

CITYWIDE PARENTS COUNCIL, INC.

BYLAWS

**As voted on and approved on February 27,
2024**

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PREAMBLE

We are parent and guardian advocates who care for the equity of children enrolled or planning to enroll in Boston Public Schools. Through effective communication and collaboration with community stakeholders, we will create one voice and one vision to engage and support the whole child, whole school and whole BPS community.

ARTICLE I: Name

The name of this corporation is Citywide Parents Council, Inc. (Referred to as “CPC”).

ARTICLE II: Purpose

The purpose of the CPC is to advocate for the achievement and delivery of quality, equitable education for every student within the Boston Public Schools District (referred to as "BPS") .

Education of the whole student includes opportunities for learning in core academic¹ subject areas along with learning and growth in and beyond the classroom encompassing physical and social/emotional development along with academic achievement.

The CPC shall carry out its purpose by:

- A. Ensuring meaningful and inclusive parent/guardian input into policies that affect BPS students and parents/guardians, including without limitation:
 - a. Pursuing parent/guardian representation on BPS committees, task forces, working groups, or their equivalent;
 - b. Pursuing parent/guardian representation on City of Boston and Commonwealth of Massachusetts committees, task forces, working groups, or their equivalent, where the work of such groups concerns BPS;
 - c. Offering recommendations on BPS policies, the BPS budget, and proposed policy changes affecting BPS students and parent/guardians;
 - d. Taking action on public policy questions affecting BPS students and parents/guardians, including advocacy to BPS or any level or branch of government.
- B. Raising awareness of problems or concerns faced by BPS students and parents/guardians to BPS; to any level or branch of government; to the media; and/or to the public, including, without limitation, the creation of committees or working groups to collect information from parents/guardians, organize their voice, and present their response to such problems or concerns.
- C. Maintaining communication with and increasing awareness between BPS parents/guardians, via the School Parent Councils (or equivalent bodies), direct communications to parents/guardians, or otherwise, about issues of common concern, and about opportunities for individual parent/guardian input into policies affecting BPS students and schools.
- D. Creating a collaborative environment for the sharing of resources and best practices.
- E. Taking such other and further actions as are approved by the CPC, so long as it fits the scope of the work of the council.

ARTICLE III: Membership

- A. *Members Defined.* The general membership of the CPC shall be all parents/guardians of children in BPS. The voting membership of the CPC shall comprise one parent/guardian representative (referred to as a “CPC representative”) from each BPS school, as elected by each school’s School Parent Council (or equivalent body). However, former BPS parents and caregivers who would like to volunteer may be assigned tasks with the support and guidance of the CPC leadership.
- B. *Responsibilities of CPC Members.* All CPC members, including CPC representatives,

¹This includes traditional district schools, exam schools, pilot schools, Horace Mann charter schools (also called in-district charter schools), Turnaround schools and Innovation schools. A list of these schools can be found in Addendum III.

