

BYLAWS
of
Signal Hill Principal's Advisory Council

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Signal Hill Elementary School Principal's Advisory Council (SHES PAC).

Section 2: PRIMARY PURPOSE – The organization of these bylaws follows the outline in PWCS Regulation 230.01-1:

- I. Each school shall have a school advisory council as required by Prince William County Policy 230.01.
- II. All segments of the school community shall be represented on the school advisory council. The membership of the school advisory council shall be balanced between school staff and parents. Students and/or community members may be included on the advisory council if the school so determines. Whenever possible, constituents shall select their representatives on the school advisory council.

Section 2: ADDITIONAL PURPOSE – The organization of these bylaws enable parents, teachers, and staffer of Signal Hill Elementary School, and community leaders, to participate in discussion over the operations of the school, including raising concerns and working towards solutions.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Signal Hill Elementary students, plus all staff at Signal Hill Elementary. There are no membership dues. Members have voting privileges at occasions during meetings when formal votes are called, including elections of officers.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and SACI Representative. Officer positions can be shared; officers with multiple positions count as one member and vote, not for each position they hold. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election for the following school year.

Section 3: QUALIFICATIONS – Any Signal Hill Elementary parent or staffer is eligible to become an officer of the PAC.

Section 4: DUTIES –

Executive Board – Coordinate directly with the School Principal or his/her designee and other school staff on PAC matters on behalf of the PAC as necessary.

President – Preside at General PAC meetings and Executive Board meetings, serve as the official representative of the PAC, retain all official records of the PAC, coordinate with Working Groups, and oversee operations and communications over PAC matters.

Vice President – Assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all General PAC meetings and all Executive Board meetings, and prepare agendas for official PAC meetings.

SACI Representative – Serve as the school's representative to the Superintendent's Advisory Council for Instruction (SACI) by attending SACI meetings and reporting back to the PAC.

Section 5: ELECTIONS – Elections for PAC Executive Board positions shall take place at the last or next-to-last meeting of the school year (for the subsequent school term) or at the first meeting of the school year (for the remainder of the school term), at the Executive Board's discretion.

E.g., for the 2023-2024 school year, elections shall be held in April 2023 or May 2023 (presuming those are the last two scheduled meetings of the PAC for that school term) for the following year; or at the first meeting of the new school term, likely in September or October of 2023.

In the event of two (2) or more candidates running for the same position, a vote of the membership present at the meeting of the election shall decide. The process for voting, including tiebreakers, shall be determined and announced by the Executive Board in advance of the meeting when Elections are to be held.

Section 5: BOARD MEETINGS – The Executive Board shall meet upon request of half or more Executive Board members, rounding down. This meeting may take place in-person or online.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall nominate and the Executive Board shall confirm a PAC member to fill the vacancy, for the remainder of the officer's term. If the President's position is vacant, another Executive Board member shall nominate and the Executive Board shall confirm a PAC member to fill the Presidency's vacancy.

ARTICLE IV – MEETINGS

Section 1: GENERAL MEETINGS – General PAC meetings shall be held to conduct the business of the PAC. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Meetings shall be provided both in-person and virtually, at the discretion of the Executive Board; participation through virtual options is said to constitute presence. Individual meetings shall be announced at least seven (7) days prior to a meeting, even if held on a regular or published schedule.

Section 2: VOTING – Each member in attendance at a PAC meeting is eligible to vote. Absentee or proxy votes are not allowed.

Section 3: QUORUM – Eight (8) members of the PAC present constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: The PAC is not authorized to conduct financial matters and has no fiscal responsibilities to itself or its members.

ARTICLE VI – BYLAW AMENDMENTS

Section 1: Amendments to the bylaws may be proposed by any PAC member; or by the Executive Board by majority vote. Amendments presented at a PAC meeting shall be considered for voting at a subsequent meeting. Amendments proposed by the Executive Board shall be announced to be presented at the next meeting of the PAC, and shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were adopted on April 13th, 2023.