



COMMUNITY EDUCATION COUNCIL DISTRICT 8 BYLAWS

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(Signature)

(Date)

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(Recording Secretary)

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(Date)

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Section 1. Name

The name of the Council shall be **Community Education Council District 8.**

These laws shall be the governing instrument of the Council, subject only to applicable provisions of law, policy and regulations.

Section 2. Authority

The Council shall have the powers and duties set forth in NYS Education Law, Art. 52-A, Section §2590-d and Section §2590-e and implementing regulations.

These powers and duties shall include but are not limited to the following:

- Hold at least one meeting per month with the superintendent (72-hour notice required), open to the public, where the public may discuss the current state of the schools in the district.
- Provide input to the Chancellor and the Panel for Educational Policy on district concerns.
- Participates in training and continuing education programs on an annual basis during the council term.
- Reports monthly on their meeting attendance, participation in committees/activities, school visits, and votes on major issues before the council.
- Review the district's educational programs and assess their effect on student achievement.
- Holds public hearings on the district's capital needs and submit a plan to the Chancellor.
- Approve zoning lines as submitted by the superintendent.
- Submit an annual evaluation of the superintendent to the Chancellor.
- Consult on the selection of the community superintendent following the process laid out in Chancellor's Regs C-37
- Consult on the selection of a **new parent coordinator** (based on geographic location). This consultation provides CEC members with an opportunity to meet with the final candidate or candidates the school principal is considering to be able to provide feedback to the principal prior to the selection being made (the principal has the final hiring decision).
- Holds a Town Hall with the Chancellor.
- CEC School liaisons perform **scheduled visits** to collect data and to promote collaboration, understanding and partnership with families and the community.
- **Serve as liaisons to School Leadership Teams**

ARTICLE II – OFFICERS AND ELECTIONS

Section 1. Officers

The Officers of the Council shall be:

- President
- [First] Vice-President
- [Second] Vice-President
- Recording Secretary

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- Treasurer

No member may hold more than one office at a time.

Section 2. Elections

Officers shall be elected by roll call vote, by the majority [7] of the whole number of members [12], at the **[Annual meeting]**, for **[a period of one year]** or shall serve until **any other elected officer has been elected for the current year in accordance with the Duties of Officers and Representatives. Pursuant to Article III, Section 3.**

At the beginning of any new Education Council **2 year** term, in the event that **no previous elected officer** is re-elected or re-appointed to the Council, the Administrative Assistant to the Council (or a Department of Education representative) shall convene the first meeting of the Council by (i) executing the notice of meeting pursuant to Article III, Section 1; (ii) calling the meeting to order; and (iii) conducting an election from among the council members for a **chair pro-tem**, **who will then begin the process of electing officers. (Reference CCEC guidelines for Annual Election Script.**

Section 3. Duties of Officers and Representatives

3.1 President

The President shall be the Chief Executive Officer of the Council. The President shall call and preside at all meetings, execute all documents on behalf of the Council and exercise all other powers and perform all other duties pertaining to the office of President.

Other responsibilities shall include but are not limited to; attending and reporting to the membership on;

- a. Chancellor's Presidents Monthly Meeting
- b. DLT Monthly Meeting
- c. CCEC Professional Development
- d. Committee Meetings, and
- e. Other Meetings as needed.

The President shall have a vote upon all questions before the Council and shall have the right to take part in the debate on any question under consideration. The President shall be an *ex-officio* member of all committees. The President shall supervise the Administrative Assistant to the Council on its behalf. The President shall approve all member reimbursement requests except his/her own, which shall be approved by the Treasurer.

3.2 First Vice-President

The First Vice-President shall exercise the powers and perform the duties of the President in his/her absence, and discharge such functions as may be assigned to her/him by the President or by duly adopted **Council resolution**.

3.3 Second Vice-President

The Second Vice-President shall *exercise the powers and perform the duties of the First Vice-President in his/her absence*, and discharge such functions as may be assigned to her/him by the President or by duly adopted *Council resolution*.

3.4 Recording Secretary

The Recording Secretary shall, in conjunction with the President, supervise the Administrative Assistant in the taking and keeping of meeting attendance, minutes, and the voting record on all motions and resolutions; read each resolution on the agenda of a calendar meeting; sign all approved minutes, and ensure appropriate record-keeping by the Council, including compliance with the Open Meetings Law and Freedom of Information Law. In the absence of the Administrative Assistant, the Recording Secretary shall be responsible for taking minutes. The Recording Secretary shall also discharge such functions as may be assigned to him/her by the President or by duly adopted Council resolution.

3.5 Treasurer

The Treasurer shall be responsible for working with the Administrative Assistant and designated Department of Education (DOE) staff to ensure that business transactions and member-reimbursement requests are properly documented and follow DOE Standard Operating Procedures. The Treasurer shall sign the President's reimbursement requests; supervise the Administrative Assistant in preparing budgets and regular financial reports, and shall present the same to the Council for approval. The Treasurer shall also discharge such functions as may be assigned to him/her by the President or by duly adopted Council resolution.

