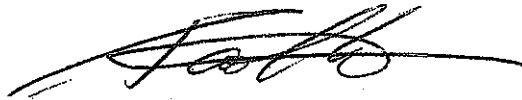


BYLAWS  
OF THE  
CITYWIDE COUNCIL ON HIGH SCHOOLS

APPROVED BY THE MEMBERSHIP

ON JUNE 12, 2013

Paola de Kock  
(President)



(Signature)

6/12/13

(Date)

None  
(Recording Secretary)

(Signature)

(Date)

Monique Lindsay  
(1<sup>st</sup> Vice President)



(Signature)

6/12/13

(Date)

Stanley Ng  
(Treasurer)



(Signature)

6/12/13

(Date)

## ARTICLE I – NAME & AUTHORITY

### Section 1. Name

The name of the Council shall be Citywide Council on High Schools (the “Council”).

### Section 2. Authority

The Council shall have the power to advise and comment on any educational or instructional policy involving high schools; issue an annual report on the effectiveness of the city district in providing services to high school students and make recommendations, as appropriate, on how to improve the efficiency of delivery of such services; and hold at least one meeting per month open to the public and during which the public may discuss issues facing high schools. [NYS Ed. Law §2590-b(6)(i-iii)]

## ARTICLE II – OFFICERS AND ELECTIONS

### Section 1. Officers

The officers of the Council shall be:

President

First Vice-President

Second Vice-President

Recording Secretary

Treasurer

No member may hold more than one office at a time.

### Section 2. Elections

Officers shall be elected at the Annual Meeting of the Council by roll call vote, by the majority of the statutory number of members, for a period of one year, and shall serve until their successors have been elected.

In any Community Education Council election cycle, in the event that no officer is re-elected or re-appointed to the Council, the Administrative Assistant to the Council (or the designated Department of Education (DOE) staff) shall convene the Annual Meeting by (i) executing the notice of meeting pursuant to Article III, Section 1; (ii) calling the meeting to order; and (iii) conducting an election for a chair *pro-tem*, who will then begin the process of electing officers.

### **Section 3. Duties of Officers**

#### **3.1 President**

The President shall be the Chief Executive Officer of the Council. The President shall call and preside at all meetings, execute all documents on behalf of the Council and exercise all other powers and perform all other duties pertaining to the office of President. The President shall have a vote upon all questions before the Council and shall have the right to take part in the debate on any question under consideration. The President shall be an *ex-officio* member of all committees. The President shall supervise the Administrative Assistant to the Council on its behalf. The President shall approve all member reimbursement requests except his/her own, which shall be approved by the Treasurer.

#### **3.2 First Vice-President**

The First Vice-President shall exercise the powers and perform the duties of the President in her/his absence. The First Vice-President shall also discharge such functions as may be assigned to him/her by the President or by resolution duly adopted at any meeting at which a quorum is present.

#### **3.3 Second Vice-President**

The Second Vice-President shall act for the President in the absence of the President and First Vice-President. The Second Vice-President shall also discharge such functions as may be assigned to him/her by the President or by resolution duly adopted at any meeting at which a quorum is present.

#### **3.4 Recording Secretary**

The Recording Secretary shall, in conjunction with the President, supervise the Administrative Assistant in the taking and keeping of meeting attendance, minutes, and the voting record on all motions and resolutions. The Recording Secretary shall read each resolution on the agenda of a calendar meeting. The Recording Secretary shall also discharge such functions as may be assigned to him/her by the President or by resolution duly adopted at any meeting at which a quorum is present.

#### **3.5 Treasurer**

The Treasurer shall be responsible for working with the Administrative Assistant to the Council and designated DOE staff to ensure that business transactions and member-reimbursement requests are properly documented and maintained and follow Department of Education standard operating procedures. The Treasurer shall supervise the Administrative Assistant in preparing budgets and financial reports, and shall present same to the Council for approval as required.

#### **Section 4. Vacancies in an Office**

A vacancy in an office shall be filled for the unexpired term by special election at the next regularly scheduled calendar meeting of the Council, provided notice of the vacancy and election to be held have been included in the notice of meeting. If, in the filling of any vacancy, another office is vacated, that office may be filled immediately, by election held at the same meeting.

An officer who wishes to resign from her/his office must notify the President (or, if the officer resigning is the President, the First Vice-President), who must notify the other Council members within 3 business days.

#### **Section 5. Disciplinary Action**

An officer may be removed from her/his position by a majority vote of the statutory number of members of the Council. Grounds for removal shall be limited to misconduct, malfeasance or neglect of duty, following the investigation of charges and an opportunity for the officer to respond.

#### **Section 6. Absences**

It is the responsibility of each Council member to attend all meetings of the Council. Whenever possible, Council members shall notify the President and the Administrative Assistant at least 72 hours prior to the scheduled meeting time of their intent to be absent, but such notification shall not in and of itself excuse the absence.