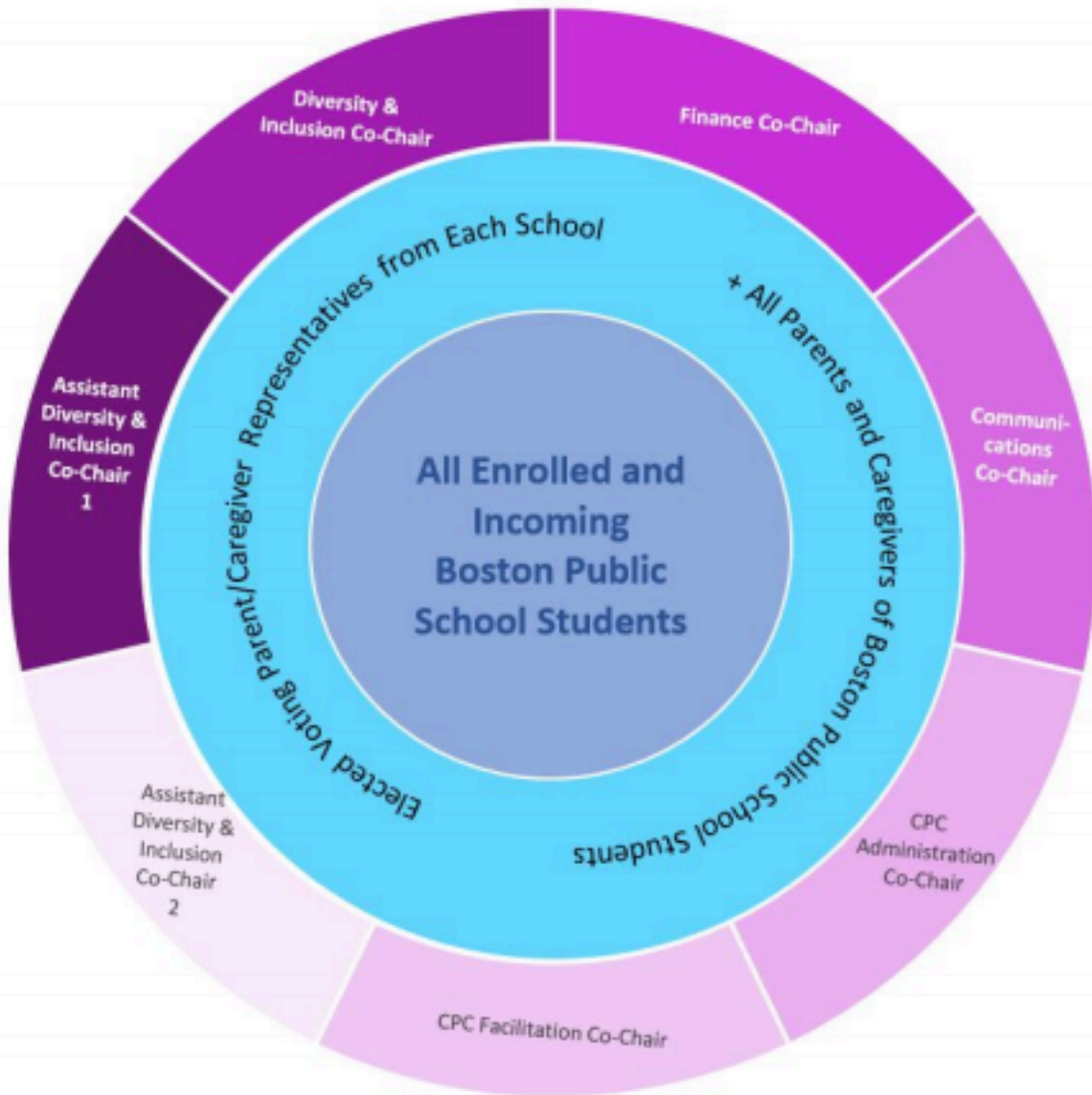
are responsible for reviewing and following these Bylaws and CPC policies.

- C. *Rights of CPC Members.* All CPC members, including CPC representatives, have the right to perform the functions set forth in these Bylaws and in CPC policies, in the way that such Bylaws or policies prescribe, and are subject to their limitations. Rights include, the right to be heard, to seek a position on the CPC Leadership Team, to serve on CPC committees, and to serve on external committees or groups as a delegate of the CPC.
- D. *Election of CPC Representatives.* Each school's representative to the CPC shall be elected annually to a one-year term by that school's School Parent Council (or equivalent body). Alternate representatives may also be elected, but each school with an elected CPC representative shall have one vote on CPC matters, regardless of whether it has one or more alternate representatives. The Communications Co-Chair shall confirm each CPC representative's election and shall maintain an accurate list of CPC representatives.
- E. *Eligibility of CPC Representatives.* Each CPC representative must be a parent or guardian at the BPS school from which they are elected, and may not be an employee at that school.
- F. *Removal of CPC Representatives.* A CPC representative may be removed, resign, or be replaced at any time by the School Parent Council (or equivalent body) that elected them. If, during their term, a CPC representative no longer meets the eligibility criteria in Section (C), they will remain the CPC representative for that school until the School Parent Council (or equivalent body) elects a replacement.
- G. *Additional Rights of CPC Representatives.* In addition to the rights of all CPC members, the CPC representative from each school has the right to vote on CPC matters, which can be transferred in their absence, with written notification to the Communications Co-Chair, to an alternate representative from their school.
- H. *Additional Responsibilities of CPC Representatives.* In addition to the responsibilities of all CPC members, the CPC representatives from each school are responsible for attending or sending an alternate representative to all CPC meetings, participating and contributing to the CPC's work, and communicating regularly with their School Parent Council (or equivalent body) about the work of the CPC.
- I. *Composition of the CPC Membership.* It is the goal of the CPC to have a membership and elected CPC representative body that reflects, as much as possible, the racial, ethnic, linguistic, economic, and other community diversity of BPS students. The CPC also² aspires to have a membership and CPC representative body that includes voices from across the range of grade levels, Boston neighborhoods, and educational needs of BPS students and families. The CPC shall engage in outreach, education, and any other efforts that it may approve, to further these goals.

² Communities are not limited to geography and may also include (in alphabetical order), communities developed around family structure (e.g., adopted parent communities, single parent communities, LGBTQIA+ communities), linguistic communities, grade level communities (i.e., elementary, middle or high school), racial and ethnic communities, religious communities, socioeconomic communities and special needs communities. This list is not intended to be comprehensive and may expand or change over time as necessary to ensure inclusivity.