3.6 IEP Representative

The **IEP Representative** is expected to attend at least one public meeting per month to discuss the state of schools and hear from the public, whenever possible, attend meetings of the Citywide Council on Special Education (CCSE) or the District 75 Council to stay informed on broader citywide issues, completes DOE-sponsored training sessions each term to remain current on the powers and duties defined by New York State Education Law, serves as a liaison to School Leadership Teams (SLTs), offering assistance and ensuring that special education needs are reflected in school-level planning.

The **IEP Representative** on a Community Education Council (CEC) advocates for the interests of families with children receiving special education services within that district. Their primary goal is to ensure these families have a dedicated voice in district leadership and policy discussions.

He or She may;

- serves as a primary point of contact for families of students with IEPs who need support or wish to raise concerns about special education services,
- keep families informed about upcoming Public Hearings, Town Halls, and meetings relevant to special education,
- provides feedback and recommendations to the Community District Superintendent and the Chancellor regarding the effectiveness of district educational programs for students with disabilities.
- ensures that information about new DOE initiatives or district-wide changes is effectively communicated to the special education community.

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- participates in the CEC's mandated annual evaluation of the district superintendent, specifically providing perspective on how well the district is serving the special education population,
- serves as the Chair or is one of the Co-Chairs of the IEP Committee,
- advise the council and the Chancellor on educational and instructional policies that specifically impact students with disabilities, and
- whenever possible, distributes information regarding DOE and district initiatives that may affect students with IEPs.

3.7 ELL Representative

The ***ELL Representative*** shall attend at least one public meeting per month with the superintendent to discuss district-wide issues, complete at least two DOE-sponsored training sessions per term to stay current on legal mandates and city regulations, serves as a formal liaison to School Leadership Teams (SLTs) to maintain open communication with the community, files monthly performance reports and yearly financial disclosures as required of all public officials on education councils, and votes on critical district matters, such as approving school zoning lines and prioritizing capital improvement needs.

The primary role of the ***ELL Representative*** on a Community Education Council (CEC) is to ensure that the needs and concerns of ***English Language Learners (ELLs)*** and their families are prioritized in district-level decision-making. ELL Representatives serves as a critical advocate for students whose home language is not English and who are enrolled in programs like Dual Language, Transitional Bilingual Education, or English as a New Language (ENL).

He or She may;

- act as the primary point of contact for families of current or former ELL students to help them navigate NYC Public Schools and resolve concerns that cannot be settled at the school level,
- collaborate with the district superintendent to review and evaluate the effectiveness of ELL Programs and their impact on student achievement,
- advise the Chancellor and the Panel for Educational Policy (PEP) on any instructional policies that specifically affect the ELL community.
- ensure that monthly public meetings serve as a space where the ELL community can learn about initiatives and share their feedback,
- whenever possible, attend and report back to membership on Citywide Council on English Language Learners (CCELL).

3.8 District 75 Representative

The ***District 75 Representative*** shall attend the monthly public meeting of the CEC and, whenever possible, attend the CCD75 or Citywide Council on Special Education (CCSE) meetings to maintain a strong knowledge network, regularly visit District 75 programs and schools within the district to understand the "on-the-ground" challenges students and staff face, act as a formal liaison to School Leadership Teams (SLTs) in schools with D75 programs, offering assistance and ensuring alignment with district goals., and functions as the primary point of contact for families needing help navigating special education resources or resolving school-level problems.

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The ***CEC District 75 Representative*** serves as a vital link between District 75 families—who have students with significant challenges such as autism or severe cognitive delays—and the broader Community Education Council. Their primary goal is to ensure the specific needs of these highly specialized programs are represented in local district leadership.

He or She;

- builds relationships and functions as a bridge between District 75 programs and the district or high schools they are co-located with.
- keeps families informed about public hearings and monthly CEC meetings where they can voice issues regarding special services.
- connects with the Citywide Council for District 75 (CCD75) to stay updated on citywide special education issues to distribute the information to local families.
- participates in the CEC's work of the district's capital plan to ensure that school accessibility remains a priority, and
- provides a voice for D75 families when the Department of Education (DOE) develops proposals for co-locations, school closings, or grade expansions that involve D75 sites.

3.9 Borough President Appointee

The Borough President shall appoint two (2) members to the Community Education Council in accordance with applicable New York State Education Law and New York City Public Schools policies.

He or She;

- shall serve a two-year term concurrent with the term of elected Council members.
- need not be parents of students attending New York City Public Schools but must satisfy the eligibility requirements established by law and applicable regulations.
- shall possess the same rights, responsibilities, and voting privileges as other Council members unless otherwise provided by law.
- shall participate in Council meetings, committee work, public hearings, and other official Council activities.
- shall review and provide recommendations regarding district educational policies, programs, school utilization and zoning proposals, and other matters within the statutory authority of the Community Education Council.
- shall participate in the annual evaluation of the Community Superintendent and other responsibilities assigned to the Council under New York State Education Law and applicable Chancellor's Regulations.
- shall serve as advocates for students, families, and the broader District community while promoting collaboration among schools, families, community stakeholders, and New York City Public Schools.
- will provide updates from Borough President to constituency and will work with youth and education committees from district relevant Community Board.

