



**BYLAWS**  
OF  
COMMUNITY EDUCATION COUNCIL  
District 11



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## ARTICLE I – NAME

The name of the Council shall be: The COMMUNITY EDUCATION COUNCIL for DISTRICT 11.

These laws shall be the governing instrument of the Council subject only to applicable provisions of law, policy, and regulation.

## ARTICLE II-OFFICERS AND ELECTIONS

### Section 1 Officers

The officers of THE COMMUNITY EDUCATION COUNCIL FOR DISTRICT 11 shall be:

- (a) President
- (b) Vice President
- (c) 2nd Vice President
- (d) Recording Secretary
- (e) Treasurer
- (f) Parliamentarian

No member may hold more than one office at a time.

### Section 2 Elections

Officers shall be elected annually by roll call vote, and by the majority [7] of the whole number of the members [12] at its annual meeting, for a period of one year, and shall serve until their successors have been elected.

Following a Council election, in the event that no officer is re-elected to convene the annual meeting, the Administrative Assistant to the Council shall execute the notice of meeting pursuant to Article III, Section 1. The Administrative Assistant shall call the annual meeting to order and conduct an election for a chair pro-tem who will then begin the process of electing officers.

### 3. Duties of Officers



### 3.1 President

The President shall be the Chief Executive Officer of the Council. The President shall call and preside at all meetings, execute all documents on behalf of the Council as authorized by them and exercise all other powers and perform all other duties pertaining to the office of President. The President shall have a vote upon all questions before the Council and shall have the right to take part in the debate on any question under consideration.

The Council, by majority vote, may delegate the power to execute documents to such other officers or to the Administrative Assistant as it designates.

### 3.2 Vice-President

The Vice-President shall exercise the powers and perform the duties of the President in her/his absence. The Vice-President shall also discharge such functions as may be assigned to her/him by the President or by resolution adopted at any meeting at which a quorum is present.

### 3.3 Second Vice-President

The Second Vice-President shall act for the President in the absence of the President and Vice-President. The Second Vice-President shall also discharge such functions as may be assigned to her/him by the President or by resolution duly adopted at any meeting at which a quorum is present.

### 3.4 Recording Secretary

The Recording Secretary shall supervise the taking and keeping of attendance, minutes and the voting record of each member on all resolutions. The Recording Secretary shall read each resolution on the agenda of a calendar meeting. The Recording Secretary shall in general perform such duties as may be assigned by the President or by resolutions duly adopted at any meeting at which a quorum is present. She/he shall assume the duties of President in the temporary absence of the President, the Vice President and the Second Vice-President.



### 3.5 Treasurer

The Treasurer shall be responsible for working with the Administrative Assistant to the Council and designated Department of Education staff to ensure that business transactions and member-reimbursement activities are properly documented and maintained and follow Department of Education standard operating procedures.

### 3.6 Parliamentarian

To advise the presiding officer in responding to points of order and parliamentary inquiries, and generally to provide advice on conducting the meeting according to the rules, the president may appoint a parliamentarian. The parliamentarian, who should be seated next to the presiding officer, has a role that is purely advisory. Only the chair, not the parliamentarian, can rule on the proper application of the rules, and only on the most involved matters should the presiding officer ask the parliamentarian to give an explanation to the group.

## Section 4 Vacancies in an Office

A vacancy in an office shall be filled for the unexpired term by special election at the next regularly scheduled calendar meeting of the Council, and for which notice of the vacancy and election to be held, has been disseminated. If, in the filling of any vacancy, another office is vacated, that office shall be filled immediately.

An officer who wishes to resign from his/her office must notify the President (or, if the officer resigning is the President, the Vice-President) who must notify the other Council members within 10 BUSINESS days.


## Section 5 Disciplinary Action

An officer may be removed from his/her position as an officer by a majority vote [7] of the whole number of the Council [12] for misconduct, malfeasance or neglect of duty, following the referral and investigation of charges and an opportunity for the officer to respond.

## Section 6 Absences

It is the responsibility of each Council member to attend all meetings of the Council. It is incumbent upon all Council members, except in cases of emergency, to notify the President, Administrative Assistant or the Recording Secretary to the Council at least 24 hours prior to the scheduled meeting time of their intent to be absent.

