



**CHARTER and BY LAWS  
FOR THE CITIZENS' ADVISORY COMMITTEE  
BY THE BOARD OF EDUCATION  
COMMUNITY UNIT SCHOOL DISTRICT 200  
Revised 2022**

1. Mission Statement: The mission of the Citizen Advisory Committee ((CAC) is to improve the education and outcomes of Community Unit School District 200 (CUSD 200) children, youth, and adults by advising the Board of Education as a partner on a range of educational and other issues facing CUSD 200.
2. CAC Objectives: Since the public schools exist primarily for public education, the CAC will concern itself with the education of the public through the public schools and with matters directly related to it. The CAC and its affiliated committees are study and planning committees, advisory to the Board and its Superintendent. They will promote their ideas and plans in the school and community with specific authorization by the Board. Specific responsibilities of the CAC are:
  - a. Review, discuss and provide analysis and feedback on public education issues and questions of concern to the CUSD 200 community and to report recommendations to the Board of Education and CUSD 200 Administration.
  - b. Advise the Board of Education and CUSD 200 Administration regarding CUSD 200 policies, standards and practices that directly impact students.
  - c. Facilitate cooperation and communication on educational affairs between the schools, CUSD 200 and the community; solicit community views on these issues and share these views with the Board of Education and CUSD 200 Administration to ensure that community sentiment is heard and considered; serve as a liaison to CUSD 200 to communicate the CUSD 200 Strategic goals to provide awareness and transparency, and to solicit feedback.
  - d. Suggest as CAC agenda items educational concerns and issues of CUSD 200 community members.
  - e. Review CUSD 200 Vision 2026 Dashboard on an annual basis to ensure that the Board of Education and CUSD 200 Administration are achieving, or on track to achieve, strategic educational goals and performance measures.
  - f. Review the CUSD 200 annual work plans to ensure they are clear, comprehensive, measurable, and consistent with the educational goals and aspirations of CUSD 200.

g. Create sub-committees as needed to study specific issues or conduct specific projects.

3. The Legal Status of the Board of Education: The Board of Education is the legally constituted authority over the public schools of the district. It relinquishes none of its authority in creating a CAC. **The CAC is subject to and shall comply with the applicable requirements of the Wheaton-Warrenville District 200 Board of Education Policies and Procedures.**
4. Tenure of the Committee: The CAC herein created, and any committees affiliated with it, shall continue as school-sponsored bodies until the Committee is dissolved by a majority vote of the members of the Board of Education dissolving this charter.
5. Open Meetings and Freedom of Information Acts. As a creation of the Board of Education, the CAC and any of its sub-committees are subject to the IL Open Meetings Act (5 ILCS 120/) and Freedom of Information Act (5 ILCS 140/) **Public participation at CAC Meetings shall follow Board Policy 2:230, including the time parameters allocated for members of the community to address CAC. All rights, duties and authority shall be maintained and exercised by the sitting CAC Chairperson.**
6. The Membership of the Committee:
  - a. The committee shall include a minimum of 21 but not more than 37 members including 2 alternates who can replace any CAC members who resign or do not attend meetings without contact. All members must reside within District 200. However, any number of people, including people who are not members of the CAC, may be included in sub-committees constituted by the CAC. A person shall not be both a member of the CAC and a member of the Board of Education, a CUSD 200 Administrator, or a CUSD 200 staff member. However, the President of the Board of Education may appoint a non-voting liaison from the Board to the CAC on either a permanent or rotating basis.
  - b. The members of a 5 or 7 member selection sub-committee of the CAC shall recommend new appointees for appointment by the Board of Education.
  - c. In preparing a slate of members of the CAC to present to the Board of Education, the Selection Sub-committee shall communicate broadly to the CUSD 200 community about CAC openings in order to solicit new members, with emphasis on seeking applicants from under-represented schools. The CAC shall leverage the resources and network of the CUSD 200 Communications Department in seeking new applicants.
  - d. Screen applicants taking into account:
    1. Where possible, a focus on prioritizing for heightened review candidates from schools not currently represented on the CAC.
    2. The ability of the persons applying to be meaningful contributors to CAC based on their application responses.

