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3 **Bylaws of the**
4 **Bi-Lingual Parent Advisory Committee (BPAC) of School District 205**

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6 **ARTICLE I**

7 **Name**

8 The name of this committee shall be the Bi-Lingual Parent Advisory
9 Committee of School District 205 (BPAC).
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12 **ARTICLE II**

13 **Object**

14 The object of BPAC is stated in the Illinois School Code (105 ILCS 5/14C-
15 10): “Sec. 14C-10. Parent and community participation. School districts shall
16 provide for the maximum practical involvement of parents of children in
17 transitional bilingual education programs. Each school district shall, accordingly,
18 establish a parent advisory committee which affords parents the opportunity
19 effectively to express their views and which ensures that such programs are
20 planned, operated, and evaluated with the involvement of, and in consultation with,
21 parents of children served by the programs. Such committees shall be composed of
22 parents of children enrolled in transitional bilingual education programs,
23 transitional bilingual education teachers, counselors, and representatives from
24 community groups; provided, however, that a majority of each committee shall be
25 parents of children enrolled in the transitional bilingual education program. Once
26 established, these committees shall autonomously carry out their affairs, including
27 the election of officers and the establishment of internal rules, guidelines, and
28 procedures.”
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31 **ARTICLE III**

32 **Members**

33 **Section 1. Committee Members.** The membership of the BPAC of School
34 District 205 shall consist of:

- 35 A. Parents/legal guardians. There shall be at least 14 parents/legal
36 guardians representing at least 7 different languages, with no more

37 than 4 representing the same language. The Executive Director of
38 Bilingual and Multicultural Services will verify that individuals are
39 parents/legal guardians.

40 B. Community members: 2 bilingual community members representing
41 different languages.

42 C. Teachers: 3 teachers that serve in the Bilingual Program

43 D. Counselor: 1 counselor

44 **Section 2. BPAC Supporters.** Parents or legal guardians of a child
45 attending programs in the Rockford Public Schools District 205 may be BPAC
46 Supporters. BPAC Supporters may attend BPAC meetings, but may not vote.

47 **Section 3. Duties of BPAC.** BPAC shall:

48 A. Maintain on file with the school district the minutes of their meetings.

49 B. Review the district's annual program application to the State
50 Superintendent of Education.

51 C. Autonomously carry out the affairs of BPAC.

52 **Section 3. Duties of Committee Members.** Committee members shall:

53 A. Represent children in any of the buildings where EL services are
54 provided in the name of BPAC business only.

55 B. Attend the RPS 205 Board Meetings, if requested by BPAC.

56 C. Be actively seeking the opportunity to communicate with the rest of
57 the bilingual families to encourage their participation regarding BPAC
58 events.

59 **Section 4. Voting.** Voting at BPAC meetings is limited to BPAC 205
60 committee members, as listed in Section 1 of this Article.

61 **Section 5. Alternates.** There shall be at least one alternate for each of the
62 languages that are represented on the committee.

63 **Section 6. Election of Committee Members.** During the month of
64 September, in odd-numbered years, the BPAC Committee Members shall elect the
65 committee members and alternates. A plurality shall elect.

66 **Section 7. Term of Committee Members.** The Committee Members and
67 alternates shall be elected to serve for two years or until their successors are
68 elected, and their term shall begin on December 1 of the year they are elected.

69 **Section 8. Vacancy.** A vacancy on BPAC shall be filled by a vote of the
70 BPAC Committee Members.

71 **Section 9. Termination of Committee Members.** Any Committee
72 Member who fails to attend, in person, two BPAC meetings within a school year
73 may be removed from office by a majority vote of the Committee Members.

74 **ARTICLE IV**

75 **Officers**

76 **Section 1. Officers and Duties.** The officers of BPAC shall be a Chairman,
77 a Vice-Chairman, and a Secretary. In order to serve as Chairman and Vice-
78 Chairman, the individual must be a parent/legal guardian of a student in an EL
79 program in RPS 205. These officers shall perform the duties prescribed by these
80 bylaws, by the parliamentary authority adopted by BPAC, and by BPAC.