ARTICLE IV: Leadership Team

Organizational Chart: Citywide Parent Council



- A. *Leadership Team.* The Leadership Team of the CPC shall include seven Leadership Team Co-Chairs and shall be composed of the following; Facilitation Co-Chair, Administrative Co-Chair, Finance Co-Chair, Communications Co-Chair, and one Diversity & Inclusion Co-Chair, and two Assistant Diversity & Inclusion Co-Chairs. These co-chairs, in all of their work, shall strive to represent the parents/guardians of all BPS schools, to the best of their abilities. These co-chairs shall enjoy all of the rights and responsibilities of a CPC member, and must attend any BPS Office of Engagement Leadership Trainings

offered, in addition to the following responsibilities described below.³

a. *Facilitation Co-Chair*. The Facilitation Co-Chair shall:

- i. Coordinate the work of the CPC, its committees and its representatives, in collaboration with the other members of the Leadership Team.
- ii. Schedule meetings of the Leadership Team.
- iii. Create the agenda for CPC meetings, in collaboration with the other members of the Leadership Team.
- iv. Lead CPC meetings, except when delegated to another member of the Leadership Team.
- v. Lead Leadership Team meetings.
- vi. Serve as or appoint a liaison for the CPC, in conjunction with other members of the CPC Leadership Team, to BPS, the School Committee, the City of Boston, other branches of government, and stakeholders, including community organizations.
- vii. Seek opportunities for regular meetings with the Superintendent, and pursue such other meetings with BPS staff, City of Boston staff, or other officials, or with stakeholders, as the Leadership Team deems necessary or appropriate.
- viii. In coordination with the Communications Co-Chair, speak and/or appoint others to speak publicly on behalf of the CPC, as to policies, positions, or statements approved by the CPC.
- ix. Ensure that the CPC fulfills any legal responsibilities and other responsibilities under these Bylaws, including without limitation the tasks needed to attain and maintain its legal entity status and to safeguard any CPC funds.
- x. Train new or incoming Facilitation Co-Chair about their responsibilities and current practices.
- xi. Perform such other work as the CPC may designate.

b. *Administration Co-Chair*. The Administration Co-Chair shall:

- i. Oversee/or Lead the CPC's Legislation Committee and Health & Wellness Committee.
- ii. Ensure the creation and maintenance of Leadership Team transition manuals for each chair position on the Leadership Team.
- iii. Examine and develop policies in collaboration with other members of the CPC as necessary to support the mission of the organization.
- iv. Perform the duties of the Facilitation Co-Chair in their absence.

³ The CPC Bylaws Committee recognizes the importance of having CPC membership and a Leadership Team that reflects the demographics and diversity of the BPS student population for our group to successfully fulfill its mission. In knowing that CPC representatives are elected to represent their schools and are not selected to represent the demographics of the BPS student population, it is incumbent on the CPC itself to seek out and foster a true representation of the BPS student population. For this reason, the Leadership Team will include a Diversity and Inclusion Co-Chair and 2 Assistant Diversity and Inclusion Co-Chairs overseeing the Recruitment Committee and its sub-committee the Board Development Committee. Over time the specific demographics of the BPS population may change, and it should always be the intent for CPC to continue to reflect those demographics.

- v. Coordinate the work of the CPC, in collaboration with the Leadership Team.
- vi. Contribute to the development of the meeting schedule and set the agenda for CPC meetings in collaboration with the Leadership Team.
- vii. Train new or incoming Administration Co-Chair about their responsibilities and current practices.
- viii. Perform such other work as the CPC may designate.
- c. *Finance Co-Chair*. The Finance Co-Chair shall:
 - i. Oversee/or Lead the CPC's Finance Committee and the BPS Budget Analysis Committee.
 - ii. Provide fiscal oversight to budget for BPS (planning and execution).
 - iii. Develop annual budget for CPC, if any.
 - iv. Ensure that the necessary tasks are performed for CPC to obtain and maintain (once established) its legal entity status, including without limitation registration as a nonprofit corporation with the Secretary of the Commonwealth, and maintenance of nonprofit status under federal and/or state tax laws.
 - v. Ensure that the CPC follows adopted financial policies or practices as needed for orderly operation, and execute any tasks that are necessary to comply with said policies or practices, or with applicable law, including without limitation the maintenance and monitoring of any CPC funds, and the creation of procedures to facilitate any fundraising or spending of funds that the CPC chooses to do.
 - vi. Coordinate the work of the CPC, in collaboration with the Leadership Team.
 - vii. Contribute to the development of the schedule and set the agenda for CPC meetings, in conjunction with the other members of the Leadership Team.
 - viii. Train new or incoming Finance Co-Chair about their responsibilities and current practices.
 - ix. Perform such other work as the CPC may designate.
- d. *Communications Co-Chair*. The Communications Co-Chair shall:
 - i. Oversee/or Lead the CPC's Marketing and Outreach Committee.
 - ii. Manage incoming media requests, seek to develop ongoing relationships with the media, and outreach to media on CPC priorities as needed.
 - iii. In coordination with the Facilitation Co-Chair and Leadership Team, speak and/or appoint others to speak publicly on behalf of the CPC, as to policies, positions, or statements approved by the CPC.
 - iv. Ensure that accurate minutes of CPC and Leadership Team meetings are kept and are made available to CPC representatives

