

**By-laws, Amended September 19, 2019, Amended October 17, 2019, Amended November 21, 2019, Amended December 19, 2019.**

Parent-Teacher Advisory Committee

1. This document sets forth the by-laws ratified by the discipline committee (“the Committee”).
  2. The Committee serves as the “parent-teacher advisory committee” for the public school system in Waukegan in satisfaction of the requirements of 105 ILCS 5/10-20.14 (from Ch. 122, par. 10-20.14)
    - a. As an advisory body to the Waukegan Community Unit School District 60, this Committee is subject to the Open Meetings Act. P.A. 82-378. All members of the Committee, other than elected school board members, must undergo the training and submit a copy of the certificate of training to the Committee secretary. There is an electronic curriculum developed and administered by the Public Access Counselor. The secretary of the Committee will submit a list of members of the Committee to the Public Access Counselor of the Illinois Attorney General’s office. In accordance with Illinois law, members will complete their training within 30 days of joining the Committee in order to be a voting member of the Committee.
  3. Leadership.
    - a. The Chairperson of the Committee shall lead the meetings and conduct the voting on issues that come before the Committee. The Chairperson will not vote unless there is a tie with the Chairperson making the deciding vote.
    - b. The Committee will have an Executive Committee.
      - i. Executive Committee shall review the agenda with the Chairperson in advance of the monthly meetings.
      - ii. Executive Committee members will arrive prepared to lead meetings in the absence or at the request of the Chairperson.
      - iii. Executive Committee members will report work of subcommittees to the full membership and to each other to prepare the monthly agenda. All members are welcome to lead subcommittees and are expected to serve on subcommittees.
- Absent disasters or emergencies in the community, meeting locations and times shall not be changed within three calendar days of a scheduled meeting.
- c. One member of the Committee other than the Chairperson shall be the Secretary. The Chairperson or Acting Chairperson of the meeting will appoint a secretary to record actions, such as motions or votes, before calling the meeting to order if a permanent secretary has not

been appointed or is not present. The Secretary or Acting Secretary shall call the names of the members when a roll call vote is requested or ordered by statute. The minutes shall include the date, time, and place of the meeting; a record of whether each member of the Committee is present or absent; and a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken. 5 ILCS 120/2.06(a). The approved minutes shall be available to the public through the School Board and at the office or bulletin boards of the schools or sent home with each student. 5 ILCS 2.06(b).

d. Meetings at which the Chairperson cannot be present shall be led by a member of the Executive Committee according to the agenda set by the Executive Committee.

e. A member of this Committee shall have voting privileges if that member is not an administrator or acting in fiduciary or other duty to an administrator or the administration of the school district after (1) attending one full meeting of the Committee and (2) proffering a written request to join the Committee that indicates a commitment to attend, participate on subcommittees, and complete the Open Meetings Act training. Attendees and members who have attended the September, 2019, or October, 2019, meeting will not be required to proffer a written request. Members with voting privileges shall affix their signatures beside their printed names on the sign-in sheet.

f. A member's voting privilege and presence in the count of active voting members will be terminated if the member experiences two consecutive absences from regularly scheduled monthly Committee meetings without leave.

g. A "quorum" shall be three members of the Committee with voting privileges.

h. No one shall be prevented from participating on the Committee for reasons of religion, gender identity, sex, race, ethnicity, or affiliation with any protected class.

## 5. Decisions that Require Votes

a. Recommendations before the Committee shall be presented for a vote by any member of the Committee. Prior to such a vote, all recommendations will be presented to the Committee one week (or longer) before the monthly meeting of the Committee. Proposals can be submitted to members of the Committee at the previous monthly meeting, through the Chairperson by email, or through direct email.

b. All members of the Committee shall receive notice regarding an upcoming vote at a scheduled meeting of the Committee through the contact information that each member has provided to the Chairperson. A list of active voting members shall be provided to all members of the Committee with email contact information to allow for such notice.

c. Regarding changes to rules regarding discipline, a majority vote by the Committee members present (if a quorum is present) shall constitute approval of a change.

6. Delivery to the Board of Education

a. All approved changes shall be delivered and presented to the Board of Education according to the calendar determined and approved by the Committee.

b. In general, the Committee will present recommended changes to the handbook to the Board of Education in spring for the following school year. Policy recommendations that require immediate attention, for example, changes that would protect any individual's rights, shall be presented to the Board of Education as soon as practicable.

Amended, September 19, 2019. Amended, October 17, 2019. Amended, November 21, 2019.