

## CITYWIDE PARENT PLANNING ADVISORY COUNCIL BY-LAWS

### *Preamble*

In order that the parents of children in the Worcester Public Schools may have a means of communications with each other and with the School Administration, the Superintendent of the Worcester Public Schools, with the authorization of the Worcester School Committee, has organized a parent participation organization call the Citywide Parent Planning Advisory Council.

The purpose of this organization is to:

1. Involve parents in addressing relevant issues in the Worcester Public Schools, including integration and changing (increasing/decreasing) enrollment.
2. Provide an open forum for discussions between parents and administrators regarding school issues and voted policies.
3. Give its members the responsibility of keeping their respective schools informed.

#### ARTICLE I. Name:

The name of this organization shall be the Citywide Parent Planning Advisory Council (CPPAC).

#### ARTICLE II. Goals:

The goals of the Citywide Parent Planning Advisory Council will include, but not be limited to the following:

- A. Create and maintain a means of communication among parents, teachers, administrators, and school committee.
- B. Promote an environment of understanding and common purpose so that the best education may be offered to all children.

#### ARTICLE III. Officers:

- A. There shall be two (2) officers of the CPPAC, who shall be Co-chairpersons, each elected for two (2) year terms in alternate years by the current CPPAC membership at the November meeting of each year. Co-chairpersons shall not serve for consecutive terms.
- B. A Recording Secretary shall be elected each year to record the minutes of each meeting. The Recording Secretary will be elected

for a one (1) year term each November. The Recording Secretary is open for re-election each year.

- C. Nominations for Co-chairpersons and Recording Secretary shall be made from the general membership by the general membership. The nominating period is open from the time of the September meeting until the election is held.
- D. Co-chairpersons' responsibilities:
  - a. The Co-chairpersons shall be responsible for conducting the monthly meetings on an alternating basis.
  - b. The presiding Co-chairperson shall only vote in the event of a tie.
  - c. The Co-chairpersons shall attend the Planning Subcommittee Meeting held prior to the monthly meeting which he/she is to chair.
  - d. The senior Co-chairperson shall be designated as the spokesperson to the press. In the event the senior Co-chairperson is absent, the Junior Co-chairperson may speak on behalf of the CPPAC.
  - e. If a Co-chairperson resigns, the one remaining Co-chairperson would serve alone, until a second Co-chairperson is elected at the next regular CPPAC meeting.
- E. Recording Secretary's responsibilities:
  - a. The Recording Secretary shall be responsible for taking minutes at each monthly meeting and disseminating those minutes to the general membership before the next meeting.

#### ARTICLE IV. Membership:

- A. There may be up to two (2) CPPAC parent/guardian members from each school. It is suggested that one representative be from the Parent/Teacher Organization and the other should be from the Site Council. Alternate members should also be one from each group. A proactive effort shall be made by School Site Councils or Parent Groups to encourage diversity of CPPAC members. If a school is without representation, a member may represent two (2) schools, if:
  - a. The member has a child in each school.
  - b. The member is willing to report back to each individual school. However, that member shall have only one vote.

- c. B Each Advisory Council: ELL, Special Education, and Title I may also have two (2) representatives on the Council. Any additional advisory council that may be created is also welcome to participate in the CPPAC by sending representatives.
  - d. Notification of non-representation will be in the monthly meeting minutes distributed to administration at each school site and the district's central office.
- B. A list of primary and designated alternate CPPAC members, their phone numbers and email addresses shall be established by the November meeting each year. This list shall not be distributed to the general membership, but will used with discretion and under the consent of CPPAC leadership to promote efforts consistent with the mission of CPPAC.

**ARTICLE V. Meetings:**

Meetings shall be held once per month during the school year, on a consistent day and week of the month to be set by the Council at the May CPPAC meeting of the preceding year. If the scheduled day is a Holiday, an Election Day or a day that school is cancelled due to inclement weather, the meeting will automatically be scheduled for the following week.

- A. All meetings shall be held at a site to be determined by the Council at the May CPPAC meeting each year.
- B. Meetings shall start at 7:00pm, and not extend past 9:00pm.
- C. Written public notice of the meetings shall be given at least seventy-two (72) hours in advance of the meeting and shall include the agenda.
- D. Quorum: Twelve (12) members shall constitute a quorum. An act or decision of the majority of members present shall be an act of the CPPAC, provided a quorum is in attendance.
- E. All meetings shall be conducted with referral to *Robert's Rules of Order*.
- F. The agenda shall be determined by the Co-chairperson(s) with the assistance of the Recording Secretary, at least fifteen (15) calendar days before a monthly meeting.  
Typical agendas include much of the following:
  - 1. Call to order
  - 2. Approval of minutes of preceding meeting

3. Guest Speaker/Presentation - Thirty (30) minutes
4. Reading of Correspondence
5. Sub-Committee Reports - Thirty (30) minutes
6. Old Business
7. New Business
8. Additional Business
9. Next meeting date
10. Adjournment

At the discretion of the Co-chairperson(s), agenda items may be taken out of order.

- G. Additional meetings may be held at the discretion of the Co-chairperson(s). Notification of the membership shall be given at the earliest possible opportunity.
- H. All CPPAC members, primary and/or alternate, shall report back to their respective Parent Organizations/Site Councils and give a report of the monthly CPPAC meetings. Where there are no Parent Organizations, members shall report back to school site council.
- I. The CPPAC officers will work with representatives of WPS administration to notify the principal, site council and Parent Organization, if applicable, of a school if a school fails to have representation for three (3) consecutive monthly meetings without notification. The school will be asked to identify new members to represent the school at the CPPAC.
- J. All meetings of the CPPAC are open to the general public.

#### ARTICLE VI. Voting Policy:

- A. Each school shall have only two votes. If only one member from a school attends a meeting, the school shall have only one vote. If no member attends, the school shall have no vote. Alternates shall be allowed to replace a parent member in that person's absence and shall have the voting privilege.
- B. Voting will occur by voice or by hand. If a vote is too close to determine, a roll call based on that meeting's sign-in form shall occur.
- C. CPPAC shall make recommendations by majority votes cast.
- D. When voting takes place, members shall have up-to-date knowledge of recommendations to be voted upon. Discussion will take place before a motion is put to a vote. The motion will be

restated for clarity as needed to avoid confusion or lengthy additional discussion.

**ARTICLE VII. Subcommittees:**

Subcommittees and/or ad hoc committees can be established to address any issue relevant to the mission and purpose of the CPPAC. The subcommittees shall have membership open to all CPPAC members. Consistent with the rules of CPPAC, subcommittee meetings shall be open to the public. Each subcommittee should designate a facilitator responsible for reporting the work of the subcommittee to the larger CPPAC body.

**ARTICLE VIII. Amendments:**

- A. Amendments may be proposed by any CPPAC member.
- B. An amendment proposed by a CPPAC member must be submitted, in writing, at least seventy-two (72) hours days prior to the next regularly scheduled CPPAC meeting. Said amendment is to be forwarded for review by the membership, with the notice of and the agenda for this meeting.
- C. Any amendment proposed by a Co-chairperson shall also be included with the notice of and the agenda for the next regularly scheduled CPPAC meeting.
- D. The By-laws and any subsequent amendment(s) shall be forwarded upon their passage by a majority of those voting at the CPPAC meeting, to the School Committee of the Worcester Public Schools, for their approval. Upon the approval of the School Committee, the amendments will take effect.

Revised: September, 1992

Revised: September, 1996

Revised: April, 1997

Revised: September, 1999

Revised: September, 2001

Revised: June, 2011

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