3. Their perceived ability to work constructively with others.
  4. Their insight into and interest in public education, and further the CUSD 200 mission statement.
  - e. Strive to obtain a broad representation across the District who have demonstrated abilities, interests, perspectives and a desire to counsel and support CUSD200's goals and objectives.
  - f. No person recommended for membership in the CAC shall be considered the representative or spokesperson of any particular organization, faction, or element in the District.
  - g. The Selection Sub-committee shall recommend to the Board of Education a number of persons needed to maintain the committee membership as described above. The Board retains the privilege of asking for additional names if those first submitted are not wholly satisfactory.
7. Terms: The terms of members of the CAC shall be for one year. At the March meeting, members of CAC shall complete a committee feedback sheet indicating interest in returning for the following year. A member may serve up to 5 consecutive terms.
  8. Replacement of Members: To fill vacancies, the CAC will, by public notice seek names of citizens to be considered for membership and screen applicants in accordance with the various parameters set forth above. In following the orderly progression of expiring CAC member terms, the following timetable should be followed as close as reasonably possible: advertise in January for new CAC volunteer members with a closing by March; the Selection Sub-Committee will review applications in April, select the nominees in May and present the selections to the School Board by June with a request that the Board make its selections by the end of that school year.
  9. Minimum Participating Requirements: CAC members shall not miss more than 2 meetings or events without first notifying an officer of the CAC or the superintendent's office. The CAC Chair shall contact nonparticipating members to determine their interest in continued membership before proceeding with an alternate, as set forth above in Section 6a
  10. Administrative Liaison: The Superintendent of Schools and/or his designee(s) is in ex officio status of the CAC. The designee shall attend all meetings and provide advice as appropriate. Other members of the district's staff will be invited to attend CAC meetings as needed.
  11. Relationships of the Citizens' Advisory Committee:
    - a. To the Board of Education
      1. The Board of Education may submit to the CAC proposals regarding school policies to which the CAC is expected to react and report to the Board.

2. The collective CAC, by majority vote, may make policy recommendations to the Board of Education and will be apprised of the Board's reactions to these recommendations.
3. Minutes of the meetings of the CAC will be sent to each member of the Board of Education. The office of the Superintendent of Schools shall provide the secretarial help necessary for duplicating and distributing such minutes.
4. The CAC is not to recommend or endorse candidates for membership to the Board of Education or for employment in the District. However, members of the CAC may be asked to participate in search and interview committees.

b. To employees of the Board of Education

1. The CAC or any of its sub-committees may seek information and counsel from any employee of the Board of Education through the Superintendent's office on matters clearly related to the concerns on which it is working. In asking employees for information regarding the schools, account is to be taken of the time required to assemble these data and the other duties of these employees.
2. Any employee may, with the approval of the administrators for whom they work, including the superintendent of schools, request the assistance of the CAC or sub- committee regarding an appropriate educational issue.
3. The CAC and its sub-committees may not make recommendations regarding the employment, promotion, transfer, dismissal, or salary of an individual employee.

c. To the public

1. The CAC is encouraged to promote the interest and participation of all citizens in the schools and organizations in the district. The committees herein provided are not to be regarded as substitutes for other forms of public participation in school affairs, but as means of providing a minimum of systematic, representative, and responsible public participation.
2. Committee members are encouraged to communicate the CAC agenda and discussions and share with the community at large.
3. Committee members are encouraged to obtain feedback from their fellow community members and to convey that information to the CAC as appropriate.

12. Organization of the Citizens' Advisory Committee

- a. The CAC is authorized to self-govern in accordance with the Open Meetings Act the conduct of its meetings and discuss the issues it considers significant selected from issues suggested by the Board of Education or by its own group. Decisions shall be made on the basis of a simple majority vote under Roberts Rules of Order, which shall govern the proceedings of the CAC.
- b. A quorum of 60% of the current membership shall be required for the CAC to take official action.
- c. At a minimum the organization shall include a chairperson and vice-chairperson elected from the membership by majority vote via confidential roll call vote for one-year terms. These officers may be elected for up to a maximum of five terms. All CAC members must vote at the meeting. Incoming Chair & Vice-Chair will be determined once all CAC members are able to submit their confidential roll call vote in-person. Chair & Vice-Chair responsibilities entail:
  - Chairperson: Conduct CAC meetings and call CAC meetings to order. Establish and participate in sub-committees, and help to define the monthly agenda topics in coordination with the Vice-Chair.
  - Vice-Chair – In absence of the Chair or in the event of their inability to act, the Vice-Chair shall conduct CAC meetings and call the meeting to order. The Vice-Chair shall establish and participate in sub-committees, and help to define the monthly agenda topics in coordination with the Chair.
  - Interim Chair: In the absence of both the Chair and the Vice-Chair at any regularly scheduled meeting, the Administrative Liaison shall act as the Interim Chair.
- d. Establishment of Agenda: CAC agenda shall be established by the Chair & Vice-Chair during the monthly agenda planning meeting. Agenda topics shall be prioritized with the Board of Education and/or Administrative Liaison requests, and balanced with “What’s the Buzz” topics, or other educational matters and issues of concern to CUSD 200 community.
- e. The CAC and Board of Education shall review this charter and new membership application regularly (at least once every three years). Changes in it may be made by majority vote of the members of the Board of Education. Recommendations of changes may originate in the CAC or in the Board. The CAC will be consulted regarding any proposed changes originating in the Board.
- f. CAC meeting minutes will be sent to each member of the CAC and voted on for approval before published and sent to the Board.