

COLORADO MIGRANT EDUCATION PROGRAM (MEP) PARENT ADVISORY COUNCIL BYLAWS

Article I

Section 1: Name

The Colorado MEP Parent Advisory Council will be called “Council”. The Colorado Department of Education will be called “CDE”. The Office of Migrant Education will be called “OME”.

Section 2: Location

The Colorado MEP is part of CDE - OME and is located at:

1560 Broadway, Suite 1100
Denver, CO 80202
Phone: 303-866-6963 Fax: 303-866-6637

Article II

Purpose:

The Council is organized under the laws pursuant to the No Child Left Behind (NCLB) Act, Section 1304(c)(3); the Council shall operate to provide direction to the OME office of CDE and to promote programs for migrant families, students; children and youth in Colorado. Its purpose, although not limited to, is as follows:

- 1) To help the state to accomplish the purpose, objectives and priorities of the Migrant Education Program (MEP) established by NCLB and the Office of Migrant Education (OME). To this end, the Council is invited to comment and make recommendation on the following:
 - a. The Colorado Migrant State Plan submitted to the United States Department of Education (US DoE).
 - b. The Colorado Comprehensive Needs Assessment
 - c. The Colorado Service Delivery Plan
 - d. Improving Evaluation of the MEP
 - e. Increasing the quality of Parent Involvement
 - f. Other pertinent items consistent with the purpose of the Council.
- 2) Disseminate information about the MEP and other educational programs.
- 3) The Council shall collaborate with any organization or group who supports the improvement of educational programs for the migrant community.
- 4) The Council shall be non-political, non-commercial and non-sectarian.

- 5) The Council shall support the improvement of education in cooperation with the State and local Education Agencies.
- 6) The Council shall work within the state and local administrative structure. Understanding its advisory responsibility, it shall not seek to control or establish policies for the educational agencies within the state.

Article III

Section 1: Members

- 1) The group shall consist of parents of migrant children and people of the community knowledgeable of children's needs and familiar with the function of the MEP.
- 2) The State Council shall consist of two representatives per region. The majority of these members shall be parents of eligible migrant students who participate in a migrant project. The region with the largest number of eligible migrant students will have three representatives.
- 3) Members shall be elected by vote from the current regional groups of the Council.
- 4) Members shall be elected to serve for two years and could be reelected for two additional years. Each period shall begin in the autumn.
- 5) If the eligibility of a member expires during the school year, the member may continue to serve on the Council until the end of that school year.

Section 2: Members Removal

- 1) CDE shall remove members irrevocably from their membership to the Council, if they:
 - a. Commit acts of discrimination on the basis of race, color, gender, sexual orientation, religion, national origin or ancestry, age, marital status or disability in its educational programs and activities.
 - b. Fail to attend at least two of the three scheduled meetings throughout the year. Their position will become vacant until the following elections which are held during the autumn.

Section 3: Voting

- 1) Each member shall have one (1) vote.
- 2) Absentee votes shall not be accepted.

Article IV

Section 1: Officers

- 1) The Council shall elect a President, a Vice-president and a Secretary.

Section 2: Election and Term of Officers

- 1) Council officers shall be elected for one two (2) year term during the autumn meeting.
- 2) Members shall be eligible for reelection for only one additional term.
- 3) In the meeting prior to the autumn meeting, the voting process shall be as follows:
 - a. Notification of vacancies to the Council
 - b. Members interested in the vacant posts should express to the Council their reasons and ability to exercise these positions.

Section 3: Officers Duties and Responsibilities

- 1) **The President, Vice-President and Secretary** shall perform their duties in collaboration with the LCE personnel.
- 2) **President**
 - a. Shall conduct meetings together with representation from OME
 - b. Shall sign correspondence, reports and other documents on behalf of the Council.
 - c. Shall perform appropriately other duties and obligations as required.
- 3) **Vice-president:**
 - a. Shall preside for the President in his or her absence.
 - b. Shall assist in other duties as assigned by the President or the Council.
- 4) **Secretary:**
 - a. Shall keep and record all Council meetings.

A. Minutes:

- i. **Format:** Minutes shall follow a simple format providing a brief description of the meeting, especially agendas and decision making items.
 - ii. **Approval of Minutes:** Minutes shall be reviewed by the President or Vice-president together with the OME, prior of being distributed to the rest of the Council.
 - iii. **Distribution:** Minutes shall be distributed by electronic mail to members who provided an email address and by regular mail to the other members, two weeks prior to the following meeting.
- b. Shall perform other duties delegated by the President or the Council.

Article V

Section 1: Regular Meetings

- a. The Council shall convene during spring, summer and autumn. On the first weekend in the designated month.
- b. Notice of Meetings and agendas shall be delivered to all members at least two weeks prior to the meeting.
- c. Council and subcommittees meetings shall be open to the public.
- d. The OME shall be responsible for scheduling meetings
- e. Meetings of the Council shall be conducted in a language members can understand.
- f. Fifty percent (50%) or more of the Council members eligible to serve shall constitute a quorum for the transaction of business.

Article VI

Amendments

- 1) Amendments may be prepared by any Council member to amend these bylaws.
- 2) Any future amendments to these bylaws shall be consistent with the policies of the Colorado State Board of Education and any applicable state and federal regulations.