- and all CPC members
- v. Coordinate the work of the CPC, in collaboration with the Leadership Team.
- vi. Contribute to the development of the schedule and set the agenda for CPC meetings, in conjunction with the other members of the Leadership Team.
- vii. Train incoming Communications Co-Chair about their responsibilities and current practices.
- viii. Perform such other work as the CPC may designate.
- e. *Assistant Communications Co-Chair*. The Assistant Communications Co-Chair shall:
 - i. Serve on the CPC's Marketing and Outreach Committee.
 - ii. Maintain an accurate list of all CPC representatives and Co-Chairs.
 - iii. Maintain an accurate list of all active CPC committees, including their membership.
 - iv. Manage website and social media accounts.
 - v. Publish notice of schedule and the agenda for CPC meetings.
 - vi. Publish announcements or memoranda to CPC representatives, as determined by the Leadership Team.
 - vii. Coordinate the work of the CPC, in collaboration with the Leadership Team.
 - viii. Contribute to the development of the schedule and set the agenda for CPC meetings, in conjunction with the other members of the Leadership Team.
 - ix. Train incoming Assistant Communications Co-Chair about their responsibilities and current practices.
- f. *Diversity & Inclusion Co-Chair*. The Diversity & Inclusion Co-Chair shall:
 - i. Oversee/or Lead the CPC's Board Development and Recruitment.
 - ii. Determine ways for the CPC to include the voice of all communities.¹
 - iii. Determine gaps in representation and work to fill them with the Board Development & Recruitment Committee as well as with the BPS Office of Engagement.
 - iv. Coordinate translation services for meetings.
 - v. Ensure meetings are accessible to all CPC members. This includes working with other members of the Leadership Team, BPS and/or other community partners to find meeting locations that are accessible by public transportation, as well as to determine and establish electronic means for remote participation.
 - vi. Coordinate the work of the CPC, in collaboration with the Leadership Team.
 - vii. Contribute to the development of the schedule and set the agenda for CPC meetings, in conjunction with the Leadership Team.
 - viii. Train new or incoming Diversity & Inclusion Co-Chair about their responsibilities and current practices.

- ix. Perform such other work as the CPC may designate.
- g. *Assistant Diversity & Inclusion Co-Chairs.* The Assistant Diversity & Inclusion Co-Chairs shall:
 - i. Serve on the Board Development Committee and shall oversee/provide leadership to any committees that are deemed necessary by the Facilitation Co-Chair and/or the other members of the Leadership Team.
 - ii. Provide support to the functions of other Leadership Team members as needed.
 - iii. Coordinate the work of the CPC, in collaboration with the other members of the Leadership Team.
 - iv. Contributes to the development of the schedule and set the agenda for CPC meetings, in conjunction with the other members of the Leadership Team.
 - v. Train incoming Assistant Diversity & Inclusion Co-Chairs about their responsibilities and current practices.
 - vi. Perform such other work as the CPC may designate.
- B. *Delegation of Responsibilities.* The Leadership Team is responsible for working together to ensure the CPC runs effectively and efficiently. Individual responsibilities of each Co-Chair are not required to be, nor should be, fulfilled entirely by the Co-Chair alone, but rather may be delegated at each Co-Chair's discretion to committee members and other willing CPC members. The Co-Chairs of the Leadership Team are responsible for ensuring that delegated activities are completed and for providing guidance. Delegation of responsibilities aims to ensure that no one person is overburdened with CPC work and also that a diversity of voices are heard, and are participating and guiding the work of the CPC.
- C. *Elections.* The Leadership Team shall be elected pursuant to the following procedures.
 - a. All members of the Leadership Team shall be elected for a term of two (2) years. Elections shall be staggered such that no more than four (4) Co-Chairs turn over on any given year. The Facilitation Co-Chair, the Communications Co-Chair, and the Diversity & Inclusion Co-Chair shall be elected in the same year, commencing in 2020, so that their terms are identical. The Administration Co-Chair, the Finance Co-Chair and the two (2) Assistant Diversity & Inclusion Co-Chairs shall be elected in for a one (1) year term one time only in 2020 to prepare the way for future staggered terms of the Leadership Team. In 2021, the Administration Co-Chair, Finance Co-Chair and the two (2) Assistant Diversity & Inclusion Co-Chairs will be up for election for a two (2) year term, and their terms will be identical. Elections for Co-Chairs shall be completed by March 31st.
 - b. Elections shall be held at a CPC meeting with the assistance of BPS staff from the Office of Engagement. Nominations and the submission of candidate statements may take place within or outside of a CPC meeting, but voting shall take place at a CPC meeting. Candidates for an office may

nominate themselves or be nominated by another CPC representative. A CPC representative may run for more than one office in the same election, but they may not hold more than one office simultaneously.