Any member of the Council who fails to attend three public meetings of the Council of which she/he is duly notified, without rendering in writing a good and valid excuse thereof to the President, vacates his/her office by refusal to serve (Education Law §2590-c). Each written excuse and absence noted as excused or unexcused shall be included within the official written minutes of such meeting. After the 3rd unexcused



absence, the President, with the approval of the Council, shall notify in writing the absent and unexcused member that the Council shall declare a vacancy to the Chancellor by resolution at its next regularly scheduled calendar or business meeting.

According to Chancellor's Regulations D-140, D-150 and D-160, the following constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of a member or family member; mandatory court attendance including jury duty; military duty; and job-related conflict which makes absence from a Council meeting unavoidable, and other reasons the CEC deems appropriate.

### **ARTICLE III - MEETINGS**

#### **Section 1      Notice of Meetings**

All meetings shall be open to the public except where otherwise permitted by law. A council that wants to use videoconferencing must maintain an official website. The meeting notice must state that videoconferencing will be used and include the meeting link and where documents will be posted/available as well as the physical location of the meeting. Except as provided in Article III, Section 5, public notice of meetings shall be given to the community at least 72 hours prior to the date of the meeting, through local news media and posted conspicuously in one or more designated public places prior to the meeting as provided by the Open Meetings Law, (Article 7, and Sections 100-111 of the New York State Public Officers Law.)

Members who participate remotely do not need to give the public access to the location from which they are participating.

In addition, notice of all meetings shall be given in writing (in English and other languages, as appropriate) in a form suitable for mass reproduction, to the President of every Parent Association/Parent Teacher Association, the Presidents' Council, and heads of schools and Parent Coordinators to post conspicuously and to other interested persons and organizations who express a desire to receive meeting notices. A previous amendment to OML requires documents that will be discussed at a meeting, such as resolutions, to be distributed at least 24 hours in advance.

#### **Section 2      Annual Meeting**

The Annual Meeting of the Council shall be held on the THIRD TUESDAY in July, unless said date falls on a legal holiday, in which event the meeting shall be scheduled for the next business day, provided that all rules for notification of meetings are adhered to.

At the Annual Meeting, the first order of business shall be the annual election of officers for the ensuing year. A roll call vote of members shall be required.



### Section 3 Calendar Meetings

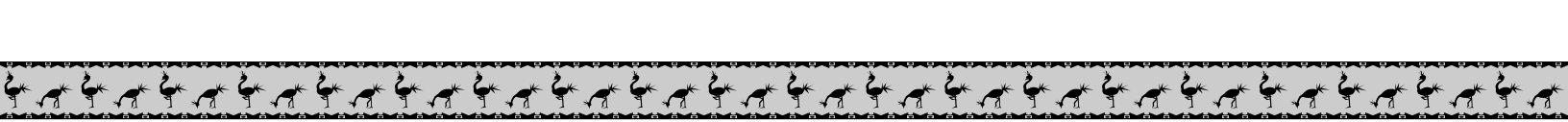
Calendar meetings of the Council shall be held on the THIRD TUESDAY of each month, before the BUSINESS MEETING, at 6:00 PM. In addition, a majority of the Council may vote to schedule the meeting on an alternate day, if it observes the rules for notification of meeting. These meetings will be conducted via in person or hybrid, as the result of recent amendments to the Open Meetings Law that states, after June 14, 2022, CCEC meetings must be conducted either in person or in hybrid format. Full virtual platforms are only to be allowed when there is an Executive Order issued from the New York State Governor, Declaring a Disaster Emergency in the State of New York.

For Hybrid Calendar meetings, the public must be able to view the meeting via video and, where allowed, participate in real time on the same basis as in-person attendees. Accordingly, a strong and stable Wi-Fi signal is essential, as well as a good microphone, multiple laptops/iPads, and expert assistance. In addition, the technology used must meet ADA accessibility requirements.

### Section 4 Business/Working Meetings

The Council shall hold a business/working meeting each month (Article III, Section 1.) on the THIRD TUESDAY of each month, immediately after the CALENDAR MEETING. In addition, a majority of the Council may vote to schedule the meeting on an alternate day, if it observes the rules for notification of meeting. These meetings will be conducted via in person or hybrid, as the result of recent amendments to the Open Meetings Law that states, after June 14, 2022, CCEC meetings must be conducted either in person or in hybrid format. Full virtual platforms are only to be allowed when there is an Executive Order issued from the New York State Governor, Declaring a Disaster Emergency in the State of New York.