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Section 4. Vacancies in an Office

An officer who wishes to resign from her/his office must notify the President in writing (or, if the officer resigning is the President, the First Vice-President), who must notify the other Council members within **3 business days**.

A vacancy in an office shall be filled for the unexpired term by special election at the next regularly scheduled calendar meeting of the Council. Notice of the vacancy and election to be held shall be included in the notice of meeting. If, in the filling of any vacancy, another office is vacated, that office shall be filled immediately, by special election held at the same meeting.

Section 5. Removal of Officers

An officer may be removed from her/his position by a majority vote [7] of the whole number of members of the Council [12] for any reason, at a regular or special calendar meeting, provided that the officer has been given the opportunity to address the Council at such meeting prior to any vote being taken. Notice of the vote to remove such officer shall be included in the notice of meeting and agenda.

ARTICLE III – MEETINGS

Section 1. Notice & Public Access

All meetings shall be open to the public except where otherwise permitted by law.

Public notice shall be given to the community at least 72 hours prior to all meetings, through local news media and conspicuously posted in one or more designated public places, as provided by the Open Meetings Law (NYS Public Officers Law, Art. 7, Sect. 100-111). The Open Meetings Law requires that public business be performed in an open and public manner, which the community be fully aware of and able to observe the performance of public officials and attend and listen to their deliberations and decisions.

In addition, notice of all meetings shall be given in writing (in English and other languages, as appropriate) in a form suitable for mass reproduction, to the President of every Parent Association/Parent Teacher Association, the Presidents' Council, heads of schools and parent coordinators to post conspicuously in schools, and to other interested persons and organizations who express a desire to receive meeting notices. **(e.g., including electronic distribution to public distribution outlets).**

All meetings shall be held in facilities that meet the ADA accessibility requirements.

The council is authorized to conduct hybrid meeting in accordance with the Open Meeting Law, and may allow members who experience an extraordinary circumstance (Symptoms of illness, work emergencies, COVID-19, family or personal emergencies, ineligibility to attend in person meeting due to public policy, or other specific individual circumstances that have been approved by the council) to attend meetings by videoconference: (i) as long as a quorum of [7] members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022.

Section 2. Member Attendance at Meetings

It is the responsibility of each Council member to attend all regularly scheduled calendar and working/business meetings of the Council.

Except in an emergency, members shall notify the President and the Administrative Assistant at least [72 hours] prior to the scheduled meeting time of their intent to be absent. However, such notification shall not in and of itself constitute an excused absence.

Any Council member who fails to attend three regularly scheduled calendar meetings of the Council without a valid excuse, tendered in writing to the President and the Administrative Assistant, vacates his/her office by refusal to serve (NYS Ed. Law § 2590-c). Absences shall be noted as “excused” or “unexcused,” as the case may be, in the meeting minutes, and any written excuse tendered shall be attached.

After the third unexcused absence, the President shall, at the next calendar meeting, present a resolution declaring a vacancy to the Chancellor. Notwithstanding the provisions of Article IV, Section 3.2, such resolution shall be voted upon at the same meeting without public comment thereon.

As provided in Chancellor’s Regulations [D-140/150/160/170], the following shall constitute valid excuses for absence: death of a relative or attendance at a relative’s funeral; serious illness or injury of the member or family member; mandatory court attendance including jury duty; military duty; and job-related conflict which makes absence from a Council meeting unavoidable.

If the Council deems it appropriate, other absences may be excused by vote of the Council. The Council reserves the right to request documentary evidence of a member’s excused absences. **The members should tender their excuse to the President and the Administrative Assistant no later than 72 hours prior to the next Calendar Meeting for consideration of an excused absence to be voted upon by the Council.**

When conducting meetings in a hybrid format the following requirements must be fulfilled.

- 1. A quorum of members [7] must be in-person, at a location where the public can attend.**
- 2. Members who participate remotely do not need to give the public access to the location from which they are participating. But they must be identified, visible and heard (except for executive sessions) while the meeting is being conducted, and the minutes must identify which members participated remotely.**
- 3. Council members must be physically present at the meeting unless unable due to “extraordinary circumstances.” These include disability, illness, caregiving responsibilities, “or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.” The expectation is that council members will meet in person; members’ remote participation is allowed only under certain circumstances, and only if quorum is met in-person [7].**

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4. All council members are required to attend meetings in person unless experiencing “extraordinary circumstances.” as referenced in Article III, Section 1.
5. Council members experiencing “extraordinary circumstances” may attend meetings virtually; however, members may not exceed more than 2 consecutive meetings without the approval of the Council.

