



### **Community Education Advisory Council**

The Board of Education Farmington Public School ISD 192 has established a Community Education Advisory Council in accordance with the laws governing Community Education in the State of Minnesota. The following Bylaws guide its operation.

### **BYLAWS**

#### **ARTICLE I – NAME**

This organization shall be known as the Independent School District 192 Community Education Advisory Council (CEAC).

#### **ARTICLE II - PURPOSE**

The purpose of District #192 Community Education Advisory Council is to serve in an advisory capacity to the Community Education department and Director of Community Education in the fulfillment of the Community Education mission by:

1. Identifying and assessing community needs and interests within the Farmington School District as it relates to Community Education.
2. Identifying available and potential resources to meet community needs and interests.
3. Minimizing the duplication of services while maximizing the use of district facilities.
4. Providing input and feedback on program development as it relates to the mission of Farmington Community Education.
5. Recommending the annual Community Education Budget to the Board of Education.
6. Promoting the Community Education philosophy of citizen involvement and lifelong learning.
7. Increasing and improving communication with staff, organizations, agencies and businesses within the Farmington School District.

The Community Education Advisory Council serves in an advisory capacity only and does not make policy, program or personnel decisions. All decisions are recommended and are subject to approval and adoption by the Director of Community Education, District Administration or School Board.

#### **ARTICLE III – OPERATING PROCEDURES OF THE ADVISORY COUNCIL**

Section I: The Advisory Council shall adopt Bylaws, and formulate such other operating rules and procedures as may be necessary to function as a citizen advisory council for the District 192 Community Education Department.

Section II: The Council shall hold a minimum of four (4) meetings each year with the Director of

Community Education.

Section III: The Council may appoint sub-committees as needed.

#### ARTICLE IV - MEMBERSHIP

Section I: Membership: The Community Education Advisory Council shall include up to eighteen (18) voting members, at least 75% of whom shall be residents of School District 192.

Section II: The Community Education Advisory Council will attempt to achieve a broad- base representation of Farmington Area School district's population, including representation from parents, students, school district employees, representatives from public/private/home schools, service organizations, members of the faith community, local government, public and private organizations, business and any other group or individual interested in membership on the council.

Section III: The Community Education Advisory Council will strive for diversity. This includes but is not limited to people of different neighborhoods, affiliations, experiences, ages, genders, ethnic groups, races, socio-economic status and people with disabilities.

Section IV Terms: Council terms shall be three (3) years with a maximum of six (6) years total and will begin on July 1<sup>st</sup>.

Section V: Appointment: Open council seats for the coming year will be publicized and community members will be invited to apply. The council officers and Community Education Director will recommend a slate of nominees to the council for approval.

Section VI: Ex-Officio Members: The Superintendent of Schools, Administrators, Board Member Liaison, Community Education Director, and up to six (6) representatives of other community-based agencies or governmental units will be ex-officio, non-voting members of the Advisory Council. The duties as ex-officio council members are to promote the Community Education mission, provide information with a unique perspective and use information they receive to guide the direction of Community Education.

Section VII: Vacancies: Vacancies occurring from resignations, absenteeism, or relocation may be filled by appointment. Such appointments will be approved by a majority of the council. If a member misses two (2) consecutive meetings, the Community Education Director will contact the member to see if he/she intends to continue to serve on the council. If a third (3<sup>rd</sup>) meeting is missed, the director of Community Educations will follow up again. The member may be removed with council approval and be asked to resign.

Section VIII: Officers, Terms of Office and Duties –

Sub 1: Offices: Officers of the council shall include the Chair, Chair-Elect and Past Chair (if still serving on the council). If the past chair is no longer serving on the council a replacement will be appointed. The three (3) officers will serve as the Executive Committee. The Director of Community Education will serve as an ex-officio officer. Officers/Executive committee will meet a minimum of 2 times per year.

Sub 2: Selection: Each spring the council will elect the Chair-Elect. The Chair-Elect shall normally serve one year as Chair Elect and then serve the following year as Chair and the following year as Past Chair.

Sub 3: Duties: The Chair will preside at all meetings of the council and assist in de-

veloping the agenda. The Chair-Elect will perform the duties of the Chair in Chair's absence.

Sub 4: Succession: The Chair-Elect will normally become Chair in the following year of their term. If the Chair-Elect is not able to assume the duties of Chair, both a Chair and Chair-Elect will be selected by the council.

Section IX: E-mail is an official form of communication in absence of a quorum at a meeting.  
An e-mail vote is considered acceptable.

ARTICLE V - MEETINGS

Section I: Special meetings may be called at the discretion of the officers. At least three (3) days notice shall be given.

Section II: A simple majority, 50% plus one of voting members, shall constitute a quorum for transaction of business. All voting decisions require a simple majority of voting members.

Section III: It is the responsibility of the Community Education Director to see that materials relating to the Council's activities are prepared and distributed in an appropriate manner.

Section IV: Meetings will be guided by Roberts Rules of Order.

ARTICLE VI – AMENDMENTS AND REVIEW OF BYLAWS

Section I: These Bylaws may be amended by reading at two (2) successive regular meetings of the Advisory Council by a vote of the members.

Section II: Bylaws will be reviewed at least every four (4) years.

Date Adopted: 01/08/90

Dates Revised: 04/26/93; 03/10/97; 01/24/00; 05/24/04; 03/24/08; 04/12/12

Legal References: Minn. Stat. 124D.18 and 124D.19