For Hybrid Business/ Working meetings, the public must be able to view the meeting via video and, where allowed, participate in real time on the same basis as in-person attendees. Accordingly, a strong and stable Wi-Fi signal is essential, as well as a good microphone, multiple laptops/iPads, and expert assistance. In addition, the technology used must meet ADA accessibility requirements.



5. Special Meetings

Special meetings, either business/working or calendar, may be held at the call of the President and must be held upon the written request of three (3) members of the Council to the President. The President shall ensure that written or telephone notice of such meeting shall be given to each member of the Council not less than 48 hours in advance and shall state the matter to be considered. No other matters may be considered at said special meetings except with the consent of all members present.

Any such meeting must be held not more than two weeks after the receipt of the written request.

Where the public cannot be given notice as provided in Article III, Section 1, the Council will notify Parent Association\Parent Teacher Association Presidents and school staff via e-mail, telephone and public posting. The local news media will also be given notice of the meeting.

6. Executive Sessions

Executive Sessions shall be held as needed to discuss matters that by law (Open Meetings Law, Section 105,) are permitted to be discussed in a confidential session closed to the public. Decisions shall be made by the established quorum [7] of the members of the Council [12], shall be recorded by roll call vote, and shall be ratified at a calendar meeting.





## ARTICLE IV - CONDUCTING OF BUSINESS AT MEETINGS

### Section 1 Agendas

#### 1.1 Calendar Meeting

#### 1.2

Each notice of a calendar meeting shall be accompanied by an agenda of resolutions placed by a majority of the whole number of the members at a working session.

In addition, three members of the Council may place a resolution on the agenda for general circulation in accordance with the preceding paragraph by submitting such item to the Administrative Assistant to the Council at least 5 days before the date of the next calendar meeting. This five (5) day period could be waived by the consensus of the council members and a resolution may be added to any agenda by a member of the Council at any time provided that (1) she/he shall have theretofore delivered a written copy thereof to the President and the Recording Secretary to the Council before the start of any calendar meeting, (2) such addition is consented to by a vote of the majority of the whole number of the members of the Council, and (3) unless impractical under the circumstances, copies thereof are distributed at the meeting.

#### 1.2 Business/Working Meeting


The agenda for each business/working meeting shall be developed by the President and by members of the Council who shall have the opportunity to raise issues for consideration under New Business at each business/working session. In addition, any member may place an item for discussion on the agenda of a working/business meeting by contacting the President and Administrative Assistant to the Council.

### Section 2 Order of Business

The order of business of any calendar meeting, except when otherwise prescribed by the President or specially ordered, shall be as follows:

- 1) Pledge of Allegiance
- 2) Call to Order and Roll Call
- 3) Approval of Minutes
- 4) Resolutions
- 5) Report of Committee
- 6) Report of Community Superintendent
- 7) Report of the President
- 8) Adjournment
- 9) Public Agenda Session

The regular order of business may, at any time, be changed by a vote of a majority of the whole number of the Council.



Immediately following adjournment of the meeting, a public agenda session shall be conducted without agenda or other formalities and is intended to give the public an opportunity to express themselves on any matter concerning education within the district.

In addition to the Public Agenda Session, the public may comment on resolutions pending before the Council at a calendar meeting, by signing the speakers' list to speak prior to Council discussion and vote.

Speaking time per person is limited to three minutes per person. Questions asked by speakers shall be considered to be part of the time allotted to the speaker. Discussion and charges relating to the competence or personal conduct of individuals will be ruled out of order.

When a speaker is ruled out of order, the speaker's balance of time will be forfeited and the speaker will be directed to leave the microphone. In the event the speaker refuses, the chairperson will take measures to enforce the ruling.

Placards, banners, flags, picket or other signs, and other unusually bulky material and amplification equipment will not be permitted to be taken into the meeting room. The distribution of fliers will not be permitted within the meeting room.

