

**OCOCOQUAN ELEMENTARY SCHOOL**  
**Student Advisory Council Bylaws**  
September 2024

**I. Purpose**

1. The purpose of the Occoquan Elementary School Parent Advisory Council (PAC) is to provide feedback and recommendations to the principal pertaining to the annual school Continuous Improvement Plan (CIP).

**II. Mission Statement**

1. The mission of Occoquan Elementary School PAC is to implement best practices that lead to continual improvement of student learning and achievement.
2. Accordingly, the PAC supports Occoquan Elementary School's mission by advisory to the principal on issues relative to achieving the school's goals through the development, implementation, and evaluation of the CIP.

**III. Membership**

1. The membership of the PAC will ideally represent all segments of the school community, to include:
  - a. Principal;
  - b. Superintendent's Advisory Council on Instructional Representative (SACI);
  - c. Advisory Council Chair;
  - d. Family Liaison;
  - e. Parents of current students;
  - f. Staff
2. Members of the PAC shall be free from conflicts between their individual job responsibilities and their roles as members of the council.

**IV. Selection of the Membership**

1. The membership selection process will proceed in the following manner:
  - a. Staff
    1. The principal shall appoint staff members to the SAC from diverse areas of expertise.
    2. Appointments shall be based on staff interest and represent different departments within the school to include instructional and classified staff.
  - b. Parent Members

1. The principal and administration shall identify potential parent members.
2. Parents selected for membership shall be approved by the principal.
3. Parents may volunteer to be the Advisory Council Chair. If there is more than one volunteer, the Council will vote on who the Chair will be. They will be Chair for no more than two years.
4. Parents may attend meetings at any time.
  - c. Superintendent's Advisory Council for Instruction (SACI) Representative or Alternate
    1. The SACI representative, or his or her alternate, shall hold membership in the SAC.

#### V. Appointment and Length of Membership

1. PAC membership shall be identified by September 30 of that school year.
2. Each PAC member will be encouraged to remain in his/her role for two school years.
3. The advisory council chair shall serve for no more than two consecutive school years.

#### VI. Removal from Membership

1. Membership in the PAC may be terminated by the principal if the member:
  - a. Fails to meet the qualifications for membership;
  - b. Fails to fulfill the responsibilities of the position; or
  - c. Exhibits behaviors deemed disruptive to the PAC's mission by the principal.

#### VII. PAC Training

1. All members of the PAC are subject to training on the continuous improvement process and the roles and responsibilities of the advisory council as deemed appropriate by the principal.

#### VIII. Selection and Duties of Officers

1. By September 30 of each school year, the following three officers shall be chosen for the school year:
  - a. Advisory Council Chair (Required)

1. The chairperson shall be an instructional staff member or parent of a student.
2. The Chairperson will have the following duties:
  - a. Confirm meeting dates;
  - b. Notify members of each meeting;
  - c. Develop and distribute agendas in consultation with the principal;
  - d. Monitor committee progress in collaboration with the principal;

## 2. Secretary

1. The secretary shall be a recognized member of the PAC.
2. The secretary will have the following duties:
  - a. Maintain the PAC membership list and attendance records;
  - b. Keep minutes of each PAC meeting;
  - c. Provide copies of the minutes to members prior to each meeting;
  - d. Maintain files of PAC meetings, agendas, reports, and by-laws;

## IX. Meetings

1. PAC meetings shall be held at least six times a year.
2. PAC members and parents/guardians shall be notified of the dates and times for each meeting.

## X. Attendance

1. Active attendance and participation by members are strongly encouraged.

## XI. Citizen's Time

1. The last fifteen minutes of each meeting shall be allotted for "Open Chair."
2. During "Citizen's Time," speakers will have sufficient time for public comment or questions related to PAC topics.
3. Both non-PAC and PAC members may speak during "Citizen's Time".
4. The principal will note any Citizen's Time discussion and offer feedback at the next scheduled meeting.

## XII. Decision Making

1. The PAC is responsible for advising the principal on matters relevant to the school's Continuous Improvement Plan as requested by the principal.

2. The council does not determine policy or procedures on substantive school matters.

3. Any decision made in PAC's advisory role will be made by consensus.

4. Consensus in this context means a decision that considers the opinions of all members present on a particular issue or by two-thirds (2/3) majority vote of the members present if a member shall call for a vote.

5. It is understood that the principal, who is accountable for all aspects of the school, will exercise final judgment on the decisions of the council.

6. Further, no PAC members shall utilize the PAC forum to discuss any personal or individual issue.

### XIII. PAC Bylaws

1. The PAC shall have a set of written and published bylaws to govern its operation.

2. PAC Bylaws are subject to annual review, revision, and adoption by the PAC.