- c. Nominations shall be solicited by the Board Development and Recruitment Committee. The notice to solicit nominations shall share the positions available for election as well as the time, date and location of the next meeting.
- d. Nominations can be submitted by email to the Diversity & Inclusion Co-Chair or any other Leadership Team member.
- e. The Board Development and Recruitment Committee shall serve as the nominations committee.
- f. Nominations must be made prior to the March meeting of the CPC each year, so the Board Development Committee has the opportunity to interview/communicate with the candidate.
- g. The Leadership Team shall represent the racial demographics of BPS students as closely as possible, recognizing that those demographics will change over time:
 - i. As long as fewer than 20% of BPS students are white, no more than 2 of the 7 members of the Leadership Team shall be white. In the event that this mandate cannot be met at the time of elections for any reason, there will be a vote for Temporary Leadership Team members to fill vacant seats. If one or more members of the Leadership Team have temporary status, each CPC meeting will start with the recognition that the Leadership Team is not reflective of the current demographic along with a request for volunteers to fill any temporary seats on a permanent basis. Furthermore, the Board and Development Committee will be tasked with recruiting to fill the temporary Co-Chair(s) with a permanent member.
 - ii. Any candidate for a Leadership Team Co-Chair shall self-identify his or her race and shall run accordingly. Any dispute over a candidate's self-identification may not take the form of a motion to strike the nomination but may be raised and discussed by CPC members in determining for which candidates the CPC representatives will vote.
- h. A Co-Chair must not be:
 - i. a. An employee within BPS central office, including the cabinet or executive level of BPS
 - ii. A member of the Boston Teachers Union
 - iii. A member of the Boston School Committee
 - iv. An employee of the Education department or division of the Mayor's Office.
- i. Candidates for a position shall have an opportunity to explain/communicate their positions and why they are running for office to the voting CPC members, before the meeting at which the voting is conducted.

- j. Candidates for a position do not need to be present at the time of voting but must have accepted their nomination prior to the vote.
 - k. Voting for each office shall be by secret ballot at a CPC meeting overseen by the BPS Office of Engagement. In the absence of the elected CPC representative being in attendance, the elected alternate representative may vote in place of the regular representative. In the absence of the elected CPC representative and the elected alternate representative, the elected CPC representative may appoint another parent/guardian from their school to vote (not in addition to the regular representative – *i.e.*, one vote per school). For each Co-Chair position, the winner/result shall be determined by a majority of the votes cast. If no candidate obtains a majority of votes on the first ballot, a runoff election will be held between the top two vote-getters. Each Co-Chair position shall be voted on separately, and a winner determined, before moving to the vote on the next position.
 - l. If, during their term, a Co-Chair who is a CPC representative is no longer a CPC representative, they shall continue holding their Co-Chair position, but will not be a voting member of the CPC except in the situation where they are designated an alternate representative for their school and authorized to vote.
- D. *Removal of Co-Chairs.* Co-Chairs may be removed from their leadership position by vote of the CPC. Proposals to remove a Co-Chair or Co-Chairs may be introduced in the same way that other CPC business is introduced. A two-thirds majority of the votes cast is required to remove a Co-Chair. If a Co-Chair is removed from a leadership position, the Leadership Team shall appoint a replacement by majority consensus of the 6 other Co-Chairs, which shall be ratified by the CPC representatives. If such ratification is rejected, the Leadership Team shall call for a special election to fill the vacant position.

ARTICLE V: Meetings

A. *Regular Meetings – Frequency, Agenda, Location and Access.*

- a. *Frequency.* The CPC shall meet at least monthly during the school year. The Leadership Team will determine meeting dates, times, and places for the year, and shall inform CPC representatives and the School Site Council Chairs at every BPS school of same.
- b. *Agenda.* The Facilitation Co-Chair shall prepare the agenda for CPC meetings, in consultation with the other members of the Leadership Team and in consideration of any items brought forth by the CPC membership in the previous meeting for discussion. The meeting agenda shall normally be made available to CPC representatives and posted on the CPC website at least one week before the meeting.
- c. *Location.* The location shall be determined in advance of the meetings and the CPC shall aim to rotate locations in order to increase access to different demographic, regional or grade-level representation. CPC members may request that a meeting take place at their school; however, they must obtain permission

from their School Parent Council and Administration prior to requesting a meeting in their space.

