



**Parent Advisory Committee  
Family Engagement & Education**

School For Adults Annex Building  
1661 Pacific Ave, Stockton CA 95204  
(209) 933-7074 x2223



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**PARENT ADVISORY COMMITTEE (PAC) BYLAWS  
(Guidelines & Descriptions)  
2020-2021**

**ARTICLE I – NAME**

The name of this committee shall be the Stockton Unified School District Parent Advisory Committee (PAC).

**ARTICLE II – PURPOSE**

The purpose of this committee shall be to review, recommend, and advise the district on matters pertaining to the Local Control Accountability Plan (LCAP) and Local Control Funding Formula (LCFF). Assist in the planning, implementation and evaluation of the LCAP. Assist with efforts to make parents aware of the district’s policy and procedures relating to the LCAP. Committee members will advise on the annual revision of the LCAP.

**ARTICLE III – MEMBERSHIP**

Section 1: Members must be a parent/guardian of a SUSD student.

Section 2: PAC membership may include SUSD parents/guardians of students identified for services funded by the LCFF.

Section 3: Members shall serve on the PAC annually; member applications are to be submitted annually.

Section 4: Each member shall have one vote.

Section 5: There will be district staff who are non-voting members who attend on a rotational basis to support the committee.

**ARTICLE IV – EXECUTIVE OFFICERS**

The officers of this committee shall consist of Chairperson, Vice Chairperson, Secretary, and Parliamentarian. All Executive members shall be voted into office for a two (2) year term. In order to ensure continuity of officers, voting will be staggered yearly (Chairperson and Secretary; Vice Chairperson and Parliamentarian).

**ARTICLE V – MEETINGS**

Meetings will convene monthly. Members must attend general monthly meeting. At least one member from each school site must attend a general monthly meeting. Any member absent 3 PAC consecutive general meetings will automatically be terminated. Meetings will occur on the first Monday of each month from 5:30 p.m.-7:00 p.m. If the first Monday falls on a holiday, the



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meeting will be scheduled for the second Monday of the month. One meeting out of the 9 meetings will be offered in the morning for data collection. Additional meetings will be scheduled for the 2019-2020 school year as needed.

**ARTICLE VI – AMENDMENTS**

The bylaws may be amended at any regular meeting with the approval of two-thirds of membership in attendance.

**ARTICLE VII – DUTIES OF THE EXECUTIVE OFFICERS**

Section 1: It shall be the duty of the chairperson to preside at all the meetings.

Section 2: In the event of the absence of the chairperson, the vice chairperson shall assume the duties of the chairperson. The vice-chairperson will also assist the secretary in calling members.

Section 3: The secretary shall keep the minutes of all meetings, assist with sending notices of meetings and/or agendas, and calling members.

Section 4: The parliamentarian is to provide guidance pertaining to Robert’s Rules of Order when conducting the meetings.

**ARTICLE VIII – SUBCOMMITTEES**

Subcommittees shall be appointed as needed to promote the objections of the Parent Advisory Committee (PAC).

**ARTICLE IX – QUORUM**

A quorum is based on the attendance of members present at any given meeting. A quorum will be established with two thirds majority vote.

**ARTICLE X – ELECTORAL VOTING**

According to Robert’s Rules of Order, during elections, in the event of a tie, and in the absence of the chairperson/president, the vice chairperson/vice president abstains from the vote and only votes as a tiebreaker. The members may break a tie, as a second option to the above, by casting a vote by hand. Either option will be stipulated in the election results. Members must have membership rights prior to an election.