

**Sacramento City Unified School District
LCAP Parent Advisory Committee (LCAP PAC)
Governance and Decision-Making Structure
Revised November 28, 2017**

Meetings

- Quorum is 50% + 1.
- Meetings are monthly according to the calendar provided.
- Special meetings (study sessions, retreats, or trainings) can be added at the request of a majority of members.
- Meeting agendas are developed by District staff in consultation with LCAP PAC co-chair.
- All applicable Brown Act requirements for notice and agenda posting and communication protocol must be followed.
- Meetings are open to the public. Public comment will be identified on the agenda and limited to 3 minutes per speaker.

Decision-Making Process

- For PAC decisions related to operations, procedures, etc., the vote to approve must be 50% + 1 of those members present.
- Members must be present to vote. There is no proxy voting.
- 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 may 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 the members present.

Co-Facilitator

- The LCAP PAC will elect a co-facilitator with the following roles:
 - Consult with LCAP PAC members and district staff to determine meeting agendas;
 - Assist staff with facilitation of meetings to ensure that they run smoothly and efficiently and all voices are heard;
 - Coordinate the schedule of LCAP PAC members to speak at Board meetings during agreed-upon communication to ensure a diverse set of voices
 - Review the governance and decision-making structure with other LCAP PAC members to determine whether revisions need to be made