- d. *Access.* Every consideration must be made by the Diversity & Inclusion Co-Chair to provide support to individuals that may have barriers to access.
- B. *Leadership Team Meetings.* The Leadership Team shall hold regular monthly meetings to conduct business of the group in between CPC meetings, determine agenda for upcoming CPC meetings and follow up on projects and tasks assigned to respective members. This meeting does not need to be held in person, but meeting minutes must be drafted for approval by the Leadership Team and then posted on the CPC website. Any CPC member can attend and speak at Leadership Team meetings but may/will not have a vote.
- C. *Special Meetings.* The Facilitation Co-Chairs may call special meetings of the CPC. When a special meeting is called, the Facilitation Co-Chairs shall give as much notice as practical/possible to CPC members of the date, time, and place of the meeting, and of the business to be conducted at the meeting including sending out an agenda.
- D. *Quorum.* A quorum shall consist of twenty-five percent (25%) of all BPS schools with an elected CPC representative. A CPC representative or alternate representative from a school may be included in the calculation of the quorum. If the CPC representative and one (1) or more alternate representatives from the same school are present, they shall only count as one (1) representative for purposes of calculating the quorum. The Communications Co-Chair shall determine whether a quorum is present at the beginning of a CPC meeting. A representative or alternate representative is considered present, if they are either present in the room, or if they are present via electronic participation in a meeting (i.e., through a conference call or video conference). If no quorum is present, matters requiring a quorum may/will be postponed to later in the meeting (with the Communications Co-Chair advising as to whether a quorum has been reached during the meeting) or to a subsequent meeting. Once a quorum is present, matters requiring a quorum may be undertaken even if one or more CPC representatives leave during the meeting.
- E. *Conduct of Meetings.* The Facilitation Co-Chair or their designee shall lead CPC meetings, except on occasions when the Leadership Team decides otherwise. The Facilitation Co-Chairs, or anyone else leading a meeting, shall endeavor to adhere to any time limits on the agenda for each agenda item, to allocate time fairly for CPC representatives to speak (for instance, to impose and enforce time limits for each speaker), to begin and end meetings on time, and to follow and enforce any meeting norms (see Addendum I for description of CPC Norms) that have been approved by the CPC. It is the responsibility of all CPC representatives and members to help ensure that meetings are run in an efficient and timely way, including being concise when speaking, and to know and follow any meeting norms that have been approved by the CPC.
- F. *Open Meeting Law.* The Facilitation Co-Chairs shall ensure that the CPC follows such requirements of the Open Meeting Law, M.G.L. c. 30A §§ 18 – 25, as are applicable to the CPC. (See Addendum II for description of relevant Open Meeting Law guidelines.)

ARTICLE VI: CPC Business

- A. *Committees.* The CPC shall include six (6) standing committees to execute CPC work, in

addition to the Leadership Team. The standing committees shall include; Recruitment Committee, Marketing and Outreach Committee, Health and Wellness Committee, BPS Budget Analysis Committee, Legislation Committee, and Finance Committee. Sub-committees may be created at the discretion of any committee as needed to complete their work and will report to their respective committee.

- a. *Recruitment Committee.* There shall be a Recruitment Committee, whose members shall include at least the Diversity & Inclusion Co-Chair and two Assistant Diversity & Inclusion Co-Chairs. The Recruitment Committee shall be responsible for working to ensure that CPC has representation from each and every BPS school and will determine ways for the CPC to include the experiences, perspectives and voices of all communities to shape and guide the work of the CPC. The Recruitment Committee will also have a standing sub-committee dedicated to recruiting members to the Leadership team to ensure that the Leadership Team is a diverse group that represents the racial and other demographics of BPS students and who are dedicated to advocating for all BPS students across the district.
- b. *Marketing and Outreach Committee.* There shall be a Marketing and Outreach Committee, whose members shall include the Communications Co-Chair and at least two other members that may include other CPC Co-Chairs, representatives and members. The Marketing and Outreach Committee shall be responsible for maintaining all CPC social media accounts and for promoting all CPC initiatives.
- c. *Health and Wellness Committee.* There shall be a Health and Wellness Committee, whose members shall include the Administration Co-Chair and at least two other members that may include other CPC Co-Chairs, CPC representatives, or CPC members. The Committee shall review BPS policies regarding the Health and Wellness, inclusive of Social Emotional Wellness, of BPS students and provide timely communication with CPC members on Wellness initiatives.
- d. *BPS Budget Analysis Committee.* There shall be a BPS Budget Analysis Committee, whose members shall include the Finance Co-Chair and at least two other members that may include other CPC Co-Chairs, CPC representatives or CPC members. The Budget Analysis Committee shall be responsible for analyzing and providing oversight to the BPS annual budget and will provide timely communication to CPC members about the BPS budget.
- e. *Legislation Committee.* There shall be a Committee on Legislation, whose members shall include the Administration Co-Chair and at least two other members that may include other CPC Co-Chairs, CPC representatives or CPC members. The Committee shall review legislative BPS and CPC policies and Constitutional and Bylaw provisions to ensure efficient organizational procedures are created. The Committee shall also keep CPC members updated on local, state and federal legislation that impacts BPS students.
- f. *Finance Committee.* There shall be a Finance Committee, whose members shall include the Finance Co-Chair and at least two other members may include other CPC Co-Chairs, CPC representatives, or CPC members. The Finance Committee shall be responsible for monitoring and reporting on funds received or spent by

