

BY-LAWS OF THE
BOYCEVILLE COMMUNITY SCHOOL DISTRICT
COMMUNITY EDUCATION ADVISORY COUNCIL

ARTICLE I – Name

The name of this organization shall be the Boyceville Community School District Community Education Advisory Council

ARTICLE II – Purpose and Function

The purpose of the council is to provide continuous and accurate assessment of community educational needs and desires.

Functions of the council will include:

- A. Short and long term planning
- B. Needs and resource assessment
- C. Program development
- D. Finance
- E. Inter-agency cooperation
- F. Problem-solving
- G. Evaluation
- H. Influencing policies
- I. Training and education for council members

Recommendations of this council will be transmitted to the Superintendent of Schools through the Community Education Director. The Superintendent will transmit those recommendations needing school board approval to the school board.

ARTICLE III – Membership

Section I. Advisory Council Composition

The Advisory Council will consist of five to seven members who are residents of the Boyceville Community School District including one current School Board member appointed by the School Board, and one current Boyceville Village Board member appointed by the Village Board. Council members should have an interest in all aspects of Community Education and be able to make a commitment of active participation on the council. Membership shall be broad-based by gender, age, geography, and ethnicity to reflect the diversity of the district.

Section II. Ex Officio, Non-Voting Member

The Community Education Director shall serve as an ex officio member of the council. They shall have all privileges of membership, except they shall not be entitled to vote on any issue before the Advisory Council.

Section III. Advisory Council Application and Appointment Process

The initial Council will be appointed by the School Board or its designee. The procedure for appointing new members following the initially appointed Advisory Council is as follows:

- A. Interested persons may apply for a position on the council by contacting the Director or a council member and completing an application form
- B. A council sub-committee will be appointed by the chairperson to recommend appointments prior to the September council meeting or whenever the membership falls below seven. The Director will serve as an ex officio member of the sub-committee
- C. The Boyceville School Board must approve all appointments

Section IV. Terms of Office

Terms of office will be for three years, with one-third of the membership replaced each year. Terms for the first rotation will be determined by lottery.

ARTICLE IV – Officers

Section I. Officer Positions

The elective officers of the council shall be chairperson, vice-chairperson, and secretary.

Section II. Election

Each year, a slate of candidates for office shall be presented to the Advisory Council prior to the September meeting by the nominating committee appointed by the chairperson. Officers shall be elected each year at the September meeting and assume the duties of that office at the conclusion of the election meeting.

Section III. Term of Office

The term of office for each officer shall be one year.

ARTICLE V – Duties of Officers

Section I. Chairperson

The chairperson shall:

- A. Preside over all council meetings
- B. Act as the official representative of the council at public meetings and other functions
- C. Assist the Community Education Director in preparing agendas
- D. Perform other duties and/or functions as needed and requested by the council.

Section II. Vice-Chairperson

The Vice-Chairperson shall:

- A. Assume the duties of the chairperson in his/her absence
- B. Become the acting chairperson upon the chairperson's resignation
- C. Perform other duties and/or functions as needed

Section III. Secretary

The secretary shall:

- A. Take minutes at all regularly scheduled council meetings
- B. Perform other duties and/or functions as needed

ARTICLE VI – Meetings of the Council

Section I. Parliamentary Authority

Robert's Rules of Order (revised) shall govern the council.

Section II. Meeting Times

The council shall meet a minimum of once every other month for the first six months and a minimum of once every three months thereafter. The time and date will be determined by the membership.

Section III. Quorum

A majority of the voting members shall be present to constitute a quorum for the transaction of business in any meeting of the council.

Section IV. Voting

Each member present has the right to vote with a simple majority of those present carrying a vote.

Section V. Meeting Attendance

If a member fails to attend two consecutive regular meetings of the Advisory Council, or is absent three regular council meetings within the year, and fails to notify the chairperson prior to the meeting, his/her appointment may be terminated. The Advisory Council may make a new appointment for the remaining term of that position.

ARTICLE VII – Amendments

Section I. Notice

These by-laws may be amended at any regular Advisory Council meeting, providing written notice of the proposed action has been given to each of the council members at least one month before the meeting date and at least five votes are for the amendment.

ARTICLE VIII – Effective Date

The effective date of these by-laws is the date of establishment of the initial Advisory Council. Dates of subsequent revisions will include date of revision.

*02/20/06 created

*12/14/22 Revised by school board