Section 3. Annual Meeting

The Annual Meeting of the Council shall be held at the **District 8 Office located in Zerega Avenue on the Second Wednesday in July**, or on another date as decided by vote of the Council.

At the Annual Meeting, the only business considered shall be the election of officers for the ensuing year.

Section 4. Calendar Meetings

The Council shall hold Calendar meetings at least one a month at which formal decisions and resolutions will be considered and discussed and where the public will have the opportunity to address the Council. Certain matters may be voted on in the Calendar meeting as necessary and approved by the Council in advance. These voting items will be made available to the public in advance of the meeting pursuant to Article III., Section 1.

Calendar meetings shall be held on the **[Second Wednesday] of each month at [6:00 pm] starting in July**. In the event that said date falls on a legal or school holiday, the Council shall schedule the meeting on the following Wednesday provided it falls within the same calendar month and the meeting is notified in compliance with Article III, Section 1.

These meetings shall be held in schools throughout the district that meet the ADA accessibility requirements.

Section 5. Business/Working Meetings

A **Business/Working** meeting shall be held preceding the Calendar Meeting on the same evening. **Business/Working Meetings** will allow the Council to ask questions, fully discuss and provide meaningful feedback on action items, and prepare for voting. No public comment will be taken during the **Business/Working meeting**.

In the event of unfinished business the Council may vote to discuss and/or vote in the following Calendar Meeting. The Council may also vote to schedule an additional Business meeting pursuant to Article III., Section 1.

Section 6. Special Meetings

Special meetings, either business/working or calendar, may be held at the call of the President and must be held upon the written request of 3 members of the Council to the President.

Special meetings held at the request of three or more Council members must be held no later than two weeks after receipt of the written request by the President.

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The President shall ensure that written notice is given to each member of the Council, and that public notice is disseminated as provided for in Article III, Section 1. The notice shall state the matter(s) to be considered at the meeting; no other matters may be brought forth except with the consent of all members present.

Section 7. Executive Sessions

Executive Sessions shall be held as needed to discuss matters that by law are permitted to be discussed in a confidential session closed to the public. Decisions shall be made by a vote of the majority [7] of the whole number [12] of Council members, and shall be ratified at a calendar meeting by duly recorded roll call vote.

Executive Sessions may be called to deal only with matters enumerated in the Open Meetings Law, Section 105, including but not limited to:

- Matters of individual privacy: medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person.
- Information relating to current or future investigation of criminal offenses which will imperil effective law enforcement if disclosed.
- Discussions regarding proposed, pending or current litigation.

Attendance at an executive session shall be permitted to all members of the Council and any other person(s) authorized by the President or by a vote of the Council.

An Executive Session may be convened only by motion made during a business/working or calendar meeting. Such motion shall identify general areas to be considered during the Executive Session and must pass by a vote of the majority [7] of the whole number [12] of Council members.

ARTICLE IV – CONDUCT OF BUSINESS AT MEETINGS

Section 1. Agendas

1.1 Calendar Meetings

Each notice of a calendar meeting shall state the topic(s) to be considered and be accompanied by the text of any resolutions proposed for adoption by the Council.

Resolutions may be placed on the agenda by:

- a vote of the majority [7] of the whole number [12] of Council members, taken during a business/working meeting; or
- 3 members of the Council who shall have submitted such item to the President and the Administrative Assistant at least [5] days before the calendar meeting; or
- a member of the Council at any time provided that (i) he/she shall have delivered a copy thereof to the President and the Administrative Assistant before the start of the calendar meeting; (ii) such addition is consented to by a vote of the majority [7] of the whole number [12] of Council members, and (iii) copies thereof are distributed to each council member prior to the call to order.

NOTE: A mechanism for developing the calendar meeting agenda should be added.

1.2 Business/Working Meetings

The agenda for each business/working meeting shall be developed by the President. Members of the Council shall have the opportunity to place an item on the agenda by notifying the President in writing **[72 hours]** before the meeting, and to raise issues for consideration under New Business.

Section 2. Order of Business at Calendar Meetings

The order of business at any calendar meeting, except when otherwise prescribed by the President, shall be as follows:

- 1- Call to Order
- 2- Roll Call
- 3- Pledge
- 4- Resolutions
- 5- Presentations
- 6- Council Members Reports
- 7- Superintendent Report
- 8- Public Comment
- 9- Adjournment

The regular order of business may, at any time, be changed by a vote of a majority [7] of the whole number [12] of the Council.

The public shall have the opportunity to comment on resolutions on the agenda prior to Council vote by signing the Speakers' List. In addition, the Public Speakers Session shall be conducted without agenda or other formalities, subject to the Council's prerogative to require speakers to have signed the Speakers' List and to manage time.

Speaking time is limited to three minutes per person, including questions and answers. The time may be extended at the discretion of the Chair, and may be limited if necessary to allow all persons who have signed the Speakers' List to speak. Discussion and charges relating to the competence or personal conduct of individuals will be ruled out of order. A speaker who is ruled out of order forfeits the balance of his/her time and will be directed to leave the microphone; the Chair may take appropriate measures to enforce the ruling.

