

**BY-LAWS**  
**THE CITIZENS ADVISORY COUNCIL FOR THE**  
**LABORATORY SCHOOLS (CAC)**

Adopted June 17, 1980  
Revised October 22, 1985  
Revised April 11, 1995  
Revised November 10, 2015

1. NAME

The Citizens Advisory Council for the Laboratory Schools (CAC)

2. OBJECTIVES

The CAC shall be directly responsible to the Laboratory School Administration and shall exercise only those powers and duties which are delegated by the Administration. Among those functions and responsibilities are the following:

- a. Advisement. To be a sounding board and advisor to the Laboratory School administration offering community perspective.
- b. Planning. To advise the process of long range planning for the laboratory schools, under the direction of the Laboratory School Administration.
- c. Setting goals and priorities. To offer input in the establishment of program goals and priorities for the laboratory schools.
- d. Recommendations. To provide recommendations to the administration concerning policies and/or areas of the laboratory school program which are in need of review or revision (initiating function).

3. MEMBERSHIP

The committee shall be composed of the following members:

- a. Parents-at-large: 9 members, having children in the laboratory schools during the tenure of office, preferably reflecting a balance between Metcalf and University High School.
  - i. Nominations for Parents-at-large shall be solicited in April through a direct mailing to all parents from the Office of the Superintendent of the Laboratory Schools. The functions and responsibilities of CAC membership shall be outlined.
  - ii. Nominations shall be submitted no later than the third Monday in April in writing to the Superintendent's office and shall contain the name, address, telephone number, grade(s) of child(ren) enrolled in the Lab\_

School(s), a written statement from the nominee outlining why the nominee wants to serve, what amount of time the nominee can give to the office, a listing of school and community activities in which the nominee has been involved, and a statement of the contribution the nominee feels he/she might make to the CAC if elected. The CAC may interview any or all nominees for the CAC prior to the election.

- iii. The superintendent shall draft the announcement for nominations, collect, organize, and present them to the CAC at the May meeting.
  - iv. Election of members shall be made during the third week of May at a regular meeting of the CAC and membership shall be ratified by a majority vote of those present. New members shall be seated at the July meeting.
- b. One representative selected by Metcalf PTO and one representative selected by the U-High Boosters.
  - c. Lab School Superintendent
  - d. University: 3 members, one representing the College of Education and recommended by the Dean of the College of Education prior to the May meeting, and two from the laboratory school faculty; one each to be elected by the Metcalf School faculty and the University High faculty according to procedures set up within those two bodies, prior to the May meeting. All shall be seated at the July meeting.

#### 4. TERM OF OFFICE

- a. Parents-at-large: The term of office for the nine parents-at-large members shall be three (3) years with one-third of these CAC terms expiring each year.
- b. University, PTO, and Booster representatives serve a one year term.
- c. Term: Terms shall run from the regularly scheduled July meeting to the regularly scheduled following May meeting.
- d. Limit: No member shall serve more than two (2) consecutive terms.

#### 5. ADDITIONAL QUALIFICATIONS FOR MEMBERSHIP

In addition to the provisions of Sections 3 and 4, the following shall constitute additional qualifications for membership:

- a. Interest. A constructive interest in the Laboratory Schools.
- b. Ability. Willingness and ability to bring needed skills and resources to the Committee.
- c. Attendance. Ability and willingness to attend meetings regularly.

## 6. ORIENTATION

Background information. Each new member of the CAC shall receive a packet of materials developed by the CAC and the superintendent to provide orientation to the procedures and policies of the laboratory schools and the CAC.

## 7. FILLING OF VACANCIES

- a. Vacancies. Vacancies in the parents-at-large and the citizen-at-large membership shall be filled through nominations to the CAC and ratified by a majority of the CAC present at a regularly scheduled meeting.
- b. Term of Appointment. Members appointed in this manner shall serve for the entire unexpired term of office of the vacating member.

## 8. ABSENCES

- a. Reporting. Absences shall be reported each meeting to the superintendent.
- b. Notice. Following two (2) consecutive unexcused absences at regularly scheduled meetings, a member shall be notified by the superintendent that his/her continuance on the CAC shall be reviewed by the CAC.
- c. Removal. Subsequent absences may result in removal from the committee by a majority vote of those members present at a regularly scheduled meeting.

## 9. MEETINGS

- a. Regular meetings. Regular meetings shall be held at 7:00 p.m. on the second Tuesday of the following months: September, November, January, March, and May, and July unless otherwise set by prior notice of the CAC.
- b. Notice. Notice of regular and special meetings shall be made public by the Superintendent. Written notification to the Superintendent of the Laboratory Schools, the Principal of University High School, the Principal of Thomas Metcalf School, and all elected and appointed CAC members shall constitute adequate notice.
- c. Special meetings. Special meetings may be held at any time when called by the Superintendent, or any five CAC members, provided that notice and purpose of the special meeting be given at least seventy-two (72) hours in advance to CAC members.
- d. Quorum. A quorum at any regular or special meeting shall consist of a majority of the membership of the CAC.

## 10. AGENDA

An agenda for the regularly scheduled monthly meetings and the minutes of the past meeting shall be distributed to the CAC membership no later than five (5) days prior to the next regular meeting.

## 11. COMMITTEES

- a. Appointment. The superintendent shall appoint all committees as they are needed for the operation of the CAC.
- b. Ad Hoc Committees. Upon determination of need by the CAC acting as a committee of the whole, one or more Ad Hoc Committees may be appointed for a specific purpose and term as determined by the CAC.

## 12. ORDER OF BUSINESS

The agenda for regular meetings shall include:

- a. Call to Order
- b. Roll Call
- c. Acknowledgment of Visitors
- d. Reading of and Call for Approval or Amendment of Minutes of Prior Regular Meetings
- e. Report(s) from Ad Hoc Committees
- f. Report from the Superintendent
- g. New Business
- h. Setting of Time, Date, and Place of Next Meeting
- i. Adjournment

## 13. PARLIAMENTARY PROCEDURES

Roberts Rules of Order, Revised, shall govern the parliamentary procedure of the CAC unless otherwise specified.

#### 14. NON-MEMBER PRESENTATIONS

- a. Request. Non-members desiring to make formal presentations to the CAC shall make their intentions known to the superintendent at least ten (10) days prior to the meeting and furnish at least one written copy in full or outline of what they desire to present.
- b. Agenda. The essence of presentations, including written material provided by the presenter, shall be included with the agenda sent to the membership prior to the next regular meeting.
- c. Reservation. The CAC, acting as a committee of the whole, reserves the right to limit presentations from non-members.
- d. Visitors. Visitors desiring to speak without prior notice may be recognized by the superintendent and may speak at a point in the agenda designated by the superintendent.

#### 15. RESPONSIBILITIES OF THE LAB SCHOOL SUPERINTENDENT

The superintendent will receive recommendations, suggestions, and proposals from the CAC and shall report to the CAC on action taken.

#### 16. AMENDMENTS

Amendments to these By-Laws, or any other procedural or policy documents, may be proposed at any regular meeting of the CAC and shall become effective when passed by a majority vote of the CAC at a subsequent meeting.

Originally adopted July 19, 1977. Revised October 22, 1985. Revised April 11, 1995.  
Revised November 10, 2015.