



CEC 6 Bylaws 2025-2027

Bylaws have been amended and approved at the CEC 6 Calendar Meeting held on

Date: _____ 11/20/2025 _____

PRESIDENT _____ *Luis Camilo* _____

VICE PRESIDENT _____ *Caroline Jose* _____

SECRETARY _____ *Nicole Lorenzetti* _____

TREASURER _____ *Rosanna Diaz* _____

CEC 6 Bylaws 2025-2027

ARTICLE 1- NAME AND COUNCIL COMPOSITION

The name of the Council shall be: The District 6 Community Educational Council. These bylaws shall be the governing instrument of the Council subject only to applicable provisions of law. The District 6 Community Educational Council. The council shall be comprised of twelve parent members including the following:

- Nine Parent voting members
- One (1) Parent of a District 75 student in a school or program within District 6
- Two (2) Borough Appointees
- Two (2) Non-voting Student Members - at the discretion of the superintendent

ARTICLE II - OFFICERS AND ELECTIONS

Section 1. Officers

The officers of District 6 Community Education Council shall be President, Vice President, Secretary and Treasurer. No member may hold more than one office at a time.

Each officer position may be held by one eligible Council member, or jointly by two eligible Council members who shall serve as Co-Officers (e.g., Co-Presidents, Co-Vice Presidents, etc.). The determination to elect a single officer or Co-Officers for any given position shall be made during the nomination and election process.

Section 1.1 Duties and Responsibilities of the Council

1. Hold monthly meetings with the superintendent or representative to discuss the current state of the schools in the district, and progress made towards implementation of the district.
2. Hold monthly public meetings and their progress with the superintendent or representative to allow parents of school-age children and the members of the community to have a voice at a public forum.
3. Approve zoning lines, as submitted by the superintendent, consistent with regulations as they apply to the schools under our jurisdiction.
4. Review the District comprehensive educational plan & assess its effect on student achievement.
5. Submit an annual evaluation of the superintendent.
6. Hold a public hearing on the District's annual capital budget.
7. Liaise with SLT's, PA's/PTA's President's Council District Parent Support staff, and provide assistance whenever possible.
8. Compiling an Enhanced District Report Card to inform the parents and community of District 6, the CEC will publish an annual Enhanced District Report Card, which provides the state of our district schools with regard to their facilities, their personnel, and their performance. These duties and responsibilities will be enacted by all members, of who will be the expectation that each will serve as liaisons to various schools, and serve on standing committees.

Section 2. Elections

Officers shall be elected annually by roll call vote, and by the majority of the whole number of the members at its annual meeting, for a period of one year, and shall serve until their successors have been elected. At the start of a new term, for the entire Council, officers shall be elected at the Council's July public meeting, so that the Council may function while members get to know one another's capabilities & dedication. They will serve until September. At the September public meeting officers will be elected to serve the remainder of the year.

At the start of a Council year in which members are continuing as part of their term, officers will be elected at the July public meeting. A Pro-tem Chair will be chosen by lot to conduct elections.

Candidates for a Co-Officer position shall be nominated and elected as a single, joint ticket. Votes shall be cast for the pair, not for the individuals.

Section 3. Duties of Officers

3.1 President

The President shall be the Chief Executive Officer of the Council: preside at all meetings, Execute all documents on behalf of the Council, as authorized by them, and be an ex-officio member of all committees.

3.2 Vice President

The Vice-President shall assume any and all the functions of the President, in the absence of the President.

3.3 Secretary

The secretary performs the function of working together with the Administrative Assistant in a supervisory position; in absence of the President and Vice-President, the Secretary shall assume the role of the President. The Secretary shall present the agenda, read any resolutions and the roll call of said meetings. The Secretary shall be the timekeeper in public meetings to keep track of the permissible speaking time for public speakers.

3.4 Treasurer

The Treasurer shall be responsible for working with the Administrative Assistant to the Council and designated Department of Education staff to ensure the business transactions and member reimbursement activities are properly documented and maintained and follow Department of Education standard operating procedures. The Treasurer shall provide and will respond to any questions by a member request between such quarterly monthly financial statuses of the CEC6.

3.5 Duties of Other Council Members

Teams of members will be assigned to liaise with District schools, PA's and SLT's for the purpose of monitoring implementation of Comprehensive Education Plan(s), (CEP) as well as for advocating for the requisite resources needed to implement these CEP's.