After each council meeting the council shall leave the rooms and facilities as tidy as they would wish to find them.

Section 3. Quorum and Majority

Pursuant to the General Construction Law, § 41, the majority of the whole number of voting members of the Council must be present to constitute a quorum regardless of the number of vacancies that exist on the Council. The Council has 12 voting members; therefore, no fewer than 7 members must be present to constitute a quorum and no fewer than 7 votes are needed to carry any motion or adopt any resolution.

3.1 Quorum

If a quorum is not present at the time set for the meeting, the members present shall wait for fifteen (15) minutes to allow additional members to arrive. If a quorum is still not

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established, the Council may, by majority vote of the members present, table all action items requiring a vote and proceed with non-voting portions of the agenda, including Council Member Reports, State of the District report, presentations, committee reports, and Public Comment, as applicable. Upon completion of the non-voting agenda items, the meeting shall be adjourned to a future date at which voting business may be conducted upon the establishment of a quorum.

Notice of outstanding agenda items shall be given forthwith to all Council members, and to the public as provided for in Article III, Section 1.

3.2 Official Actions

Official actions of the Council may be by motion or resolution, duly adopted by a vote of the majority [7] of the whole number [12] of the Council.

The Council shall solicit public comment on resolutions whenever feasible. Resolutions shall be voted upon only at regularly scheduled or special calendar meetings. The resolution shall be included in the notice of meeting, and the draft text attached if available. If a resolution is added to the agenda pursuant to Art. IV, Section 1, the text shall be made available to the public at the meeting where the resolution is to be voted upon.

There shall be no proxy or absentee voting, or polling by phone or e-mail.

Section 4. Minutes

The minutes of all meetings shall be a matter of public record and shall be available for inspection at the Council's office.

Minutes of calendar meetings shall be created in electronic format, and shall be available in draft form upon request within two weeks following a meeting. The minutes of calendar meetings shall report the resolutions acted upon and the votes of individual members.

Audio recordings of meetings shall not constitute minutes.

ARTICLE V - COMMITTEES

The Council may create committees. The process for creation of a committee is as follows:

- **At a meeting enumerated in Article III, if a motion to form a committee is made with support from at least four Council members, the committee shall be deemed formed, with the member bringing the motion deemed as Committee Chair pro-tem, unless a more permanent Committee Chair or Co-Chairs are appointed at the meeting instead.**
- **A Committee Chair or Co-Chairs shall be Council members.**
- **A Committee Chair or Co-Chairs shall be appointed and removed via announcement by the President at a meeting enumerated in Article III and shall serve until the appointing President's term expires.**
- **Membership in committees may be open to persons who are not members of the Council, and a Committee Chair shall appoint and remove such persons, as well as Council members, to the committee via announcement at a meeting enumerated in Article III.**

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- The President shall serve as an ex officio member of all standing and ad hoc committees. As an ex officio member, the President may attend, participate in discussion, make motions, and vote on all committee matters.
- A Committee Chair or Co-Chairs may appoint and remove a Committee Vice Chair via announcement at a meeting enumerated in Article III, and the Committee Vice Chair shall exercise the powers and perform the duties of the Committee Chair in his/her absence.
- The Council may veto the appointment or removal of any Committee Chair or Co-Chairs, Committee Vice Chair by vote of the majority [7] of the whole number [12] of the Council.
- It shall be the responsibility of a Committee Chair or Co-Chairs to schedule meetings, notify committee members and the public of all meetings, be the Presiding Officer that calls and presides over committee meetings, maintain accurate records of all activities and report monthly to the Council.
- Each committee shall operate under the Open Meetings Law, these bylaws and Robert's Rules of Order Newly Revised, and all committee recommendations shall be subject to approval by the Council. (Committees and subcommittees that are advisory only and include members of the public are not considered public bodies subject to OML; they may meet remotely).

Section 1. Standing Committees

1.1 Bylaws Committee

This committee is responsible for maintaining, reviewing, amending, and discussing changes to the council's bylaws.

This committee is made up of at least 3 council members inclusive of the Chair or Co-Chairs who is appointed by the President and includes members of the public who are willing and able to perform the following duties:

- **Set up, Coordinate and Plan Meetings of committee:** Create a Zoom Link, create flyers and promote meetings to ensure community participation.
- **Review proposed changes:** Review proposed amendments to the bylaws and make recommendations to the council.
- **Ensure compliance:** Ensure that the bylaws are accurate and conform to the law.
- **Provide updates:** Keep council members informed about the bylaws, including proposed amendments.

