



**Charter and By Laws – Citizens Advisory Committee
By the Board of Education
Community Unit School District 200**

1. **Mission Statement:** The mission of the volunteer Citizen Advisory Committee (hereafter referred to as the CAC) for Community Unit School District 200 is to improve the education of the children, youth and adults of the District by advising the Board of Education regarding educational and other issues facing the District.
2. **Goals:** The goals of the CAC are to:
 - a. Study and deliberate regarding issues and questions of public education that are of concern to the District and report the results of its activities to the Board of Education and District Administration;
 - b. Advise the Board of Education and Administration regarding policies of the District; and
 - c. Facilitate collaboration and communication in educational affairs between the schools, school district and the community.
3. **Legal Status of the Board of Education:** The Board of Education is the legally constituted authority over the public schools of the District. It cannot legally surrender any of its powers and responsibilities. It relinquishes none of its authority in creating the CAC.
4. **Tenure of the Committee:** The CAC herein created, and any committees affiliated with it, shall continue as district-sponsored bodies until the CAC is dissolved by a majority vote of the members of the Board of Education dissolving this charter.
5. **Open Meetings and Freedom of Information Acts:** As a creation of the Board of Education, the CAC and any of its subcommittees are subject to the Open Meetings and Freedom of Information Act.
6. **Domain of the CAC:** The CAC will concern itself only with the education of the public through the public schools and with matters directly related to it. The CAC and its affiliated committees are tasked as review, study and planning committees and are advisory in nature to the Board and its employees. The CAC will promote their ideas and plans in the school and community only with specific authorization by the Board.
 - a. **Affiliated Committees:** The CAC is authorized and encouraged to create affiliated committees as needed to study specific issues or conduct specific projects.
 - b. **The CAC might address:**
 - i. Important and continuing interests of the schools (e.g., technology, curricular changes, new programs, citizenship education, school finance, enrollment, community engagement, facilities, municipal affairs).
 - ii. Special problems of a temporary nature (e.g., facility planning, advising the Board regarding attendance center boundaries).

All committees created by the CAC shall be and remain affiliated with the CAC. Each affiliated committee shall be given by the CAC a definitively prescribed focus within the total domain of the CAC in which it is to operate. Affiliated committees may be created to serve for a definite period or to continue indefinitely with rotation of members. Affiliated committees may include members of the CAC; the Superintendent of Schools, or his representative, who sits, as a consultant, with each affiliated committee; administrators, teachers, non-academic employees, students and citizens. It will usually be advisable to include more laymen than others on affiliated committees. The members of some affiliated committees may be chosen primarily because of their expertise in a particular field, rather than because they are representative of the citizens of the district.

7. The Membership of the Committee:

- a. The committee shall include a minimum of 20 but not more than 36 members. All members must reside within the District 200 boundaries. However, any number of people, including people who are not members of the CAC, may be included in subcommittees constituted by the CAC. A person shall not be both a member of the CAC and a member of the Board of Education or a CUSD 200 Administrator. However, the President of the Board of Education may appoint a non-voting liaison from the Board to the CAC on either a permanent or rotating basis.
 - b. The members of a 5-member Selection Sub-Committee of the CAC shall recommend new appointees for appointment by the Board of Education.
 - c. In preparing a slate of members of the CAC to present to the Board of Education, the Selection Sub-committee shall:
 - i. Consult with a large and representative number of the citizens of the District by whatever means it may devise to secure their suggestions regarding persons to be considered for membership in the CAC.
 - ii. Seek representatives from each school and from various groups and perspectives throughout the District to achieve a cross-section of opinion.
 - iii. Screen the member applications taking into account:
 1. The ability of the persons suggested and the keenness and clarity of their thinking;
 2. The respect in which they are held by their fellow citizens;
 3. Their ability to work constructively with others;
 4. Their insight into and interest in public education; and
 5. Other items considered by the Selection Sub-Committee to be important.
 - d. The membership of the CAC should reflect the diversity of the citizens of the district; allow for representation by parents from all attendance centers but also include non-parents; persons favorable to and critical of current school policies; large and small taxpayers; owners and non-owners of homes and businesses; long-time and newer residents of the various communities and groups within District boundaries. The CAC may include employees of the District chosen in relation to the criteria herein. In all of these respects and in others that the Selection Sub-committee may consider important, the resulting overall membership of the CAC should include some representation of as many types of people and perspectives in the District as possible. The membership of the CAC is exclusive of District 200 Administrators.
 - e. No person recommended for membership in the CAC will be considered the representative or spokesperson of any particular organization, faction, or element in the District. Individuals are to apply and be recommended, each of whom has contacts with a variety of organizations, factions, and elements so that, taken together, the members of the CAC have means of first-hand communication with all of them. No one is to be recommended solely because he is an officer or a professional executive of any organization or institution. In general, persons of this type will not be recommended unless they are known for their broad interests in the community and are regarded primarily as citizens rather than representatives of agencies or institutions.
 - f. The Selection Sub-Committee shall recommend to the Board of Education a number of persons needed to maintain the committee membership as described above. The Board retains the privilege of asking for additional names if those first submitted are not wholly satisfactory.
8. Terms: The terms of the original members of the CAC shall be for one year. At the end of the first year (i.e., May 2016 meeting of CAC), equal numbers of the members will draw lots for terms of one, two and three years in order to provide a systematic rotation of members. Terms shall expire on May 31 of each year. A member may serve up to 3 consecutive terms; however, each member may then remain for one additional year at their option, subject to CAC and Board approval, without limitation.

