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1. The Parent Council

1.1 The Parent Council (hereinafter the PC) is the leadership group for all Blue Oak parents.

2. Parent Council Functions

2.1 The PC serves as the leadership core for the parent body, primarily focused on the health of the school community and fundraising efforts to help support the financial needs of the school.

2.2 The PC Fund is managed by the PC voting members. The PC members actively participate in fundraising activities to raise monies for the PC Fund and oversee all BOPC mini-grants issued to the Blue Oak Community.

2.3 PC meetings are a forum for discussion, concerning matters of interest & concern for the overall health of the school community. These discussions may result in actions designed to deal with a situation or recommendations to the faculty, administration, and/or Charter Council, for their consideration or action.

2.4 The PC supports/sponsors any activities that contribute to a healthy community at Blue Oak School. *i.e.* teams, clubs, festivals, volunteer workdays, improvement projects, parent education events, Charter Council committees, etc.

2.5 The PC supports/sponsors these activities by providing leadership and/or funding, to help ensure all such activities are consistent with established processes and principles of Blue Oak.

2.6 The PC oversees the election of members to the Blue Oak Charter Council (BOCC) Parameters for BOCC election are outlined in the Charter Council by-laws.

3. Members and Appointments

3.1 The PC is comprised of a Representative (hereinafter Reps.) from each classroom, and four Officers. In addition, the Administration, Faculty, and Charter Council choose their own representative to serve as their liaison to the PC, but liaisons are not voting members of the PC.

3.2 PC Reps & Officers are the voting members of the PC.

3.3 PC Reps. and Officer seats are filled on a volunteer basis. If more than one parent is interested in serving, a vote will be taken to determine the roles.

3.4 Both Reps. and Officers serve a term of approximately one year. Terms run from the first meeting of the school year to the first meeting of the following school year.

3.5 There is no limit to the number of terms a Rep. or Officer may serve; but a vote is always taken at the beginning of each school year, where each role is re-opened to the parent body.

3.6 One parent may represent more than one classroom, or combine roles of Officer and Rep.; or combine officer roles; only if there is no other parent interested in taking on that additional role.

3.7 Reps. and Officers may be removed from their position prior to completion of their term for failure to attend three regular PC meetings; or for any other reason deemed necessary by the PC.

4. Duties of Representatives

4.1 The primary duty of a Class Rep. is to serve as a leader for the Blue Oak parent community and to represent their classroom community.

4.2 Reps. serve as a liaison between the PC and the classrooms for which they are representing and report back to class parents and teachers after each meeting.

5. Duties of Officers

5.1 The officers of the PC are: Chair, Co-Chair, Secretary and Treasurer.

5.2 The Chair & Co-Chair work together and decide who will do the following tasks:

- (1) Prepare and disburse PC Meeting Agendas in accordance with the Calif. Brown Act
- (2) Run the PC Meetings
- (3) Serve as the single point of contact for any individual or group which has business to bring before the PC
- (4) Run the BOCC Elections each year

5.3 The Secretary prepares the minutes of PC Meetings, maintains all PC records, contact information, and ensures the PC page on the school's website information is up-to-date.

5.4 The Treasurer works with appropriate staff to keep track of the PC Fund and Classroom Funds and give regular financial reports to the PC.

6. Meetings, Voting and Quorum

6.1 PC Meetings shall be held on a monthly basis throughout the school year, on a regular schedule. The meeting schedule is set at the first meeting of the year by the active PC members.

6.2 Requests for items to be added to the agenda must be submitted in writing to the PC Chair and/or Co-Chair within the parameters set by them.

6.3 PC Meetings shall be run guided by the principles of the Brown Act.

6.4 A majority vote is required for every action/decision made by the PC.

6.5 The first PC meeting of each school year shall serve as the Organizational Meeting, where the following takes place:

- PC bylaws are read aloud, reviewed and updated
- All PC processes and procedures are reviewed and/or established
i.e. agenda requests, funding requests, etc.
- Basic meeting guidelines will be reviewed
- Reps, Officers, & School Liaisons are established in their roles for the year
- PC Regular Meeting Schedule is established for the year
- PC Fund starting balance is announced

- PC Teams/Clubs and other PC sponsored activities shall be established

6.6 A quorum is defined as the minimum number of voting members which must be present to conduct business (i.e. take any action). The PC's quorum is hereby defined as a majority of *active* voting members.

> *MAJORITY is defined as fifty percent plus one*

> *ACTIVE VOTING MEMBERS is defined as the current reps and officers*

For EXAMPLE: 18 possible voting seats, but ONLY 14 seats are currently filled (= active) and 4 seats are vacant then QUORUM is determined off of 14 and would be 8

7. Teams and Clubs

7.1 PC Teams and/or Clubs are PC sponsored groups whose work contributes to the overall health of the Blue Oak community.

7.2 Any community member at Blue Oak may propose a PC team or club to the PC at any time.

7.3 Each active Team/club shall give monthly reports at PC Meetings as needed.

8. Amendment of Bylaws

8.1 Proposals to amend PC Bylaws may be made by any Blue Oak community member. Any such amendment must then have two readings at two separate PC Meetings.

> *Reading 1: Public announcement of the suggested changes & discussion and/or further edits.*

> *Reading 2: Public reading of final draft.*

8.2 The Charter Council shall be informed of PC Bylaw changes.