3.6 Role of Co-Officers

Shared Responsibility: Co-Officers shall share equally all the duties, responsibilities, and powers assigned to that office. They are expected to collaborate closely to fulfill their obligations to the Council.

Representation and Signatures: Either Co-Officer may represent the office at meetings or sign official documents on behalf of the office, provided there is prior consultation and agreement between them. Any signature by one Co-Officer shall be legally binding on behalf of the office.

Section 4. Authority of Members

Council members shall have the authority only as a Council regularly in session. The Council shall not be bound in any way by any statement or action on part of any individual Council member except when such statement or action is in pursuance of specific instructions or rules of the Council.

Section 5.1. Vacancies in a Single-Officer Position

A vacancy in any single-officer position shall be filled for the unexpired term by special election at the next regularly scheduled calendar meeting of the Council, and for which notice of the vacancy and election to be held, has been disseminated. If, in the filling of any vacancy, another office is vacated, that office shall be filled immediately. An officer who wishes to resign from that office must notify the President (or, if the officer resigning is the President, the Secretary) who must notify the other Council members within 5 days prior to the next Council meeting.

Section 5.2. Vacancies in One Co-Officer Position

A vacancy in any co-officer position shall be filled by the remaining co-officer, who shall automatically assume the full responsibilities of the office as a single officer for the remainder of the term. A special election will not be required unless the remaining officer also resigns.

Section 5.3. Vacancies in Both Co-Officer Positions

If both Co-Officers in a position vacate their roles simultaneously, the vacancy shall be filled by a special election, as specified in Section 5.1

Section 6. Disciplinary Action

An officer may be removed from his/her position as an officer by a majority vote of the whole number of the Council for misconduct, or neglect of duty, following the referral and investigation of charges, and an opportunity for the officer to respond.

Section 7. Resignations

Council parent member and Borough President Appointees resignations must be in writing, addressed to FACE. Resignations shall take effect immediately upon delivery to FACE, unless a future date is specified. All resignations may not be withdrawn, canceled or amended except by the consent of FACE.

Section 8. Voting

Each CEC 6 member shall be entitled to one (1) vote. CEC 6 Members attending virtually shall be entitled one (1) vote after quorum is reached in person. There shall be no proxy or absentee voting.

Unified Vote: For the purposes of voting within the Executive Board, each Co-Officer position shall collectively hold a single vote. The two individuals holding the position must agree on their vote. In the event of a disagreement, the Co-Officer position shall abstain from voting.

Section 9. Member Reimbursements

CEC 6 member reimbursement covers the following:

- Childcare only for members who are in physical attendance at CEC 6 meetings.
- Transportation to and from CEC 6 meetings and school visits.
- Expenses for photocopying and office supplies.

ARTICLE III - MEETINGS

Section 1. Open to the Public

All meetings shall be open to the public except where otherwise permitted by law. Public notice of meetings shall be given to the community at least 72 hours prior to the date of the meeting, through local news media and posted conspicuously in one or more designated public places prior to the meeting as provided by the Open Meetings Law, (Article 7, and Sections 100-111 of the New York State Public Officers Law.)

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, the President's Council, and heads of schools, to post conspicuously, and to other interested persons and organizations who express a desire to receive meeting notices. And the Administrative Assistant will distribute to the parent coordinators.

Section 2. Meeting Attendance and Absences

It is the responsibility of each Council member to attend all meetings of the Council. It is incumbent upon all Council Members, except in cases of emergency, to notify the President or the Secretary to the Council at least 24 hours prior to the scheduled meeting time of their intent to be absent.

If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to “extraordinary circumstances” (see paragraph 4 below), the member must notify [CEC 6 AA or President] no later than two (2) business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergency basis within two days of a meeting, CEC 6 shall update its notice as soon as possible to include that information. If it is not practicable for CEC 6 to update its notice, CEC 6 may reschedule its meeting.

Any member of the Council who fails to attend any three (3) meetings within 1 term of the Council of which she/he is duly notified, without rendering in writing a good and valid excuse therefore to the President vacates his/her office by refusal to serve. (Education Law 2590-c). Each written excuse and absence noted as excused or unexcused shall be included within the official written minutes of such meeting.

