposed.

NOTE:

Sections I-III essentially represent the charge to the organization from the Rush-Henrietta Central School District Board of Education.

Guidelines adopted: June 16, 1976

Guidelines revised: November 17, 1976

Guidelines revised: October 2, 1980

Revised into Bylaws: October 3, 1991

Bylaws amended; October 1, 1992

Bylaws amended: January 7, 1993

Bylaws amended: February 1, 1996

Bylaws amended: November 4, 1999

Bylaws amended: December 6, 2001

Bylaws amended: February 5, 2009

Bylaws amended: October 1, 2015