

FREDERICK COUNTY CITIZENS ADVISORY COUNCIL BYLAWS

ARTICLE I: Name

The name of the committee shall be the Frederick County Citizens Advisory Council (CAC).

ARTICLE II: Mission

The Citizens Advisory Council reports directly to the Board and serves as a channel for public concerns, advice and information as identified by the Board. The CAC may also respond to specific requests for research at the direction of the majority of the Board, and make recommendations on specific topics impacting educational decisions and programs in Frederick County.

ARTICLE III: Members & Membership

Section 1. Members will be community members. A maximum membership of 25 voting members.

Section 2. Members will serve a two-year term and may reapply.

ARTICLE IV: Officers

Section 1. Officers will serve a one-year term.

Section 2. The chairperson.

- a. The chairperson presides at all meetings.
- b. Calls special meetings, as needed.
- c. Appoints subcommittees, as needed.
- d. Assists staff liaison(s), as appropriate, in the presentation of reports to the members of the Board of Education.
- e. The chairperson may delegate roles or responsibilities to voting members.
- f. The chairperson establishes a written agenda for each meeting.

Section 3. The Vice Chair

- a. Assumes the duties of the chair in his/her absence.
- b. Performs other duties as assigned by the chair.
- c. If the chairperson resigns or is unable to perform his/her duties, the vice chair will assume the duties until another chairperson is elected.

Section 4. The Recording Secretary

- a. The secretary will take the minutes at all meetings and assist staff liaison(s) with distributing minutes.

- b. The secretary will take and record attendance at each meeting.
- c. The secretary will handle the election of officers.

ARTICLE V: Elections

- Section 1. At the regular May meeting, nominations for officers will be taken from the floor. Members may self-nominate.
- Section 2. Election of officers will take place at the regular June (last fiscal) meeting. Voting will be by show of hands, officers will be elected based on a majority of the vote of those present.
- Section 3. A special election will be held when there is an officer vacancy, in accordance with Article V, Section 2.

ARTICLE VI: Meetings

- Section 1. Meeting dates will be announced at the September meeting and may be altered by majority vote.
- Section 2. Meetings will be open to the public and time will be provided for public comment. Individuals making public comment will be required to sign in.
- Section 3. The agenda will be established three business days prior to the meeting and made available to the public prior to the meeting.
- Section 4. The chairperson will have the authority to schedule emergency meetings, in addition to the regular monthly meetings. On agreement between the chairperson and the Board of Education liaison, meetings may be canceled, postponed, or relocated.
- Section 5. The CAC may establish ad hoc or standing subcommittees, as needed. If a time-sensitive issue arises in between monthly meetings, the Chairperson may appoint an ad hoc subcommittee to address it.
- Section 6. Voting will be done by a show of hands, with majority rule of those present.

ARTICLE VII: Amendments and Bylaws Review

- Section 1. Proposed amendments to CAC bylaws will be submitted in writing to the members at least 20 days prior to a vote during a general meeting.
- Section 2. Amendments must be approved by simple majority and upon ratification, will take effect immediately.

Section 3. Bylaws will be reviewed every two years by the officers. The chairperson will submit them with or without changes to the general membership for review and final approval. The membership will receive the proposed bylaws at least 20 days prior to the vote.



Signature/Chairperson of the Frederick County Citizens Advisory Council

October 20, 2016
Date of this revision

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September 16, 2015
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