1.2 Legislative Committee

1.3 IEP Committee

1.4 Transportation Committee

1.5 Outreach, Logistics, & Technology Committee

1.6 School Utilization, Construction and DFS Committee

This committee is made up of at least 3 council members inclusive of the Chair or Co-Chairs who will be appointed by the President and includes members of the public who are willing and able to perform the following duties:

This committee will be responsible of:

- Reviewing proposed school utilization plans, capital improvement projects, and facility-related initiatives impacting District schools.
- Gathering and considering input from families, school communities, and stakeholders regarding school facilities and space utilization.
- Monitoring district facility needs, including overcrowding, enrollment trends, accessibility, and building conditions.
- Research and analyzing available information to support informed recommendations to the full Council.
- Advising the full Council on matters relating to school utilization, construction, rezoning, and capital planning within the Council's statutory advisory authority.
- Encourage collaboration with NYC Public Schools, the School Construction Authority, elected officials, and community partners on facility-related matters.
- Report committee findings and recommendations to the full Community Education Council for discussion and appropriate action.

1.7 Superintendent's Evaluation Committee

This committee is made up of at least 3 council members inclusive of the Chair or Co-Chairs who will be appointed by the President and includes members of D8 Presidents Council, DPAC and the public at large who are willing and able to perform the following duties:

- meets with the Superintendent early in the school year to discuss the Council's expectations and establish a mutually understood framework for the year's priorities, goals, and performance measures;
- develops a tracking tool or evaluation matrix aligned with those agreed-upon goals, allowing the Council to document progress, accomplishments, and noteworthy initiatives throughout the school year;
- meets periodically—perhaps three times between September and early May—to review progress, gather supporting information, and prepare updates for the Council.
- assists with organizing information, monitoring progress throughout the year, and preparing recommendations for the full Council's review and consideration; and,
- presents a draft evaluation to the full Council in late May or early June, providing ample time for discussion, revisions, and approval well in advance of the June 30 submission deadline.

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Section 2. Ad-Hoc Committees:

The Council may recommend the formation of an Ad-Hoc by vote of the majority [7] of the whole number [12] of the Council. These committees will cease to function once the task or issue has been addressed.

The creation and dissolution of the committee must be recorded in the minutes of the Council.

2.1 Appointment of an AA/Hiring Committee

- The Council shall form a hiring committee by vote of the majority [7] of the whole number [12] of the Council to review resumes, conduct interviews, and recommend a pool of up to three candidates to the council.
- This committee is made up of at least 3 council members inclusive of the Chair or Co-Chairs who is appointed by the President until the Council votes on a prospective hire.

ARTICLE VI – PARENT ASSOCIATIONS & COMMUNITY INVOLVEMENT

All Community Initiated Issues shall be made via this Intake Form:
<https://docs.google.com/forms/d/e/1FAIpQLSdomiRkJLsREL-LOORotul7f1IXmpAfxiY2nAhu1fliUeTmHQ/viewform>

Section 1. Parent Associations

The Council is in active partnership with parents in our schools. Pursuant to NYS Ed. Law § 2590-d, the Council takes note that there shall be a Parent Association (PA) or Parent Teacher Association (PTA) in each school, and that the Council, the community superintendent, and the principal of each school shall have regular communication with all PAs/PTAs.

The Council shall meet quarterly with the duly elected officers of PA/PTAs in the district; this requirement may be satisfied by meetings held jointly with the Presidents' Council for district [8].

Section 2. Parent or Parent Organization *[The wording on this section was previously adopted by prior CEC8 councilmembers on May 14, 2019]*

For Parent Initiated Complaints:

- Every CEC member is mandated to notify the entire CEC via group email, group text or conference call of any direct complaint and relevant communication that we receive from a parent or parent organization so that we are all aware of what is going on and can take action together.
- A PA president, SLT member or parent may lodge a complaint or communicate with the CEC in several ways.
- He or she may verbally but preferably lodge a written complaint or communication with the CEC liaison to that school who will in turn notify the entire CEC via email, group text or conference call.
- He or she may lodge a verbal or written complaint or communication with the Family Leadership Coordinator or the Parent Support Liaison who will then notify our Administrative Assistant who will notify us.

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- He or she may lodge a verbal or written complaint or communication with the **District 8 President's Council President or Co-Presidents and District 8 Title I Parent Advisory Council** who will notify us. The **District 8 President's Council President or Co-Presidents and District 8 Title I Parent Advisory Councils** may notify us directly or notify the Family Leadership Coordinator or the Parent Support Liaison who will notify our Administrative Assistant who will notify us.
- He or she may directly lodge a complaint or communicate with us through our Administrative Assistant who will notify us or through our General advocacy form on our website.
- When the Family Leadership Coordinator and the Parent Support Liaison receives a complaint\communication\suggestion for the CEC concerning CEC matters, he or she must notify our Administrative Assistant who will notify us of any complaints and communications they receive or notify us as a group directly instead of just speaking to one of us.

The idea is that:

- a. We, as a group, should always be aware of every complaint and relevant communication directed at the CEC and it's never just on one member's shoulder to solve a problem.
- b. That communications are immortalized for continuity, the provision of a clear record of actions taken, the ability to measure impact and the ability to assess what consequent actions may be needed.

