

TITLE VII INDIAN EDUCATION  
NATIVE AMERICAN PARENT ADVISORY COMMITTEE

BYLAWS

May 6, 2015

REVISED AND AMENDED  
May 5, 2015

BY-LAWS  
OF TITLE VII NATIVE AMERICAN PARENT ADVISORY COMMITTEE  
OF  
AUSTIN INDEPENDENT SCHOOL DISTRICT  
LEAD EDUCATION AGENCY  
FOR CENTRAL TEXAS FIRST NATIONS EDUCATION CONSORTIUM

In order to satisfy the requirements set out in Subchapter VII, 20 U.S.C. Section 7424 of the No Child Left Behind Act of 2001 (hereafter referred to as “Title VII of the Act”, the Central Texas First Nations Education Consortium (CTFNEC) hereby forms this Native American Parent Advisory Committee (NAPAC) to assist the CTFNEC which consists of Austin Independent School District (AISD, who serves as the Lead Education Agency, Bastrop Independent School District (BISD), Leander Independent School District (LISD), Liberty Hill Independent School District (LHISD) and Round Rock Independent School District (RRISD).

**Article I: Authority**

*Section One. Statute and Policy.* All formula grantees are required to establish a parent committee EXCEPT Bureau-funded schools or tribes applying in lieu of LEA. (Section 7114(c)(4)).

*Section Two. Limitations.* The NAPAC shall be an advisory body, and shall serve to provide guidance and counseling and such other assistance as specifically listed in federal law to the LEA.

*Section Three. Bylaws.* It shall be the responsibility of the NAPAC to abide by reasonable bylaws.

**Article II: Purpose and Responsibilities**

1. Advise the school district;
2. Conduct regular, open meetings;
3. Consult with LEA on development, operation and evaluation of the program;
4. Approve application and major changes;
5. Approve Title VII funds in school wide programs; and
6. Abide by reasonable by-laws.

**Article III: Meetings**

*Section One. Regular Meetings.* The NAPAC shall conduct a minimum of two regular meetings per school year, which shall be held on the fourth Tuesday of the month unless otherwise announced.

*Section Two. Open Meetings.* All regular meetings of the NAPAC shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The Committee President may limit the time given to speakers.

*Section Three. Quorum.* For meetings of NAPAC, a quorum shall be the majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

*Section Four. Attendance.* Member attendance shall be monitored by the Secretary, who shall work with members to try and resolve any attendance problems. More than two absences within a one-year period may result in dismissal by the Executive Committee.

*Section Five. Decision-Making.* Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member shall be entitled to one vote per motion. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

*Section Six. Agendas.* Agendas shall be prepared for all regular meetings and posted on at least 72 hours in advance of meetings. Agenda items shall normally be determined by the Executive Committee. However, a majority of the NAPAC may place an item on a future agenda. In addition, if the Executive Committee has already met, items of an urgent nature may be subsequently place on the agenda by the American Indian Education Program Coordinator in consultation with the Executive Committee.

## **Article IV: Committee Membership**

*Section One. Definitions.* The following definitions apply to certain member categories.

1. *Parent* must live within the district they represent, and must be a custodial parent or guardian of a student currently enrolled in a eligible district school.
2. *Teacher* refer to a classroom teacher.
3. *Student* refers to a secondary student (grade 9-12) in any of the Consortium districts.

*Section Two. Membership Criteria.* Membership of the NAPAC shall consist of the following at a minimum of seven (7):

1. One parent from each district (4).
2. One teacher from Consortium (1).
3. One eligible student (1).

*Section Three. Term of Service.* The parent term of service shall be for two (2) years, beginning with the first NAPAC meeting in September. The teacher and student term of service will be for one (1) year, beginning with the first scheduled NAPAC meeting. To the maximum extent practicable, member terms should be staggered. Members may serve multiple terms.

*Section Four. Member Selection.* Applications will be solicited from persons interested in serving on the NAPAC. In soliciting applications, the public will be notified of the vacancies, the application process and deadline, and the election date and place in a variety of ways, including, but not limited to advertising, in local newspapers and other local publications; circulating information through newsletters; posting notices in public places such as community centers and including notice to parents of Native students.

*Section Five. Election procedures.* A public meeting will be held each spring, no later than June 15, to elect new Committee members. New members will be voted by a secret ballot; two-thirds quorum (2/3) will be required to vote new members to the committee. Nominees must be present at the spring meeting to be elected and voted in.

*Section Six. Mid-Term Vacancies.* If a vacancy occurs after a member's term has commenced, resigned or been dismissed, the position may be filled under provisions of Section Four of this Article for the remainder of the term.

*Section Seven. Change in Member Status.* If the status of a member changes, the member may fill an appropriate vacancy under provisions of Section Four of this Article. If no appropriate vacancy exists, the member may continue to serve in the current position for a period of up to one year, if not otherwise prohibited under Section One of this Article.

*Section Eight. Conflict of Interest.* No individual shall be nominated for or hold a position on the NAPAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions made by the NAPAC. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

*Section Nine. Code of Conduct.* NAPAC members shall conduct themselves at all times with courtesy and respect for other members and district staff. Members are encouraged to speak freely during meetings, but must provide other members with the same opportunity. Unless otherwise authorized by the NAPAC, members shall not speak for the NAPAC; and, unless otherwise authorized by the administration, members shall not speak for the district. Violation of this code of conduct may result in dismissal by the Executive Committee.

*Section Ten. Undue Advantage.* NAPAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Executive Committee. (As examples, it would be considered a undue advantage if a person included his or her membership in the NAPAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include NAPAC membership on his or her resume.)

## Article IV: Officers of Committee

*Section One. Executive Committee structure.* The following positions shall be voted in by a quorum:

- A. President
- B. Vice-President
- C. Secretary

*Section Two. Duties.*

- A. President:
  - a. Preside over all general meetings.
  - b. Set agenda with program staff.
  - c. Sign Title VII Project application and any amendments.
  - d. Utilize Roberts Rules of Orders as a guide to maintaining parliamentary procedure.
  - e. Dismissing members from service as may be necessary.
  - f. Performing other responsibilities as may be prescribed by committee.
  
- B. Vice-President:
  - a. Assist the President in coordinating work of the committee.
  - b. Perform duties of President during any absence or inability to serve.
  - c. Utilize Roberts Rules of Orders as a guide to maintaining parliamentary procedure.
  - d. Timekeeper of agenda and meeting.
  - e. Assist with agenda preparation.
  - f. Other duties as may be prescribed by committee.
  
- C. Secretary:
  - a. Record the minutes of all committee meetings. Provide copies to program staff and parent committee.
  - b. She/he shall see that all notices are made available to the community.
  - c. Monitor member attendance.
  - d. Maintain a file of committee minutes, correspondence and records.
  - e. Assist with agenda preparation.
  - f. Other duties as may be prescribed by committee.

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NAPAC Chairperson Signature

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Print Name

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NAPAC Vice-Chairperson Signature

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Print Name

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NAPAC Secretary Signature

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Print Name

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Date Amendments Approved