the CPC and arranging for the preparation and filing of any statements or forms required in order to maintain the CPC's legal entity and/or tax-exempt status. The Finance Committee will also be responsible for ensuring any audits occur as needed.

- B. *Other Committees.* The CPC may create other committees as the CPC approves. Membership of such committees will be determined by the CPC. Committees shall report to the Leadership team or at CPC meetings about their work. Committees may propose action to be taken by the CPC. The size, scope of work, and term shall be determined by CPC.
- C. *Reporting.* Committees shall report to the Leadership Team and the CPC about their work, at CPC meetings or by electronic or other communications. Committees may propose actions to be taken by the CPC. The size, scope of work, and term of any such committee shall be determined by the CPC.
- D. *Eligibility.* The members of any established committee shall be primarily composed of CPC members. Non-CPC members may be a part of a committee so long as the number of non-CPC members does not represent a majority of the committee.
- E. *Representing the CPC Externally.*
 - a. *Representing the CPC on BPS or other committees or groups.* The Communications Co-Chair in coordination with the other members of the Leadership Team shall seek out opportunities for CPC representatives to provide parent/guardian representation on committees, panels, task forces, or other groups outside the CPC where such representation will further the CPC's Purpose. All CPC representatives may seek out such opportunities as well, where such representation will further the CPC's Purpose and will collaborate closely with the Communications Co-Chair. As such opportunities arise, all CPC representatives shall be notified and given the chance to volunteer. An accurate listing of said committees and groups that have CPC representation will be posted on the CPC website.
 - b. *Making statements on behalf of the CPC.* This section concerns statements to the media, in a public forum, in publications, or in a similar manner.
 - i. Only the Facilitation Co-Chair and Communications Co-Chair, in coordination with one another, may speak or designate another Co-Chair or CPC member to speak on behalf of the CPC.
 - ii. The Facilitation Co-Chair, Communications Co-Chair, or speaker of their designation may only speak on behalf of the CPC as to policies or positions that the CPC has approved.
 - iii. The Communications Co-Chair shall record and maintain a list of policies or positions that have been approved by the CPC.
 - iv. The CPC may approve a policy or position in general terms and delegate to a CPC representative or committee the task of creating a specific statement that is true to the approved policy or position.
 - v. Any CPC representative may speak their own opinion publicly about a matter, and in so doing may advise that they are a CPC representative. In making such statements, the CPC representative shall make clear that they speak as an individual, not for the CPC.

- F. *New Business*. New business includes but is not limited to sharing information with the other CPC members, a report from a CPC committee to the CPC, a report from a CPC member sitting on an external committee, panel, task force, or other group to the CPC, a request for CPC input into an initiative or project, or proposals that the CPC take a particular action or adopt a policy position.
- a. CPC members may initiate new business by notifying a member or members of the Leadership Team.
 - b. The Leadership Team shall determine how each item of new business will be handled, including but not limited to placing the item on the agenda for a future CPC meeting; in the case of a report or sharing of information, communicating said report or information to all CPC representatives and requesting CPC members by electronic or other communication; or soliciting input from CPC representatives and requesting members about a question by electronic or other communication.
 - c. A vote of the CPC, at a meeting at which there is a quorum of CPC representatives, is required for the following matters: election of Co-Chairs, removal of Co-Chairs, and amendment of the Bylaws.
 - d. With respect to all other CPC business, including approval of minutes, administrative or ministerial matters, and proposals for CPC to take an action, approve a CPC policy, or adopt a position on an issue, the CPC shall engage in consensus-driven decision making. The Leadership Team shall use procedures and facilitation methods to support decision-making by consensus whenever possible, including procedures for decisions to be made at CPC meetings and outside of CPC meetings.
 - e. In order to support full discussion of issues, while ensuring that CPC meetings begin and end on time, the Leadership Team may encourage or facilitate discussion of CPC business among the CPC representatives and other CPC members outside of meeting time, by electronic communication or otherwise.

