



**CHARTER and BY LAWS  
FOR THE CITIZENS' ADVISORY COMMITTEE  
BY THE BOARD OF EDUCATION  
COMMUNITY UNIT SCHOOL DISTRICT 200  
Revised ~~2020~~2019**

1. Mission Statement: The mission of the Citizen Advisory Committee (~~hereafter referred to as the~~ (CAC) is to improve the education and outcomes of for the Community Unit School District 200 (CUSD 200) is to improve the education of the children, youth, and adults of the district by advising the Board of Education as a partner on a range of educational and other issues facing CUSD 200 that have the ability to impact the quality, standards and reputation that CUSD 200 must maintain in order to deliver best-in-class education to all of its students. regarding educational and other issues facing the District.
  
2. Goals: ~~The goals of the CAC are to~~ CAC Responsibilities: Since the public schools exist only for public education, the CAC will concern itself only with the education of the public through the public schools and with matters directly related to it. The CAC and its affiliated committees are primarily study and planning committees, advisory to the Board and its employees. They will promote their ideas and plans in the school and community only with specific authorization by the Board. Specific responsibilities of the CAC are:
  - a. ~~Study and deliberate regarding problems, issues and questions of~~ Review, discuss and provide comprehensive check and challenge on public education problems, issues, and questions, especially those that are of concern to ~~the district~~ CUSD 200 and to report ~~the results of its activities~~ recommendations to the Board of Education and ~~district~~ CUSD 200 Administration.
  
  - b. Advise the Board of Education and ~~CUSD 200 administration~~ Administration regarding CUSD 200 policies, standards and practices. CUSD 200 Administration should review with the CAC all policies that directly impact students. The CAC should serve as an adviser when these policies and standards are annually reviewed and suggest changes, where appropriate, to reflect views of all CUSD 200 community members. of the district.
  
  - c. Facilitate ~~cooperation and~~ communication in-on educational affairs between the schools/~~school district~~ CUSD 200 and the community; solicit community views on these issues and share these views with the Board of Education and CUSD 200 to ensure that community sentiment is heard and considered; serve as a liaison to the 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 problems and issues that are of concern to CUSD 200 community members.
  
  - e. Review CUSD 200 test scores and student performance on an annual basis to

validate that the Board of Education and CUSD 200 administration are fulfilling strategic educational goals and performance measures.

f. Review the CUSD 200 strategic goals and ensure they are clear, comprehensive, measureable, and consistent with educational goals and aspirations of CUSD.

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 cannot legally surrender any of its powers and responsibilities.~~ It relinquishes none of its authority in creating a CAC.
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/).
6. Domain of the CAC: ~~Since the public schools exist only for public education, the CAC will concern itself only with the education of the public through the public schools and with matters directly related to it. The CAC and its affiliated committees are primarily study and planning committees, advisory to the Board and its employees. They will promote their ideas and plans in the school and community only with specific authorization by the Board.~~
  - a. ~~Affiliated Committees: The CAC is authorized and encouraged to create affiliated committees as needed to study specific issues or conduct specific projects.~~
  - b. ~~The CAC might address:~~
    1. ~~Important and continuing interests of the schools (e.g., technology, curricular changes, new programs, school finance, policy/handbook changes, municipal affairs).~~
    2. ~~Special problems of a temporary nature (e.g., constructing buildings, enacting special security, advising the Board regarding attendance center boundaries).~~

67. The Membership of the Committee:

- a. The committee shall include a minimum of 210 but not more than 356 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 or a CUSD 200 Administrator and must reside within District 200. 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. A member of the CAC may not be an elected official of the Board of Education or a staff member of the CUSD 200.

- b. The members of a 5 or 7-5-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:

1. Communicate broadly to the District about CAC openings in order to solicit new members, leveraging the resources and network of CUSD 200's Communications Department.

~~Consult with a large and representative number of the citizens of the district by whatever means it may devise to secure their suggestions regarding persons to be considered for membership in the CAC.~~

2. Seek representatives from each school, where possible, with a focus on prioritizing heightened review candidates from schools not currently represented on the CAC. ~~and from various groups and perspectives throughout the district to achieve a cross section of opinion.~~

3. Screen ~~the names suggested~~ applicants taking into account:

a. The ability of the persons ~~suggested and the keenness and clarity of their thinking~~ applying to be meaningful contributors to CAC based on their application responses.

