

LCAP Parent Advisory Committee (LCAP-PAC) 2015-16

Governance & Decision-Making Structure

Meetings

- Quorum is 50%+1 (9 of 16).
- Meetings are monthly according to the calendar provided.
- Special meetings (retreats, trainings) can be added at the request of a majority of all members.
- Meeting agendas are developed by District staff in consultation with LCAP-PAC officers (see below) and LCAP-English Learner-PAC representatives.
- All applicable Brown Act requirements for notice and agenda posting must be followed.

Decision-Making Process

- For PAC decisions related to operations, procedures, etc., the vote to approve must be 50%+1 of those members present.
- All communications to the Board of Education and/or Superintendent, such as PAC letters and recommendations, must be approved by a 75% supermajority of those members present; quorum applies.
- A Minority Report of recommendations not approved by the supermajority will be submitted to the Board of Education and/or Superintendent. Any recommendation included in the Minority Report needs to have the support of at least half of members present.

Committees

- The Governance Committee is the only standing committee (meets as needed). It will have 3 members, including at least one officer.
- Other ad hoc committees may be established by majority vote of the LCAP-PAC. Membership on these committees may be self-nominated if another procedure is not instituted by the LCAP-PAC. Ad hoc committees are self-governing.

Officers

- Purposes of officers:
 - Consult with district staff and EL PAC to determine meeting agendas.
 - Ensure meetings run smoothly and efficiently, and all voices are heard.
 - Coordinate input from subcommittees.
 - Represent the LCAP-PAC by taking a leadership role in interacting with the District (i.e. face of the group).
- 3 Officers will be elected: 1 Chair and 2 Vice-Chairs
 - Specific role of Chair- leadership responsibilities such as district consultation and collaboration, meeting efficiency, committee coordination, and PAC representation as needed.
 - Specific role of Vice Chairs- substitute for Chair when s/he is absent and other tasks as agreed upon by the officers to fulfill the purposes of the PAC.
 - Officers are equal, including in voting when officer decisions need to be made.
- Officer elections:
 - District staff will take nominations and self-nominations prior to and during the election meeting (next regular PAC meeting).
 - Officers will be elected by the majority of the PAC (runoffs as needed).
 - Term ends when the LCAP-PAC disbands.