### Section 3 General Construction Law

#### Section 3a- Quorum

Therefore, the majority of the whole number of the members of the Council shall always be [7] and must be present to constitute a quorum. During Hybrid Meetings, Council members must be physically present at the meeting unless unable due to "extraordinary circumstances." These include disability, illness, caregiving responsibilities, "or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting." The expectation is that council members will meet in person; members' remote participation is allowed only under certain circumstances, and only if quorum is met in-person. If there is no quorum present at the time set for the meeting, the members present shall wait for 30 minutes for additional members to arrive. Those members of the Council who are present on the call of the roll may adjourn the meeting to another date, and notice shall be given forthwith to all members of the Council and the public of such adjourned meeting.



### Section 3b- Official Actions

Official action of the Council may be taken only at calendar or special calendar meetings and must be by a vote of the majority (7) of the whole number of the members of the Council [12], There shall be no proxy or absentee voting, and polling via phone or email. However, during Hybrid Meetings, where there is [7] Council Members present minimally, voting and polling can be done virtually. Members participating remotely/ virtually must be identified, visible and heard (except for executive sessions) while the meeting is being conducted.

There shall be no proxy or absentee voting, or polling by phone or e-mail.

### Section 4- Minutes

The minutes of all meetings shall be a matter of public record and will be available for inspection at the Council's office. Minutes must also identify members who participated remotely/ virtually.

Minutes of calendar meetings shall be printed or otherwise mechanically reproduced and shall be available in draft form upon request within two weeks following a meeting. The minutes of calendar meetings shall report the resolutions acted upon and the votes of individual members.

Hybrid meetings must be recorded. The recordings must be posted/linked on the council's website no later than 5 business days after the meeting and remain there for at least 5 years. The recordings must also be transcribed upon request.



## **ARTICLE V - COMMITTEES**

The Council may create committees and define their membership as it, in its sole discretion, may determine. Committees shall be chaired by members of the Council, who shall be appointed and removed by the President with the approval of the council. They shall serve through June 30th of the following year or until their successors have been selected.

It shall be the responsibility of Committee Chairpersons to schedule meetings as necessary, notify committee members and the public of all meetings and maintain accurate records of all activities, and report monthly to the Council. Each committee shall operate under these bylaws and Robert's Rules of Order Newly Revised, and all committee recommendations are subject to the approval of the Council.

Committees and subcommittees that are advisory only and include members of the public are not considered public bodies subject to OML; they may meet remotely.

## **ARTICLE W - PARENT, PARENT ASSOCIATION\ PARENT TEACHER ASSOCIATION & COMMUNITY INVOLVEMENT**

### Section 1      Parent Associations

The Council is in active partnership with parents in our schools and district. Pursuant to Section 2590-d of the New York State Education Law and Chancellor's Regulation A-660:


- (a)      There shall be a Parent Association (PA) or Parent Teacher Association (PTA) in each school.
- (b)      The Council, the community superintendent, and the principal of each school shall have regular communication with all PAs/PTAs.
- (c)      The Council shall meet quarterly with the duly elected officers of PA/PTAs.

### Section 2      Superintendent Evaluations

The Council will seek public comment on the annual evaluation of the community.

## **ARTICLE VII- VACANCIES ON THE COUNCIL**

Upon the occurrence of a vacancy on the Council by reason of death, resignation or other circumstance, the Council shall, within sixty days, appoint a successor to fill the unexpired term and by appropriate screening procedures in accordance with applicable law.



Notice of such vacancy shall be disseminated to all members of the community, parent associations\parent teacher associations and local media as identified in Article III, Section 1 - Notice of Meetings. Such notice shall include a request for recommendation of candidates to fill such vacancies on the Council. The Council will solicit candidates and review all applicants for consideration to fill such vacancy. The Council will interview all eligible candidates prior to making its decision.

The Council will interview candidates to fill vacant position(s) in a Special Meeting called for the sole purpose of conducting interviews. The Council will request the presence and participation of the President & Council and other educational groups in the district as well as representatives from concerned and affected community organizations during the interview process. The Council will solicit their recommendations in writing following the close of interviews. An appointment to fill a vacancy on the Council will be by roll call vote at the next regularly scheduled calendar meeting.

#### **ARTICLE VIII- AMENDMENT OF BYLAWS**

These bylaws may be amended at any regularly scheduled calendar meeting of the Council by the established quorum (7) of the council members [12], provided the amendment has been presented in writing to the public at the previous calendar meeting and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise stated in the resolution.