9. Replacement of Members: To fill vacancies, the CAC will, by public notice, seek names of citizens to be considered for membership and screen applicants in accordance with the various parameters set forth above. In filling unexpired terms, the replacement process shall proceed with all deliberate speed. In following the orderly progression of expiring CAC member terms, the following timetable should be followed: advertise in January for new CAC volunteer members with a closing of March 15; review applications during the April CAC meeting; select the nominees at the May CAC meeting; present the selections to the School Board with a request that the Board make its selections by the end of that school year.
10. Minimum Participating Requirements: CAC Members shall be required to meet minimum participation requirements consisting of not missing more than two (2) meetings or events without first notifying an officer of the CAC or the Superintendent's Office. A CAC officer will contact nonparticipating members to determine their interest in continued membership before proceeding with replacement, as set forth above.
11. CAC Representation to the Board: The CAC Chairperson shall designate (a) CAC member(s) to be (a) liaison between the Board and the CAC so that an accurate and consistent transfer of information is made between the two groups. This function can be fulfilled by a single appointee or rotating appointees. This shall apply to general meetings. The liaison(s) will attend Board meetings and convey the progress, activities, or general concerns of the CAC to the Board at their regular meetings. This person shall also report to the CAC the results of the Board meetings. It is understood that this shall only provide for the routine transfer of information and not to answer any questions of the Board that require consultation with the entire CAC or the attendance of specific members of the CAC for a specific purpose.
12. Establishment of Goals: An outline of CAC goals shall be submitted to the Board at the start of the school year so as to provide a base of information and direction between the Board and the CAC. These goals shall be used only as a general guide and should not prohibit the CAC from addressing other important matters that may arise in the interim.
13. Administrative Liaison: The Superintendent of Schools and/or his designee(s) shall be members of the CAC in ex-officio status. He or his designee shall attend all meetings and provide advice as appropriate. Other members of the District's staff will be invited to attend CAC meetings as needed.
14. Relationships of the Citizens' Advisory Committee:
 - a. To the Board of Education
 - i. The Board of Education may submit to the CAC proposals regarding school policies to which the CAC is expected to react and report to the Board.
 - ii. The CAC may make policy recommendations to the Board of Education and will be apprised of the Board's reactions to these recommendations.
 - iii. Minutes of the meetings of the CAC will be sent to each member of the Board of Education. The Office of the Superintendent of Schools shall provide the clerical support necessary for duplicating and distributing such minutes.
 - iv. The CAC is not to recommend or endorse candidates for membership to the Board of Education or for employment in the District. However, members of the CAC may be asked to participate in search and interview committees.
 - b. To employees of the District
 - i. The CAC or any of its affiliated committees may seek information and counsel from any employee of the Board of Education through the Superintendent's Office on matters clearly related to the concerns on which it is working. In asking employees for information regarding the schools, account is to be taken of the time required to assemble these data and the other duties of these employees.
 - ii. Any employee may, with the approval of the administrators for whom he/she works, including the Superintendent of Schools, request the assistance of the CAC or an affiliated committee regarding an appropriate educational issue.
 - iii. Requests for affiliated committees for particular attendance areas or special fields of work may be initiated by individual employees or groups of employees and will be considered by the CAC if

- approved by the appropriate Administrator and the Superintendent of Schools.
- iv. The CAC and its affiliated committees may not make recommendations regarding the employment, promotion, transfer, dismissal, or salary of an individual employee.
- c. To the public
 - i. The CAC is encouraged to promote the interest and participation of all citizens in the schools and organizations in the District. The committees herein provided are not to be regarded as substitutes for other forms of public participation in school affairs, but as means of providing a minimum of systematic, representative and responsible public participation.
 - ii. CAC members are expected to do what they can to learn about the schools and District and to pass on to their associates information about the schools and the issues at hand.
 - iii. CAC members are expected to learn what their friends and associates in the community think about the schools and to convey that information to the CAC as appropriate.
 - iv. The Board of Education may request the CAC to designate individual members or groups of members to assist in publicizing and promoting District policies and proposals that have the joint approval of the CAC and the Board.

15. Organization of the Citizens' Advisory Committee

- a. The CAC is to organize itself in its own way, determine the frequency and timing of its meetings, conduct these meetings as desired, and work upon the concerns it considers significant selected from concerns suggested by the Board of Education or by its' own group. Decisions shall be made on the basis of a simple majority vote under Roberts Rules of Order, which shall govern the proceedings of the CAC.
- b. A quorum of 60% of the current membership shall be required for the CAC to take an official position on a given issue.
- c. At a minimum the organization shall include a Chairperson, Vice-Chairperson and Secretary elected from the membership by majority vote for one-year terms. These officers may be elected for up to a maximum of five terms.
- d. The CAC is asked to submit annually, for consideration as part of the school budget, an estimate of its expenses for the year.
- e. The CAC and Board of Education shall review this charter regularly (but not less than once every three years). Changes in it may be made by majority vote of the members of the Board of Education. Recommendations of changes may originate in the CAC or in the Board. The CAC will be consulted regarding any proposed changes originating in the Board.
- f. Minutes of the meetings of the CAC will be sent to each member of the CAC.