

Bylaws of the Ventura County Indian Education Consortium Parent Committee

Adopted September 10, 2025

Article I – Establishment of Committee

Section 1: Name

The name of this committee shall be the Ventura County Indian Education Consortium Parent Committee (“the Parent Committee”).

Section 2: Purpose

The purpose of the Parent Committee is to assist the Ventura County Indian Education Consortium (“the Consortium”) in its furtherance of Indian education within participating Ventura County Schools. The Parent Committee shall provide advice and assistance regarding Indian Education. It will act as a hearing board for any individual or groups that wish to propose additions, changes, or to express grievances regarding Indian Education within participating Ventura County Schools. To the extent requested or required, the Parent Committee shall aid the Consortium, Ventura County Schools and others in obtaining funding and implementing Indian Education Programs. The Parent Committee shall work with, report to and otherwise assist the Coordinator of the Ventura County Indian Education Consortium to fulfill its purpose.

Article II – Membership of Committee

Section 1: Members

Consistent with 20 USC § 7424, the Parent Committee shall be composed of parents and family members of Indian children to be served by the Consortium, representatives of Indian tribes on Indian lands located within 50 miles of any school that is a member of the Consortium, teachers in the schools that are members of the Consortium and Indian students attending a secondary school which is a member of the Consortium. Membership on the Committee shall be for a term of two years, unless previously agreed upon and approved by a two-thirds vote of voting members on the Parent Committee. An individual may serve on the Committee for more than one term.

Section 2: Number of Members

The Parent Committee shall have no more than 18 regular members and no fewer than 6 regular members. Consistent with 20 USC §7424, the number of members on the Parent Committee that are parents and/or family members of grant eligible Indian children (students who qualify because they are from a State or Federally Recognized tribe) to be served shall not fall below 51% of the total number of members on the Parent Committee.

Section 3: Ordinary Selection of Members

Members of the Parent Committee shall be selected by parents and family members of Indian children to be served by the Consortium. Parents and family members interested in becoming members of the Parent Committee shall submit their names and interest to the coordinator at least 30 days prior to the annual selection meeting which shall be held at the first Parent Committee Meeting of the new school year. The coordinator shall submit the list of interested names to the parents and family members in attendance at that meeting for a vote. Those receiving the most number of votes shall fill the open vacancies on the Parent Committee. The Parent Committee may, by majority vote, fill any remaining vacancies and replace any vacancies on the Committee that may arise during the year until the next annual selection meeting.

Section 4: Ex Officio Members

The Assistant Superintendent of Education Services division and the Coordinator of the Ventura County Indian Education Consortium shall be ex officio members of the Parent Committee. By a majority vote, the Parent Committee may also designate other individuals as ex officio members in light of an individual's status in or contribution to the Native community. Ex officio members are honorary members of the Parent Committee. They shall not be counted for purposes of establishing a quorum of the Parent Committee or for determining the minimum or maximum number of members on the Parent Committee.

Section 5: Voting Rights

Members of the Parent Committee who are eligible to vote include parents or family members of enrolled, grant eligible students who shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Parent Committee. All other Parent Committee members, including ex officio members, serve in an advisory capacity and do not cast a vote, nor shall they be counted for purposes of establishing a quorum. Voting may be conducted by a show of hands, a count of voices or written ballots at the discretion of the presiding officer at any meeting. Proxy voting and absentee ballots shall not be permitted. Members shall disqualify themselves from voting if they have or may be perceived as having a conflict of interest. All members shall disclose any potential conflict of interest to the Parent Committee prior to any vote.

Article III – Officers of the Committee

Section 1: Officers

The officers of the Parent Committee shall be a chairperson, vice chairperson, secretary, and such other officers as the Parent Committee may deem desirable. The officers of the Parent Committee shall be elected to serve a term of two years, unless previously agreed upon and approved by a two-thirds vote of voting members on the Parent Committee. Officers shall be selected by a majority vote of the Parent Committee no later than the meeting of the Parent Committee in November. Nominations for officers shall be taken at the first meeting of the Parent Committee in September. A vacancy in any office may be filled by the Parent Committee for the unexpired portion of the term.

Section 2: Chairperson

The chairperson shall preside at all meetings of the Parent Committee and may sign the Parent Committee Approval Form, all letters, reports and other communications of the Parent Committee. In addition, the chairperson shall perform all duties incidental to the office of the chairperson and such other duties as may be prescribed by the Parent Committee, from time to time. The chairperson shall be a parent or family member of a grant eligible child served by the Consortium.

Section 3: Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during absence and to perform such other duties as from time to time may be assigned by the chairperson or the Parent Committee. The vice-chairperson shall be a parent or family member of a grant eligible child served by the Consortium.

Section 4: Secretary

The secretary shall cause to be kept the minutes of meetings, both regular and special, of the Parent Committee and shall promptly transmit to each of the members, to the school district, and to each other person as the committee may deem, true and correct copies of the minutes of such meetings and any revisions to the bylaws. The secretary shall be custodian of the committee's records and keep a register of the US mailing address, email address and telephone numbers of each member of the Parent Committee. The secretary shall perform all duties incidental to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the Parent Committee.

Section 5: Removal

Any officer elected or appointed by the Parent Committee may be removed by a two-thirds vote of all other voting members sitting on the Parent Committee whenever in the judgment of the Committee the best interests of the Committee would be served.

Article IV – Meetings of the Parent Committee

Section 1: Regular and Special Meetings

The Parent Committee will meet regularly during the school year at times and dates designated by the Coordinator of the Ventura County Indian Education Consortium. Special meetings may be called by the chairperson or by a majority vote of the Parent Committee. The Parent Committee shall hold its regular meetings and its special meetings in a facility provided by the Ventura County Indian Education Consortium. The meetings shall be open at all times to the public absent a two-thirds vote by the Parent Committee with respect to a particular meeting or a portion thereof. The meetings shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 2: Notice of Meetings

Notice of all meetings shall be made in writing and shall state the day, hour, and location of the meeting. The notice shall be delivered either personally, by email or by mail to each Parent Committee member not less than three or more than fifteen days before the date of such meetings. Notice of annual meetings and the Honoring Ceremony shall be given to parents of student participants at least thirty days in advance. Notice may be given by email or publication in a newsletter sent to student participants and their families.

Section 3: Decisions of the Parent Committee

Unless otherwise provided for in these bylaws, all decisions of the Parent Committee shall be made only after an affirmative vote of a majority of its voting members in attendance, provided a quorum is in attendance. A quorum exists when a minimum of three voting Parent Committee members are present. Amendments and revisions to these bylaws shall require a two-thirds vote of voting members on the Parent Committee. A two-thirds vote of voting members on the Parent Committee is also required to disqualify a member from participating on a particular matter based upon an actual or perceived conflict of interest.