Any Council member who fails to attend three meetings of the Council without a valid excuse, tendered in writing to the President and the Administrative Assistant, vacates his/her office by refusal to serve (NYS Ed. Law § 2590-c). Absences shall be noted as "excused" or "unexcused," as the case may be, in the meeting minutes, and any written excuse tendered shall be attached. After the third unexcused absence, the President shall notify the member in writing that the Council shall declare a vacancy to the Chancellor by resolution at its next regularly scheduled calendar meeting.

The following shall constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of the member or family member; mandatory court attendance including jury duty; military duty; and job-related conflict which makes absence from a Council meeting unavoidable. [CR D-160]

## **ARTICLE III – MEETINGS**

### **Section 1. Open to the Public**

All meetings shall be open to the public except where otherwise permitted by law.

Public notice shall be given at least 72 hours prior to the meeting, through local news media and conspicuously posted in one or more designated public places, as provided by the Open Meetings Law (NYS Public Officers Law, Art. 7, Sect.100-111)

Notice of all meetings shall also be given in writing, through the use of electronic communications in a form suitable for mass distribution, to all high school Parent Associations/Parent-Teacher Associations and High School Presidents' Councils; to high school principals and parent coordinators to post conspicuously; and to persons and organizations who have notified the Council in writing that they desire to receive meeting notices.

All meetings shall be held in facilities accessible to the disabled.

### **Section 2. Annual Meeting**

The Annual Meeting of the Council shall be held on the 2<sup>nd</sup> Wednesday in July.

The first order of business shall be the election of officers.

### **Section 3. Calendar Meetings**

Calendar meetings of the Council shall be held on the 2<sup>nd</sup> Wednesday of each month at 6:00 pm. In the event the day falls on a legal or school holiday, the Council shall vote to schedule the meeting on an alternate date, provided it falls within the same calendar month and is notified in compliance with Article III, Section 1.

### **Section 4. Business/Working Meetings**

A business/working meeting shall be held following each calendar meeting, at 8:15pm; in the event there is unfinished business, the Council may vote to schedule an additional business/working meeting on the last Monday of the same month, and may vote to schedule additional business/working meetings as needed. The Council shall notify all business/working meetings as prescribed in Article III, Section 1.

## **Section 5. Special Meetings**

Special meetings, either business/working or calendar, may be held at the call of the President and must be held upon the written request of 3 members of the Council to the President. The President shall ensure that notice is given to each member of the Council not less than 48 hours in advance. Such notice shall state the matter(s) to be considered at the meeting; no other matters may be brought forth except with the consent of all members present.

Special meetings held at the request of three or more Council members must be held no later than two weeks after receipt of the written request by the President.

With the exception of the shortened notification period provided for in this Section 5, special meetings shall be notified in compliance with Article III, Section 1.

## **Section 6. Executive Sessions**

Executive Sessions shall be held as needed to discuss matters that by law are permitted to be discussed in a confidential session closed to the public. Decisions shall be made by a vote of the majority of the statutory number of Council members, and shall be ratified at a calendar meeting by duly recorded roll call vote.

Executive Sessions may be called to deal only with matters enumerated in the Open Meetings Law, Section 105, including but not limited to:

- Matters of individual privacy: medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person.
- Information relating to current or future investigation of criminal offenses which will imperil effective law enforcement if disclosed.
- Discussions regarding proposed, pending or current litigation.

Attendance at an executive session shall be permitted to all members of the Council and any other person(s) authorized by the President or by a vote of the majority of the statutory number of Council members.

An Executive Session may be convened only by motion made during a business/working or calendar meeting. Such motion shall identify general areas to be considered during the Executive Session and must pass by a vote of the majority of the statutory number of Council members.

## ARTICLE IV - CONDUCT OF BUSINESS AT MEETINGS

### Section 1. Agendas

#### 1.1 Calendar Meeting

Each notice of a calendar meeting shall state the topic(s) to be considered and be accompanied by the text of any resolutions proposed for adoption by the Council.

Proposed Resolutions may be placed on the calendar meeting agenda as follows:

- By a vote of the majority of the statutory number of Council members, taken during a business/working meeting; or
- By 3 members of the Council who shall have submitted such item to the President and the Administrative Assistant at least 10 days before the calendar meeting; or
- By a member of the Council at any time provided that (i) he/she shall have delivered a copy thereof to the President and the Administrative Assistant before the start of the calendar meeting; (ii) such addition is consented to by a vote of the majority of the statutory number of Council members, and (iii) unless impractical under the circumstances, copies thereof are distributed at the meeting.

#### 1.2 Business/Working Meeting

The agenda for each business/working meeting shall be developed by the President. Members of the Council shall have the opportunity to place an item on the agenda by notifying the President in writing 24 hours before the meeting, and to raise issues for consideration under New Business.

### Section 2. Order of Business-Calendar Meetings

The order of business at any calendar meeting, except when otherwise prescribed by the President, shall be as follows:

1. Call to Order and Roll Call
2. Approval of Minutes
3. Report of President
4. Report of Superintendent Liaison
5. Resolutions
6. Report of Committee(s)
7. Public Speakers Session
8. Adjournment

The regular order of business may, at any time, be changed a vote of the majority of the statutory number of Council members.