According to Chancellor's Regulations D-140, D-150 and D-160, the following constitute valid excuses or extraordinary circumstances for absence: Death of a relative or attendance at a relative's funeral; serious

illness or injury of a member or family member, caregiving responsibilities, mandatory court attendance including jury duty; military duty; and job-related conflict which precludes the member's physical attendance at such a meeting and makes absence from a Council meeting unavoidable.

Such other reasons may be deemed valid provided that they are delivered in writing to the CEC no later than 15 days after the absence and are approved by vote of the Council at the next regularly scheduled monthly meeting where a quorum is present.

Section 3. Hybrid Meetings

Pursuant to Public Officers Law (POL) § 103-a (2)(b), all council members of the CEC 6 adopted the following Procedures governing members and public attendance at meetings conducted by use of videoconferencing (the Procedures). These Procedures shall apply to all public meetings of the Council conducted by use of video conferencing.

Sub-committee Council meetings that are advisory-only, are not considered public bodies subject to Open Meetings Law (OML) and will still meet remotely.

When video conferencing is used to conduct a public meeting of the council:

- Seven (7) Council Members must be physically present to establish quorum for hybrid meetings.
- Except in the case of executive sessions conducted pursuant to POL § 105, the Council shall ensure that each Council member participating in the meeting can be heard, seen, and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
- The meeting minutes must identify which, if any, Council member(s) participated remotely and shall be available to the public pursuant to Section 106 of the POL.
- The public notice for the meeting must:
 - Inform the public that videoconferencing will be used.
- Specify where the public can view the meeting and when public participation in the meeting is authorized.
- Shall specify where the public can view and/or participate in the meeting.
- Shall identify the physical location(s) for the meeting where the public can attend; and shall otherwise comply with all applicable requirements of the Open Meetings Law.
- The meeting shall be recorded. The recording of the meeting shall be posted or linked on the District 6 Community Schools web page and the CEC 6 website. If the recording cannot be uploaded to either website, the Administrative Assistant shall post the recording on an alternative website (ie: YouTube) where the public can watch the recording. Minutes of meetings where there was virtual participation must be posted within two weeks, as the time set forth in Sec. 106 of the POL.

Section 4. Annual Meeting

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The Annual Meeting of the Council shall be held on the first Monday in July at 6:00 pm, unless said date

falls on a legal holiday, in which event the meeting shall be scheduled for the next business day, provided that all rules for notification of meetings are adhered to.

At the Annual Meeting, the first order of business shall be the annual election of officers for the ensuing year. At the conclusion of the annual CEC election of officers, the calendar and business meeting is held. A roll call vote of members shall be required.

Section 5 Monthly Meetings

The Council shall hold a combined Calendar and Business meeting on the second Thursday of each month, starting at 6:30pm, unless rescheduled by a majority vote.

The meetings shall be held in schools throughout the district that permit access to the disabled (ADA compliant).

The public shall be notified of all meetings as described in Article III, Section 1.

Section 6. Special Meetings

Special meetings, either business or calendar, may be held at the call of the President and must be held upon the written request of three (3) members of the Council to the President. The President shall ensure that written or telephone notice of such meeting shall be given to each member of the Council not less than 48 hours in advance and shall state the matter to be considered. No other matters may be considered at said special meetings except with the consent of all members present.

Any such meeting must be held not more than two weeks after the receipt of the written request. Where the public cannot be given notice as provided in Article III, Section 1 the Council will notify the Parent Association President and school staff, via email, telephone and public posting. The local media will be given notice of meetings.

Section 7. Executive Sessions

Executive Sessions shall be held as needed to discuss matters that by law (Open Meetings Law, Section 105,) are permitted to be discussed in a confidential session in closed to the public. Decisions shall be made by the majority of the whole number of the members of the Council, shall be recorded by roll call vote, and shall be ratified at a calendar meeting.

ARTICLE IV – CONDUCTING OF BUSINESS AT MEETINGS

Section 1. Calendar Meeting

1.1 Agenda

The Calendar Meeting agenda shall be developed by the council members of a designated Committee. If a committee is not formed or unable to develop the agenda, the council President shall develop the agenda, with collaboration from the other officers.

