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Richard Woods, Georgia's School Superintendent

## **GEORGIA DEPARTMENT OF EDUCATION GEORGIA MIGRANT EDUCATION STATE PARENT ADVISORY COUNCIL**

### **BYLAWS**

Any organization, council, or association must have 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 Georgia Migrant Education State Parent Advisory Council, 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 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 two (2) regional Migrant Education Agencies in Georgia. A clear majority of the elected representatives will be Georgia MEP parents. Individuals who represent the interests of MEP parents may be elected State PAC members.

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**SECTION 2.** The State PAC shall be composed of a minimum of twelve (12) members with a maximum of fourteen (14) members. Two (2) members of the State PAC may be elected by the SEA program office.

**SECTION 3.** The State PAC membership body shall consist of seven (7) representatives from each Regional PAC and it may include two (2) State Education Agency (SEA) appointed members. PAC members will elect Regional State PAC representatives to those positions at their respective Regional PAC Meetings in attendance. *Of the seven (7) regional PAC representatives per region, one (1) representative should be selected from a consortium district.* The two regional offices 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 fourteen members.

**SECTION 4.** If a vacancy occurs on the State PAC, the MEP 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 MEP region.

#### **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 re-elected, 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 the council can fill such vacancies.

#### **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.

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#### **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 (8 members) 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:

**Georgia Department of Education  
Israel Cortez  
Program Manager  
Education of Migratory Children  
1854 Twin Towers, East  
205 Jessie Hill Jr. Drive, SE  
Atlanta, Georgia 30334-5040**

**SECTION 2.** Official minutes of State PAC meetings, correspondence, election data, etc., 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.

#### **ARTICLE IX: AMENDMENTS**

**SECTION 1.** Amendments may be prepared 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.

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