On Possible Conflicts of Interest as a CEC Member and the Member of another Parent Organization

- If a CEC member is also the member or leader of another parent organization, he or she may not represent the CEC and that other organization at the same time at the same meeting. If both the CEC and that other organization need representatives at that meeting, the CEC must appoint a representative for that meeting that is not affiliated with that other parent organization.
- If a CEC member is also the member or leader of another parent organization, he or she may not speak nor enter into contracts/agreements on behalf of the CEC at meetings. He or she may speak as herself or himself at that meeting, but anything that requires the engagement of the entire CEC must be brought back to the CEC in the form of a report. Following the report of that member, the CEC will discuss, pass a resolution and take action. That resolution and/or action may be reported back to that other organization - so that the CEC member acts more like a liaison and a facilitator than the spokesperson of the CEC.

Section 3. Superintendent Evaluation

The Council shall seek public comment on the goals and objectives and performance indicators adopted for the annual evaluation of the community superintendent. The discussion of the evaluation should be done in an Executive Session.

ARTICLE VII – VACANCIES ON THE COUNCIL

In the event a Council member other than the District 75 member resigns, is removed or becomes ineligible to serve, the Council shall appoint a successor to fill the unexpired term within 60 days.

The Council shall solicit recommendations for applicants to fill the vacancy by a Notice of Vacancy, which shall be disseminated as provided in Article III, Section 1. The notice shall state a deadline for submitting applications.

The Council shall interview candidates to fill vacant position(s) in a Special Meeting called for the sole purpose of conducting interviews. The Council shall request the presence and participation during the interview process of the Presidents' Council and members of the community. The Council shall request that they submit any recommendations in writing following the close of interviews.

An appointment to fill a vacancy on the Council shall be by roll call vote at any council meeting following the interviews.

ARTICLE VIII – AMENDMENT OF BYLAWS

These bylaws may be amended at any regularly scheduled calendar meeting of the Council by a vote of the majority [7] of the whole number [12] of the Council, provided the amendment or revised draft, as appropriate, has been presented in writing to the public at the previous calendar meeting. Adoption of the amendment/revised draft shall be by motion or resolution included in the notice of meeting. Amendments are effective immediately unless otherwise stated in the motion/resolution.

ARTICLE IX – PARLIAMENTARY AUTHORITY AND COMPLIANCE

These bylaws shall be the governing instrument of the Council, subject only to applicable laws and regulations.

All procedural questions not covered by these bylaws shall be governed by Roberts Rules of Order Newly Revised to the extent they are not inconsistent with applicable laws, regulations, or these bylaws.

The Council may appoint one of its members to serve as a Parliamentarian, to advise the Council on matters of procedure and matters pertaining to these bylaws.

In the event any provision of these bylaws conflicts with applicable laws, regulations or NYC DOE policy, the latter shall be deemed controlling. All other provisions shall remain in full force and effect.

ARTICLE X- CODE OF CONDUCT

Section 1. Communications Protocol

- All official communications shall be sent through the Council's DOE-issued email address.
- Both the Administrative Assistant and the President shall have access to the account.

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- The Administrative Assistant and the President shall inform all other council members promptly of any official notices and matters pertaining to Council business.
- Members shall communicate clearly with the school ahead of time to set official visit schedules and reduce anxiety in a timely manner.
- Visits shall be arranged ahead of time through the Council's Administrative Assistant. In the absence of a Council's AA, the Members should contact the District Superintendent Office (Family Leadership Coordinator) for support as per guidance provided by FACE.

NYC DOE CODE OF CONDUCT

It is important for every member of CEC **District 8** to understand that each Council member represents the Council when conducting the Council's business; therefore, a Code of Conduct has been implemented. The code of conduct is intended to give Council Members a formatted guideline within a limited set of rules. Violation of this code will be met with disciplinary action, as outlined, not excluding recommendation from the Council for removal of the offending member of the Council by the Chancellor if the conduct rises to the standards outlined in [NYS Education Law § 2590-L\(ii\)\(b\)](#).

1. Unless otherwise specified, the format for the meetings of the CEC **District 8** shall be as follows: only the person presiding/chairing the meeting has the authority to yield the floor to a member of the Council or a guest. Each member who has the floor may speak uninterrupted for one and a half minutes. All members of the Council shall respect the member of the Council, or guest, who has the floor. All other procedural details not specifically mentioned in the CEC **District 8** bylaws, shall be deferred to the Robert's Rules of Order.

