

**COLORADO MIGRANT EDUCATION PROGRAM
BYLAWS OF THE PARENT ADVISORY COUNCIL
(Proposed on April 22, 2023)**

Article I

Section 1. Name:

The Office of Migrant Education of the Colorado Department of Education convenes the State Parent Advisory Council (PAC) to be called "Council", The Colorado Department of Education will be called "CDE", The Office of Migrant Education will be called "OME

Section 2. Address:

The Colorado MEP is part of the CDE 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 K-12 Elementary and Secondary Education Act (ESEA), Section 1304 (c) (3); The Council will function to provide direction to the Office of Migrant Education (OME) and to promote programs, activities and procedures that effectively engage migrant families and students, children, and youth in Colorado.

The purpose of the Council, although not limited, is the following:

- 1) Help the state meet the purpose, objectives, and priorities of the Migrant Education Program (MEP) established by the K12 Elementary and Secondary Education Act (ESEA – Elementary and Secondary Education Act) and the Office of Migrant Education (OME). To this end, the Council is invited to comment and make recommendations 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. The Evaluation of the Colorado MEP Program.

- e. Increase the quality of parent involvement.
 - f. Other pertinent matters concerning the purpose of the Council.
 - g. Inform the parent representatives of the Council that at the end of the three years of being part of the program it is completely voluntary to continue being a member of the Council and they can be re-elected president, vice president and secretary.
- 2) Disseminate information about the MEP and other educational programs.
 - 3) The Council will collaborate with any organization or group that supports the improvement of educational programs for the migrant community. Activities must be consistent with the purpose and goals of the MEP.
 - 4) The Council will be non-political, non-commercial, and non-sectarian.
 - 5) The Council will support the improvement of education in cooperation with the Local Education Agencies (LEAs).
 - 6) The Council will operate within the state and local administrative structure. Understanding its advisory responsibility, it will not seek to control or establish policies for educational agencies within the state.

Article III

Section I. Members:

- 1) The group will be composed of parents of migrant children and people from the community who are knowledgeable about the needs of migrant children, students, youth and families and are familiar with the function of the Migrant Education Program (MEP).
- 2) The state Council will be made up of two representatives per region. Most of these members will be parents of eligible migrant students participating in a migrant program. The region with the largest number of eligible migrant students will have three representatives.
- 3) The members will be elected by the regional Councils.
- 4) Members will be elected to serve for two years and may be re-elected for two additional years. Each term will begin in the fall.
- 5) There are no educational requirements to be a Council member. Inform the parent representatives of the Council that at the end of the three years of being part of the program it is completely voluntary to continue being a member of the Council and they can be re-elected president, vice president and secretary.

Section 2. Removal of Members:

- 1) CDE will irrevocably remove members from Council membership if they:
 - a. They commit acts of discrimination based on race, color, gender, disability, in their educational programs and activities.
 - b. Failure to attend at least two of the three meetings scheduled throughout the year. His position will remain vacant until the next elections to be held at the next in-person meeting.

Section 3. Voting:

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

Article IV

Section 1. Officials:

- 1) The Council will elect a president, a vice president and a secretary.

Section 2. Election and term of office of officials:

- 1) Officers will be elected to serve for two years and may be re-elected for two additional years. Each term will begin in the fall.
- 2) At the meeting prior to the fall meeting, the voting process will be as follows:
 - a. Notification of vacancies to the Council.
 - b. Members interested in vacant positions must express to the Council their reasons and capacity to hold said positions.

Section 3. Duties and Responsibilities of Officers:

- 1) The president, vice president and secretary will perform their duties in collaboration with the CDE/OME staff.

2) President:

- a. He/she/they will hold meetings together with CDE/OME representatives.

b. Shall appropriately perform other duties and obligations as required.

3) Vice President:

a. He/she/they will preside for the president in his absence.

b. He/she/they will assist in other duties as assigned by the president or Council.

4) Secretary:

a. He/she/they will maintain and record all Council meetings with the support of assigned regional staff members.

b. He/she/they will perform other duties as delegated to him by the president or the Council.

c. If the secretary is unable to perform his duties, the president shall appoint a member of the Council to assume the duties.

A. Minutes:

i. Format: Minutes should follow a simple format that provides a brief description of the meeting, especially agendas and decision making.

ii. Approval of Minutes: The minutes will be reviewed by the president or vice president together with the CDE/OME, prior to their distribution to the rest of the Council.

iii. Distribution: Minutes will be distributed by email to members who provided an email address and by regular mail if requested by members, two to three weeks before the next meeting

b. He/she/they will perform other functions delegated by the president or the Council.

c. In the event that the secretary is unable to perform the duties, the president shall appoint a member of the Council to assume the duties.

Article V

Section 1: Regular Meetings:

a. The Council will meet during the spring, summer, and fall, on the first weekend of the designated month: July, October, and April. When necessary, meetings

will be at the end of the designated month. MEP has the right to modify the meeting date if circumstances require a change in scheduling.

- b. Notice of meetings and agendas will be provided to all members no later than two weeks prior to the meeting.
- c. Council and subcommittee meetings will be open to the public.
- d. The MEP will be responsible for scheduling the meetings.
- e. Council meetings will be held in a language that members can understand.
- f. Fifty percent (50%) or more of the Council members eligible to serve shall constitute a quorum to hold the meeting.

Article VI

Amendments:

- 1) Amendments may be proposed by Council members and will only be approved through a "motion for an amendment to the Council bylaws" after the Council member voting process.
- 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.