In addition, any topic shall be added to the Calendar meeting agenda if any three members of the Council make such a request at least 7 days before the next Calendar meeting by emailing the Council officers and Administrative Assistant.

Resolutions may be added to the Calendar meeting agenda by any Council member provided that they:

- (1) make such a request at least 1 day before the next Calendar meeting by emailing the Council officers and Administrative Assistant.

- (2) such addition is considered to by a majority vote of the members of the Council present at such meeting.

- (3) unless impractical under the circumstances, copies thereof are distributed at the meeting.

1.2 Business Meeting

The Calendar Meeting agenda shall be developed by the council President who shall develop the agenda, with collaboration from the other officers.

In addition, any member may place an item for discussion on the agenda of a business meeting by contacting the Council officers and Administrative Assistant.

Section 2. Order of Business

The order of business of any calendar meeting, except when otherwise prescribed by the President or specially ordered, shall be as follows.

1. Call to order and roll call
2. Approval of Minutes
3. Report of Officers
4. Report of Community Superintendent
5. Reports by DOE or Community Partners
6. Resolutions
7. Report of Committees
8. Adjournment
9. Public Agenda Session

The regular order of business may, at any time be changed by a vote of a majority of the whole number of the Council. Immediately following adjournment of the meeting, a public agenda session shall be conducted without agenda or other formalities and *is* intended to give the public an opportunity to express themselves on any matter concerning education within the district.

In addition to the Public Agenda Session, the public may comment on resolutions pending before the Council at a calendar meeting, by signing the speaker's list to speak prior to Council discussion and vote. Speaking time per session is limited to three minutes per person. Questions asked by speakers shall be considered to be part of the time allotted to the speaker. Discussion and changes relating to the competence or personal conduct of individuals will be ruled out of order.

When a speaker is ruled out of order, the speaker's balance of time will be forfeited and the speaker will be expected to leave the microphone. In the event the speaker refuses, the chairperson will take measures to enforce the ruling. Placards, banners, flags, pickets or other signs, and other unusually bulky material and amplification equipment will not be permitted within the meeting room while Council is in session.

Section 3. Official Actions

Official actions of the Council may be taken only at calendar or special calendar meetings. Official

actions of the council may be made by motion or resolution, duly adopted by a vote of not less than a majority (7) of the whole number (11) of the members of the council. Seven (7) members of the council shall constitute a quorum, allowing for official business to be conducted.

Section 4. Quorum

Seven (7) members of the Council shall be physically present at the assigned meeting location to constitute a quorum. If there is no quorum present at the time set for the meeting, the members present shall wait for 15 minutes for additional members to arrive. A member who is participating from a remote location shall not count toward a quorum of the CEC 6, but may participate and vote if there is a quorum..

Those members of the Council who are present on the call of the roll may adjourn the meeting to another date, and notice shall be given forthwith to all members of the Council and the public of such adjourned meeting.

Section 5. Minutes

The minutes of all meetings shall be a matter of public record and will be available for inspection at the Council's office. Minutes shall be printed or otherwise mechanically reproduced, 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.

ARTICLE V-COMMITTEES

The Council may create committees as an official action when approved by a majority of Council members. Committees shall be chaired by members of the Council, shall be appointed by the President and shall serve for the duration of the council term unless they resign from the committee, or are removed by the Council President. Each Committee shall elect their own chair at the Committee's first meeting or during a meeting where a vacancy exists. During meetings with a vacancy, the Council President will act as Pro-tem Chair chair to conduct the election.

It shall be the responsibility of Committee Chairpersons to schedule meetings as necessary, notify committee members and the public of all meetings, and maintain accurate records of all activities, and report monthly to the Council. Each committee shall be guided by these Bylaws, courtesy, common sense and Roberts Rules of Order Newly Revised, and all committee recommendations are subject to the approval of the Council.

