

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

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

**ARTICLE I: NAME**

The name of this council is the Arizona State Migrant Parent Advisory Council (SMPAC), hereafter referred to as SMPAC

**ARTICLE II: OBJECTIVES**

The objectives of SMPAC shall be consistent with federal and state requirements, rules, and regulations.

**SECTION 1.** To advise, contribute and collaborate with the Arizona Department of Education's Migrant Education Program regarding the planning, implementation, and evaluation of the State's Migrant Education Program.

**SECTION 2.** To advise the Arizona Migrant Education Program on the needs of the migrant child.

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

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

**SECTION 5.** To communicate information about the Migrant Program to target area communities.

**SECTION 6.** To serve the Migrant Education Program by engaging in program activities.

**ARTICLE III: MEMBERSHIP**

**SECTION 1.** The SMPAC membership shall consist of elected parent representatives from the Migrant Education Clusters in Arizona.

**SECTION 2.** SMPAC shall be composed of one representative from each MPAC Cluster.

**SECTION 3.** The SMPAC membership body shall consist of one representative from each Arizona Migrant Cluster Area (Cluster #1 - #24), and the State MEP Director or his/her

designee. Cluster members shall be elected to those positions at their respective MPAC meetings by MPAC members in attendance.

**SECTION 4.** If a vacancy occurs on the SMPAC, the cluster in which it occurs will place an alternate name in nomination to be approved by the SMPAC.

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

#### **ARTICLE IV: OFFICERS AND THEIR ELECTION**

**SECTION 1.** Members of the SMPAC shall elect their own officers (Chairperson, Vice-Chairperson, and Secretary). The officers must have a child enrolled in the MEP during their term in office.

**SECTION 2.** The officers shall be elected for a one year term and may not serve for more than two consecutive terms.

**SECTION 3.** An officer or member of SMPAC may be removed for cause by a two-thirds vote of SMPAC members.

#### **ARTICLE V: DUTIES OF OFFICERS**

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

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

**SECTION 3.** Secretary: The secretary shall maintain adequate minutes of each meeting. The minutes shall be typed and distributed to the council members and to the State Migrant Education Program Office.

#### **ARTICLE VI: SMPAC MEETINGS**

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

**SECTION 2.** The majority of members present at the council shall constitute a quorum for the conduct of SMPAC business.

**SECTION 3.** For the election of officers and amending the bylaws, a majority of council membership shall constitute a quorum.

**ARTICLE VII: PARLIAMENTARY AUTHORITY**

**SECTION 1.** Robert's Rules of Order by *H.M. Robert* shall govern the SMPAC in all cases where applicable.

**ARTICLE VIII: OFFICIAL ADDRESS AND DEPOSITORY OF RECORDS**

**SECTION 1.** The official mailing address shall be:

**Arizona Department of Education  
Migrant Education Program  
1535 West Jefferson  
Phoenix, AZ 85007**

**SECTION 2.** Official minutes of SMPAC meetings, correspondence, election data, and any other pertinent data, shall be stored at the official mailing address listed in SECTION 1.

**ARTICLE IX: AMENDMENTS**

**SECTION 1.** Amendments may be prepared and approved by the SMPAC to amend the section of these bylaws only to the conduct of meetings.

**SECTION 2.** The bylaws may be amended , pursuant to Section 1 above, by two-thirds vote of the SMPAC membership. A simple majority present shall not constitute a quorum to amend bylaws. A special session may be called by the chairperson to amend the bylaws.