81 A. **Chairman.** The Chairman shall preside at all BPAC meetings and
82 serve as a liaison with the RPS Bilingual Department. The Chairman
83 is required to provide consistent communication with all of the BPAC
84 members.

85 B. **Vice-Chairman.** The Vice-Chairman shall perform the duties of the
86 Chairman in the absence of the Chairman.

87 C. **Secretary.** The Secretary shall be responsible for the minutes of all
88 BPAC Meetings.

89 **Section 2. Election of officers.** During the month of September, in odd-
90 numbered years, the BPAC Committee Members shall elect, after the election of
91 the Committee Members, the BPAC Officers. The officers shall be elected from
92 the Committee Members. A plurality shall elect.

93 **Section 3. Term of Office.** The officers shall be elected to serve for two
94 years or until their successors are elected, and their term shall begin on December
95 1 of the year they are elected.

96 **Section 4. Vacancy.** A vacancy in the office of Chairman shall be filled by
97 the Vice-Chairman. A vacancy in all other offices shall be filled by a vote of the
98 BPAC Committee Members.

100 **ARTICLE V**

101 **BPAC Meetings**

102 **Section 1. Regular Meetings.** The regular meetings of the BPAC shall be
103 held at least four times per academic year. BPAC or the BPAC Officers along
104 with the Executive Director of Bilingual and Multicultural Services shall determine
105 the time and place of the regular meetings. Notice of the meeting shall be sent to
106 each Committee Member at least seven days before any regular meeting.

107 **Section 2. Special Meetings.** Special meetings may be called by the
108 Chairman and shall be called upon the written request of seven Committee

109 Members. The purpose of the meeting shall be stated in the call, which shall be
110 sent to all members at least three days before the meeting.

111 **Section 3. Quorum.** Ten Committee Members shall constitute a quorum.
112 If an alternate is attending in place of a Committee Member, the alternate shall
113 count in establishing the existence of a quorum.

114 **Section 4. Attendance.** Whenever possible, a Committee Member who is
115 unable to attend a BPAC Meeting must notify the BPAC Chairman at least 6 days
116 before the meeting. The Chairman or the Committee Member will contact an
117 alternate who speaks the same language as the member who will be absent.

118 **Section 5. Open Meetings.** BPAC Meetings are not subject to the Illinois
119 Open Meetings Act.

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ARTICLE VI

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Committees

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Subcommittees may be established by the Chairman or by the BPAC as may
be deemed necessary to carry out the work of the Committee. Their members shall
be appointed by the Chairman. The Chairman shall be ex officio a member of all
committees.

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ARTICLE VII

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Parliamentary Authority

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The rules contained in the current edition of *Robert's Rules of Order Newly
Revised* shall govern the Committee in all cases to which they are applicable and in
which they are not inconsistent with these bylaws and any special rules of order the
Committee may adopt.

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ARTICLE VIII

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Amendment of Bylaws

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These bylaws may be amended at any meeting of BPAC by a two-thirds
vote, provided that the amendment has been submitted in writing and translated in
the languages of the committee members and included in the call of the meeting.

PROVISOS TO THE BYLAWS

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1. **Provided,** That the terms of the Committee Members in office at the time of the adoption of these bylaws on May 10, 2016, shall remain in office until December of 2017. Any vacancy in Committee Members between those two dates, will be filled only until the December, 2017 date. The term of office from December, 2014 to December, 2017 shall be considered one term. The parent make-up of the committee as described in Article III, Section 6, shall become effective with the September, 2017 election.
2. **Provided,** That the Chairman and Secretary who are in office at the time of the adoption of these bylaws on May 10, 2016, shall remain in office until December of 2017. The newly created office of Vice-Chairman shall be elected at the May, 2016 meeting and shall remain in office until December, 2017. Any officer vacancy between the adoption of these bylaws and December, 2017 shall be filled only until the December, 2017 date. The term of office from December, 2014 to December, 2017 shall be considered one term.