#### **ARTICLE IX - PARLIAMENTARY AUTHORITY**

All procedural questions not covered by these bylaws shall be governed by Roberts Rules of Order Newly Revised, provided they are not inconsistent with law, policy, regulation, or these bylaws. The Council may appoint one of its members to serve as a Parliamentarian, to advise the Council on matter of procedure and matters pertaining to the bylaws.



## ARTICLE X- CODE OF CONDUCT

### Section 1. Communications Protocol

- All official communications shall be sent through the Council's DOE-issued email address. Both the Administrative Assistant and the President shall have access to the account.
- The Administrative Assistant and the President shall inform all other council members promptly of any official notices and matters pertaining to Council business.

### Section 2. Code of Conduct


If the Council has adopted a Code of Conduct, it should be incorporated by reference here. Code of Conduct It is important for every member of CEC \_\_\_ to understand that each Council member represents the Council when conducting the Council's business; therefore, a Code of Conduct has been implemented. The code of conduct is intended to give Council Members a formatted guideline within a limited set of rules. Violation of this code will be met with disciplinary action, as outlined, not excluding recommendation from the Council for removal of the offending member of the Council by the Chancellor if the conduct rises to the standards outlined in NYS Education Law § 2590-L(ii)(b).

1. Unless otherwise specified, the format for the meetings of the CEC \_\_\_ shall be as follows: only the person presiding/chairing the meeting has the authority to yield the floor to a member of the Council or a guest. Each member who has the floor may speak uninterrupted for one and a half minutes. All members of the Council shall respect the member of the Council, or guest, who has the floor. All other procedural details not specifically mentioned in the CEC \_\_\_ bylaws, shall be deferred to the Robert's Rules of Order. CODE OF CONDUCT:

1. Council members shall not engage in fights or physically/verbally aggressive behavior. Any transgressions from any member of the Council against another member of the Council, the Administrative Assistant, parent, guests, or any other individual shall not be tolerated. Such conduct is grounds for suspension and possible recommendation for expulsion to the Chancellor. 2. Council members are subject to the provisions of Chancellor's Regulation D-210 and shall not engage in any conduct that could be deemed harassment or discrimination of any kind. All alleged violations of Chancellor's regulation D-210 shall be referred to the Equity Compliance Officer (ECO) and reviewed in the manner prescribed by the regulation.

3. Council members shall not engage in dishonest behavior of any form. Such conduct, if proven, is grounds for suspension and possible expulsion in a roll call vote of six and ratification by the Chancellor.

4. Council members should adhere to the confidentiality of information shared as part of their role in the Council. 5. Council members will follow the DOE Division of Human Resource Rules and Regulations Governing Non-Pedagogical Administrative Employees as a guide provided by the Office of Support Services. Council members must be respectful, show no



malice, indifference or behave in a threatening manner towards the Council's Administrative Assistant.

6. Council members shall undertake and participate in all training and professional development as required. Participating in anti-harassment and anti-bias training is recommended regarding Chancellor's Regulation D-210.

7. Council members shall submit all reports in a timely manner. All reports, i.e.; member reimbursements, member individual performance reports, school visit reports and committee reports should not be worked on, or completed, during any of the Council meetings.

8. Council members shall respect the Council and the public's time with regard to planning and participating in meetings, while understanding that emergencies may occur.

11. Council members shall be mindful of others in the school buildings, especially when classes and after school programs are in session as well as respect school property, school staff, and the property of others.

12. All official correspondence representing and on behalf of this Council should be on the council's official letterhead and submitted via the council's official email outlook account. **DISCIPLINARY ACTION** any violations to the code of conduct will be addressed appropriately and discipline should coincide with the allegation's severity and/or offense. Below are disciplinary actions, listed in order of severity, for Code of Conduct violations to be carried out in a timely manner by this Council.

1. Initial Warning of Violation
2. Recommendation for Mediation
3. Formal Censure by Council Majority Vote
4. Removal from Leadership Position by Council Majority Vote
5. Suspension from Council, by Council Majority Vote
6. Recommendation to Chancellor for Expulsion by Council Majority Vote

\* These bylaws were amended on Tuesday October 10, 2023.