CODE OF CONDUCT:

1. Council members shall not engage in fights or physically/verbally aggressive behavior. Any transgressions from any member of the Council against another member of the Council, the Administrative Assistant, parent, guests, or any other individual shall not be tolerated. Such conduct is grounds for suspension and possible recommendation for expulsion to the Chancellor.
2. Council members are subject to the provisions of [Chancellor's Regulation D-210](#) and shall not engage in any conduct that could be deemed harassment or discrimination of any kind. All alleged violations of Chancellor's regulation D-210 shall be referred to the Equity Compliance Officer (ECO) and reviewed in the manner prescribed by the regulation.
3. Council members shall not engage in dishonest behavior of any form. Such conduct, if proven, is grounds for suspension and possible expulsion in a roll call vote of seven and ratification by the Chancellor.
4. Council members should adhere to the confidentiality of information shared as part of their role in the Council.
5. Council members will follow the [DOE Division of Human Resource Rules and Regulations Governing Non-Pedagogical Administrative Employees](#) as a guide

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provided by the Office of Support Services. Council members must be respectful, show no malice, indifference or behave in a threatening manner towards the Council's Administrative Assistant.

6. Council members shall undertake and participate in all training and professional development as required. Participating in anti-harassment and anti-bias training is recommended regarding Chancellor's Regulation D-210.
7. Council members shall submit all reports in a timely manner. All reports, i.e.; member reimbursements, member individual performance reports, school visit reports and committee reports should not be worked on, or completed, during any of the Council meetings.
8. Council members shall respect the Council and the public's time with regard to planning and participating in meetings, while understanding that emergencies may occur.
9. Council members shall be mindful of others in the school buildings, especially when classes and after school programs are in session as well as respect school property, school staff, and the property of others.
10. All official correspondence representing and on behalf of this Council should be on the council's official letterhead and submitted via the council's official email outlook account.
11. Members shall not use their official Council position to resolve personal disputes of school matters on behalf of their own children and/or the children of their friends and family. Members shall only follow protocol and the resources available to all parents at such schools and inform the District Superintendent of any school dispute.

DISCIPLINARY ACTION

Any violations to the code of conduct will be addressed appropriately, and discipline should coincide with the allegation's severity and/or offense. Below are disciplinary actions, listed in order of severity, for Code of Conduct violations to be carried out in a timely manner by this Council.

1. Initial Warning of Violation
2. Recommendation for Mediation
3. Formal Censure by Council Majority Vote
4. Removal from Leadership Position by Council Majority Vote
5. Suspension from Council, by Council Majority Vote
6. Recommendation to Chancellor for Expulsion by Council Majority Vote

ARTICLE XI - COMMUNITY NORMS

Section 1. Community Norms at Meetings

- A culture of inclusion and respect is hard to build and nurture but is easy to tear down.
- We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

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- At meetings, participants may have passionate opinions on policy issues, but participants must not allow their passion on policy issues to cross the line into intentional personal attacks directed at other participants.
- Participants must not make intentionally harmful or degrading comments towards other participants. Constructively asking a meeting participant to engage in self-reflection about background or implicit beliefs and feelings shall not be construed as a violation of this.
- Participants must maintain a courteous tone, and--especially in reference to any divergence of opinion—avoid injecting a personal note into debate.
- It is acceptable to ask people to be thoughtful about the role of identity— such as discussing privilege, advantages, and biases-- but participants shall not direct a negative comment at other participants that degrades their race, color, ethnicity, religion, culture, national origin, citizenship status, language, sexual orientation, gender, disability, age, weight or identity.
- Participants shall show compassion for others, responding appropriately to emotional responses from individuals, demonstrate respect for others, demonstrate a calm, compassionate, and helpful demeanor toward fellow attendees, and be supportive and respectful.
- Participants shall not be targeted, nor shall they be explicitly or implicitly identified as targets, for bullying, harassment, hatred, stalking, disrespect, hostility, complaints, exclusion, or related behaviors by participants.
- Participants shall not encourage or incite other members of the community to engage in such harm towards other participants.
- Participants shall not publicly disclose or discuss in negative ways the personal information, work information, or information about the family of other participants.
- Treat others in the community the way you want to be treated.

Section 2. Adopted In-person & Hybrid Norms (see next page).

2.1 CEC Meeting Ground Rules

CEC Meeting Ground Rules

(Effective Moving Forward)



Attendance & Seating

- Members must be **seated** to be counted present.
- Movement allowed only for urgent business or **medical**/accommodation needs.
- **Medical assistance** provided in emergencies; accommodations discussed with Chair prior to meeting.
- **Online members:** Quorum must be physically present, cameras on; unresponsive after 3 calls = not seated.



One Mic, One Voice

- Only one person speaks at a time.
- Supports interpreters and clear discussions.



Speaking Order & Respect

- Speak only when recognized by the Chair.
- **Online participants:** Use **chat**; moderators will respond as time permits or bring urgent matters forward.



Member Reports

- **25 minutes** total for reports.
- Unused time reallocated to those with reports.
- Reallocated time follows agenda limits.



Public Comment

- Sign up in advance via **paper sheet** or **link in chat**.



Phones & Noise

- Council members: **Mute** phones.
- Public: Be **mindful of noise**; **Point of order** if disruptive.



Enforcement

- Rules apply to **all future meetings**.
- Chair will enforce to maintain order.

Thank you for helping us keep meetings productive and accessible for all.