The Public Speakers Session shall be conducted without agenda or other formalities, subject to the Council's prerogative to give priority to members of the public who have signed the Speakers' List and to manage time.

In addition to the Public Speakers Session, the public shall have an opportunity to comment on resolutions on the agenda prior to Council discussion and vote by signing the Speakers' List.

Speaking time is limited to three minutes per person, including questions and answers. The time may be extended at the discretion of the Chair, or may be limited in the event the speaker is ruled out of order.

Discussion and charges relating to the competence or personal conduct of individuals will be ruled out of order. A speaker who is ruled out of order will be directed to leave the microphone; the Chair may take appropriate measures to enforce the ruling.

### **Section 3. Quorum and Majority**

Pursuant to the General Construction Law (§ 41, as amended L.2000, c.289, 5 eff. Aug. 23, 2000), the majority of the statutory number of members of the Council must be present to constitute a quorum regardless of the number of members who actually sit on the Council. The statutory number of members of the Council is 13; therefore, no fewer than 7 members must be present to constitute a quorum and no fewer than 7 votes are needed to carry any motion or adopt any resolution.

#### **3a. Quorum**

If there is no quorum present at the time set for a meeting, the members present shall wait for 15 minutes for additional members to arrive, after which time a roll call may be held and a vote taken, by simple majority of members present, to adjourn the meeting to another date. Notice of the adjourned meeting shall be given as provided for in Article III, section 1.

#### **3b. Official Actions**

Official actions of the Council may be taken only at regular or special calendar meetings and must be by a vote the majority of the statutory number of members of the Council (7).

There shall be no proxy or absentee voting, or polling by phone or e-mail.



#### **Section 4. Minutes**

The minutes of all meetings shall be a matter of public record and shall be available for inspection at the Council's office.

Minutes of calendar meetings shall be created in electronic format, and shall be available in draft form upon request within two weeks following a meeting. The minutes of calendar meetings shall report the resolutions acted upon and the votes of individual members.

#### **ARTICLE V - COMMITTEES**

The Council may create committees and define their membership as it may determine.

Membership in committees may be open to persons who are not members of the Council, but all Committee Chairs shall be Council members. Chairs shall be appointed and removed by the President and shall serve until the appointing President's term expires. The Council may veto the appointment or removal of any Committee Chair by vote of the majority of the statutory number of Council members.

It shall be the responsibility of Committee Chairpersons to schedule meetings as necessary, notify committee members and the public of all meetings, maintain accurate records of all activities and report monthly to the Council. Each committee shall operate under the Open Meetings Law, these bylaws and Robert's Rules of Order Newly Revised, and all committee recommendations are subject to approval by the Council.

#### **ARTICLE VI – PARENT ASSOCIATIONS & COMMUNITY INVOLVEMENT**

The Council is in active partnership with parents of high school students and the community. In addition to providing an opportunity for public comment at its calendar meetings, the Council shall meet quarterly with the duly elected officers of high school PA/PTAs, pursuant to Section 2590-d of the New York State Education Law. The Council may coordinate such meetings with the five borough High Schools Presidents Councils.

#### **ARTICLE VII – VACANCIES ON THE COUNCIL**

In the event a Council member resigns, is removed or becomes ineligible to serve, the Council shall appoint a successor to fill the unexpired term within 60 days.

Notice of such vacancy shall be disseminated as provided for in Article III, Section 1. Such notice shall include a request for recommendation of candidates to fill such vacancies on the Council

The Council shall solicit candidates, review applications and interview candidates using procedures in accordance with applicable law.

The Council shall interview candidates to fill vacant position(s) in a Special Meeting called for the sole purpose of conducting interviews. The Council shall request the presence and participation of the High Schools Presidents' Council for the appropriate borough(s) during the interview process and solicit recommendations in writing following the close of interviews from parents of high school students.

An appointment to fill a vacancy on the Council will be by roll call vote at the next regularly scheduled calendar meeting.

### **ARTICLE VIII – AMENDMENT OF BYLAWS**

These bylaws may be amended at any regularly scheduled calendar meeting of the Council by a vote of the majority of the statutory number of Council members, provided the amendment or revised draft, as appropriate, has been presented in writing to the public at the previous calendar meeting. Adoption of the amendment/amended draft shall be by resolution duly noticed in the notice of meeting. Amendments are effective immediately unless otherwise stated in the resolution.

### **ARTICLE IX – AUTHORITY & COMPLIANCE**

These bylaws shall be the governing instrument of the Council, subject only to applicable laws and regulations.

All procedural questions not covered by these bylaws shall be governed by *Roberts Rules of Order Newly Revised* to the extent they are not inconsistent with applicable laws, regulations, or these bylaws. The Council may appoint one of its members to serve as a Parliamentarian, to advise the Council on matters of procedure and matters pertaining to these bylaws.

In the event any provision of these bylaws conflicts with applicable laws, regulations or NYCDOE policy, the latter shall be deemed controlling. All other provisions shall remain in full force and effect.