~~b. The respect in which they are held by their fellow citizens~~

be. Their perceived ability to work constructively with others

cd. Their insight into and interest in public education, and further the CUSD 200 mission statement

~~de.~~ ~~Other items considered by the Selection Committee to be~~

important. Strive to obtain a broad pool of candidates across the District who have demonstrated abilities, interests, perspectives and a desire to counsel and support CUSD200's goals and objectives

~~e. The membership of the CAC should reflect the diversity of the citizens of the district; allow for representation by parents from several attendance centers, but also include parents, and non-parents; persons favorable to and critical of current school policies; large and small taxpayers; owners and non-owners of homes and businesses; long-time and recent residents of the district and members of various communities and groups within the 25.67 square miles of District 200. It may include employees of the District chosen in relation to the criteria herein. In all of these respects and in others that the Selection Sub-committee may consider important, the resulting overall membership of the CAC should include some representation of as many types of people and perspectives in the district as possible. The membership of the CAC is exclusive of CUSD 200 Administrators.~~

df. No person recommended for membership in the CAC ~~will~~shall be considered the representative or spokesperson of any particular organization, faction, or element in the district. ~~Individuals are to be recommended, each of whom has contacts with a variety of organizations, factions, and elements so that, taken together, the members of the CAC have means of first hand communication with all of them. No one is to be recommended solely because he is an officer or a professional executive of any organization or institution. In general, persons of this type will not be recommended unless they are known for their broad interests in the community and are regarded primarily as citizens rather than representatives of agencies or institutions.~~

eg. 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.

78. 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.~~

89. 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 ~~of March 15~~by March; ~~the Selection Sub-Committee will~~ review applications ~~during their~~ ~~April CAC meeting~~; ~~select the nominees at their~~ May ~~CAC meeting 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~~.

910. Minimum Participating Requirements: CAC members shall ~~be required to meet minimum participation requirements consisting of~~ not missing more than 2 meetings or ~~events~~ without first notifying an officer of the CAC or the superintendent's office. ~~A CAC officer~~The CAC Chair will shall contact nonparticipating members to determine their interest in ~~continued membership before proceeding with~~ replacement an alternate, as set forth above in Section 6a.

~~11. Establishment of Goals: An outline of CAC goals shall be submitted to the Board at the start of the school year so as to provide a base of information and direction between the Board and the CAC. These goals shall be used only as a general guide and should not prohibit the CAC from addressing other important matters that may arise in the interim.~~

102. Administrative Liaison: The Superintendent of Schools and/or his designee(s) ~~shall be members of the CAC is~~ in ex officio status of the CAC. ~~He or his~~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~~.

113. 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 affiliated-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 ~~he/shethey~~ works, including the superintendent of schools, request the assistance of the CAC or an affiliatedsub- committee regarding an appropriate educational issue.
- ~~3. Requests for affiliated committees for particular attendance areas or special fields of work may be initiated by individual employees or groups of employees and will be considered by the CAC if approved by the appropriate administrator and the Superintendent of Schools.~~
34. The CAC and its affiliated-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 expected-encouraged to communicate the CAC agenda and discussions and share with the community at large. do what they can to learn about the schools and District and to pass on to their associates information about the schools and the issues at hand-
3. Committee members are encouraged to obtain feedback from their fellow community members expected to learn what their friends and-

~~associates in the community think about the schools~~ and to convey that information to the CAC as appropriate.

~~4. The Board of Education may request the CAC to designate individual members or groups of members to assist in publicizing and promoting in the district policies and proposals that have the joint approval of the CAC and the Board.~~

#### 124. 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 to organize itself in its own way, determine the frequency and timing of its meetings, conduct these meetings as desired, and work upon the concerns it considers significant selected from concerns issues suggested by the Board of Education -or by its own group. Decisions shall be made a 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. The CAC is asked to submit annually, for consideration as part of the school budget, an estimate of its expenses for the year.~~

d. Establishment of Agenda: CAC agenda shall be established by the Chair & Vice-Chair during the monthly agenda planning meeting. Agenda topics can be sourced from the Board of Education, Administrative Liaison, "What's the Buzz" topics, or other educational problems and issues that are of concern to CUSD 200 community members.

e. The CAC and Board of Education shall review this charter and new membership

application regularly (~~but not less than~~ 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. ~~Minutes of the meetings of the~~ CAC meeting minutes will be sent to each member of the CAC and voted on for approval before published and sent to the Board.