

**OKLAHOMA STATE DEPARTMENT OF EDUCATION
OKLAHOMA MIGRANT EDUCATION STATE PARENT ADVISORY COUNCIL
BYLAWS**

Any organization, council, or association must have governing rules for its government in order to ensure orderly, fair, democratic conduct of meetings through proper parliamentary procedure and comprehensive, clearly defined bylaws.

ARTICLE I: NAME

The name of this council is the Oklahoma Migrant Education State Parent Advisory Council (PAC), hereafter referred to as the state PAC.

ARTICLE II: OBJECTIVES

The objectives of the State PAC shall be consistent with federal and state requirements, rules, and regulations.

SECTION 1. To advise the State Education Agency (SEA) regarding the total planning, implementation, program evaluation, and design of the state's comprehensive service delivery plan for the Migrant Program.

SECTION 2. To study the Migrant Program in relation to the needs of the migrant child.

SECTION 3. To assist the school and migrant staff in the development of programs to meet the needs of eligible migrant children.

SECTION 4. To promote a better relationship between the child's home and school, thus improving his/her opportunity to take full advantage of an education.

SECTION 5. To provide an opportunity for all interested parties to make suggestions, recommendations, comments, and/or complaints related to the Migrant Program.

SECTION 6. To communicate information about the Migrant Program to the target area communities.

SECTION 7. To provide services to the Migrant Program by serving in the program.

ARTICLE III: MEMBERSHIP

SECTION 1. The state PAC membership will consist of elected representatives from the five regional Migrant Education Regions in Oklahoma. A clear majority of the elected representatives will be Oklahoma MEP parents. Individuals who represent the interests of MEP parents may be elected state PAC members.

SECTION 2. The state PAC shall be composed of a minimum of 10 members with a maximum of 14 members. Two members of the state PAC may be selected by the SEA program office.

SECTION 3. The state PAC membership body shall consist of one to three representatives from each Oklahoma Migrant Region (Northwest, Southwest, South, Southeast, and Northeast), and it may include two State Education Agency (SEA) appointed members. Regional state PAC representatives will be elected to those positions at their respective regional PAC meetings by PAC members in attendance. Local education agencies (LEAs) in the five regions and/or the SEA office may submit additional MEP parent names to the state PAC for consideration of increasing the PAC membership body to a maximum of 14 members.

SECTION 4. If a vacancy occurs on the state PAC, the district in which it occurs will place an alternate name in nomination to be approved by the state PAC. If the vacancy is one of the members selected by the SEA, the SEA office may place an alternate name in nomination to be approved by the state PAC.

SECTION 5. Any member can resign his or her post by informing the Council. A post on the council will be designated vacant if a member is found to have moved out of his/her current region. If the member moves to another region that currently has a vacancy, the member may be reelected to the council through a passing vote of all sitting members.

ARTICLE IV: OFFICERS AND THEIR ELECTION

SECTION 1. Members of the state PAC will establish their own officers to function as such at all MEP state PAC meetings. These officers must have a child enrolled in the MEP at the time of their election. The SEA will designate a secretary to take minutes.

SECTION 2. The officers shall be elected and installed at the first meeting and serve a term of two calendar years, after which time they may be reelected, if they continue to have children enrolled in the MEP.

SECTION 3. An officer or general PAC member may be removed by a two-thirds vote of all council members and such vacancies can be filled by the council.

ARTICLE V: DUTIES OF OFFICERS

SECTION 1. Chairperson: the chairperson will preside over each state PAC meeting, and, in general, will be responsible for providing leadership for the state PAC.

SECTION 2. Vice-chairperson: The vice-chairperson shall preside in the absence of the chairperson.

SECTION 3. Secretary: The secretary shall maintain adequate minutes of each meeting. The minutes shall be typed and distributed to the council members, to designated school officials, and to other interested parties. The secretary shall have the responsibility for publicity and correspondence.

ARTICLE VI: STATE PAC MEETINGS

SECTION 1. Regular state PAC meetings or parent involvement/education activities will be open to the public and shall be held at least twice a year in an appropriate location determined by the SEA office.

SECTION 2. The members present at the council shall constitute a quorum for the transaction of business, including the election of officers and amending the bylaws.

ARTICLE VII: PARLIAMENTARY AUTHORITY

SECTION 1. Parliamentary Laws, A Textbook and Manual, by *H.F. Kerfoot*, shall govern the state PAC in all cases where applicable.

ARTICLE VIII: OFFICIAL ADDRESS AND DEPOSITORY OF RECORDS

SECTION 1. The official mailing address shall be:
Oklahoma State Department of Education
Mr. Rex Wall, Program Specialist
Migrant Education Program
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599

SECTION 2. Official minutes of state PAC meetings, correspondence, election data, and any other pertinent data, shall be stored at the official mailing address listed in Section 1. Said records shall be open and available for scrutiny as official and public records for the same period of time as are other migrant records by current law (five years).

ARTICLE IX: AMENDMENTS

SECTION 1. Amendments may be prepared and approved by the state PAC to amend the bylaws.

SECTION 2. The bylaws may be amended by a two-thirds vote of the state PAC membership. A quorum will not be considered as sufficient for such changes. A special session may be called by the president if all members are not present.