ARTICLE VII: General Provisions

- A. *Amendments to the Bylaws*. Amendments to these Bylaws may be proposed by any CPC member. Such proposals will be handled as described in Article VI, Section F. Amendments must be approved by a two-thirds majority cast at a CPC meeting at which a quorum is present.

ADDENDUM I: CPC Norms

- A. *Procedural Norms*
- a. Start and end meetings on time
 - b. Send agendas and materials in advance of meetings
 - c. Ensure ample discussion time for key issues
 - d. Respect the protocol that is agreed to

- e. Make non-voting decisions by simple majority/consensus building
- f. Anticipate time-sensitive issues and get them on the meeting calendar ahead of time
- B. Process Norms
 - a. Be honest
 - b. Respect all perspectives and positions
 - c. Ask for clarification
 - d. Every voice should be heard
 - e. Be an active participant
 - f. Watch your air time
 - g. Support the decisions that are made

ADDENDUM II: Relevant Open Meeting Law Guidelines

- A. If a meeting is to be recorded, this must be announced prior to the start of the meeting.
- B. A notice of at least 48-hours is required to an officer that is scheduled to be removed from the Leadership Team.
- C. Membership information must be kept private.
- D. All motions and votes need to be recorded with motions that pass and annotated in minutes.
- E. Records of Leadership Team meetings must be recorded and maintained.
- F. No secret ballots are permitted during an open session or officer meeting, with the exception of elections.
- G. Request of Leadership Team meeting minutes must be made available within 10 business days

ADDENDUM III: Complete School List

Adams Elementary	Burke High
Alighieri Montessori School	Carter School, The
Another Course to College	Clap Elementary School Community Academy
Baldwin Early Learning Pilot Academy	Channing, William E. Elementary
Bates Elementary	Charlestown High
Beethoven Elementary	Community Academy of Science & Health
Blackstone Elementary	Condon K-8
Boston Adult Technical Academy	Conley Elementary
Boston Arts Academy	Curley K-8
Boston Collaborative High School	Dearborn STEM Academy
Boston Community Leadership Academy	Dever Elementary
Boston Day/Evening Academy	Dudley Street Neighborhood Charter School
Boston Green Academy	East Boston EEC
Boston International Newcomers Academy	East Boston High
Boston Latin Academy	Edison K-8
Boston Latin School	Edwards Middle
Boston Teachers Union K-8 School	
Bradley Elementary	
Brighton High	

Eliot K-8
Ellis Elementary
Ellison-Parks EES
English High, The
Everett Elementary
Excel High
Fenway High
Frederick Middle
Gardner Pilot Academy
Greater Egleston High
Greenwood K-8
Grew Elementary
Guild Elementary
Hale Elementary
Haley Elementary
Harvard-Kent Elementary
Haynes Early Education Center
Henderson K-12 Inclusion
Hennigan K-8
Hernandez K-8
Higginson Elementary
Higginson-Lewis K-8
Holmes Innovation
Horace Mann
Hurley K-8
Irving Middle
Jackson-Mann K-8
Kennedy Academy for Health Careers 11-12
Kennedy Academy for Health Careers 9-10
Kennedy, John F. Elementary
Kennedy, Patrick J. Elementary
Kenny Elementary
Kilmer Upper (4-8)
Kilmer Lower (K-3)
King K-8
Lee Academy
Lee K-8
Lyndon K-8
Lyon High
Lyon K-8
Madison Park
Manning Elementary
Muniz Academy
Mason Elementary
Mather Elementary

Mattahunt Elementary
McCormack Middle
McKay K-8
McKinley Elementary
McKinley Middle
McKinley Prep
McKinley South End Academy
Mendell Elementary
Mildred Avenue K-8
Mission Hill K-8
Mozart Elementary
Murphy K-8
New Mission High
O'Bryant, John D. School of Mathematics & Science
O'Donnell Elementary
Ohrenberger School
Orchard Gardens K-8
Otis Elementary
Perkins Elementary
Perry K-8
Philbrick Elementary
Quincy Elementary
Quincy Upper School
Roosevelt K-8 (2-8)
Russell Elementary
Shaw Elementary
Snowden International School at Copley
Sumner Elementary
Taylor Elementary
TechBoston Academy
Timilty, James P. Middle
Tobin K-8
Trotter K-8 School
Tynan Elementary
Umana Academy
UP Academy Boston
UP Academy Dorchester
UP Academy Holland
Urban Science Academy
Warren-Prescott K-8
West Roxbury Academy
West Zone ELC
Winship Elementary
Winthrop Elementary
Young Achievers Science & Math K-8