Examples of recommended committees include, but are not limited include:

- a) Budget and Facilities
- b) Curricula and Testing
- c) Parental Involvement and Community Involvement
- d) Zoning
- e) Bylaws

ARTICLE VI - PARENT TEACHER AND PARENT ASSOCIATION & COMMUNITY INVOLVEMENT

Section 1. Parent Associations

The Council is in active partnership with parents in our schools and district. Pursuant to section 2590-d of the New York State Education Law and Board of Education policy regarding "Parent Associations and the Schools" and Chancellor's Regulations A-660

- (a) There shall be a Parent Association (PA) or Parent Teacher Association (PTA) in each school in the Council
- (b) The Council, the superintendent, and the principal of each school shall have regular communication with all PA/PTAs.
- (c) The Council shall meet quarterly with the duly elected officers of PA/PTAS

Section 2. Superintendent Evaluations

Consistent with Chancellor's Regulations, the Council will seek public comment on the annual evaluation of the community superintendent and local instructional superintendents.

ARTICLE VII- VACANCIES ON THE COUNCIL

Upon the occurrence of a vacancy on the Council by reason of death, resignation of other circumstance, the Council shall within sixty days, appoint a successor to fill the unexpired term, and by appropriate screening procedures in accordance with applicable law.

Notice of such vacancy shall be disseminated to all members of the community parent associations and local media as identified in Article III, Section - Notice of Meetings. Such notice shall include a request for recommendation of candidates to fill such vacancies on the Council. The Council will solicit candidates and review all applicants for consideration to fill such vacancies. The Council will interview all eligible candidates prior to making its decision.

7.1 Filling a Vacancy

The Council will interview candidates to fill vacant position(s) in a "Special Meeting" called for the sole purpose of conducting interviews. The Council will request the presence and participation of the Presidents' Council and other educational groups in the district as well as representatives from concerned and affected community organizations during the interview process. The Council will solicit their recommendations in writing following the close of interviews. An appointment to fill vacancy on the Council will be by roll call vote at the next regularly scheduled calendar meeting.

When a parent vacancy or vacancies occur on the Council, the Council will solicit applications to fill that vacancy or vacancies. A one month period will be provided for applicants, after which the Council will consider all received applications at its next business meeting.

When vacancy occurs in a position appointed by the Borough President and or a District 75 Seat the vacancy or vacancies shall be filled according to the Regulation of the Chancellor D-140 process article IX sections four and five.

7.2 Criteria for Filling a Vacancy in the Council

When a vacancy occurs on the Council, the selection by the Council of an applicant to fill a vacant seat shall not be limited to, but shall utilize amongst its criteria.

- 1) Knowledge of issues confronting the Council

- 2) Skills to offer the Council such as - research, writing, spreadsheets, graphics, translation.
- 3) Time available to devote to Council business
- 4) Number of years eligible to serve on the council - dependent on age of applicant's school aid or children.
- 5) Strengthening diversity of the Council.

7.3 Council Support for new members

The Council should work with new members to ensure that they become knowledgeable regarding the workings of our structure.

ARTICLE VIII- AMENDMENT OF BYLAWS

These bylaws may be amended at any regularly scheduled calendar meeting of the Council by a majority vote of the whole number of the Council, provided the amendment has been presented in writing to the public at the previous calendar meeting and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise stated in the resolution.

ARTICLE IX – PARLIAMENTARY AUTHORITY

All procedural questions not covered by these bylaws shall be guided by courtesy, common sense and Roberts Rules of Order, Newly Revised, provided they are not inconsistent with law policy regulation, or these bylaws.

ARTICLE X – CODE OF CONDUCT

Section 1. Communications Protocol

All official communications shall be sent through the CEC 6 Council's DOE-issued email address and on the council's official letterhead. Both the Administrative Assistant and the President shall have access to the account. The Administrative Assistant and the President shall inform all other council members promptly of any official notices and matters pertaining to Council business.

Section 2. Code of Conduct

Each Council member in CEC 6 represents the Council when conducting the Council's business; therefore, a Code of Conduct has been implemented. 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 6 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.
1. 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 6 bylaws, shall be deferred to the Robert's Rules of Order.

2. CEC 6 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.
3. CEC 6 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 six and ratification by the Chancellor.
4. CEC 6 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.
5. CEC 6 Council members must be respectful, show no malice, indifference or behave in a threatening manner towards the Council's Administrative Assistant.
6. CEC 6 Council members shall undertake and participate in all training and professional development as required.
7. CEC 6 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.
8. CEC 6 Council members should adhere to the confidentiality of information shared as part of their role in the Council.

CEC 6 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.

Section 3. Disciplinary Action

Any violations to the CEC 6 code of conduct will be addressed appropriately, and discipline will 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