

By-Laws of the Citizens' Advisory Committee for Finance

The Manhasset Board of Education (the “Board”) established the Citizens’ Advisory Committee for Finance (“CACF” or the “Committee”) for the purpose of serving as a liaison between the community and the Board regarding the annual operating budget for the Manhasset Union Free School District (the “District”).

A. Board of Education Charge to CACF

CACF’s primary responsibilities are to:

1. Provide two-way communication between the Committee and the Board.
2. Enable the Board to draw upon the resources and advice of the Committee.
3. Provide the Board with a culminating report, prior to the Board’s adoption of the budget each year, that advises the Board as to the acceptability of the proposed aggregate budget change.
4. Conduct studies or complete specially designated projects, as may be determined by the Board, from time to time.

B. Statement of Purpose

The goal of the CACF is to:

1. Through effective communication, to develop public understanding that will provide responsive feedback between the Committee and the Manhasset community.
2. Through committee study, to gain information and provide a reflection of community interest about the District’s proposed budget.

C. Membership

1. Composition

CACF shall be composed of a cross-section of parents / community members with varying interests and experience with the District and who are broadly representative of community interest, attitudes, and backgrounds. Members of CACF shall include:

- a) 12 Parents / Community Members representing a cross-section of residents with varying interests and experience with the District.
- b) The Assistant Superintendent for Business.
- c) A Board member shall serve as liaison.
- d) The SCA Executive President shall serve as an *Ex Officio* member of the Committee.

2. Term

- a) Parent / Community Members shall serve as members of CACF for a term of up to three (3) years.
- b) A Committee member who has served a term may apply to the Board to serve for an additional term.

3. Leadership Roles

a) Chairperson:

The Chairperson, who shall be appointed by the Board, shall:

- 1) Ensure that CACF adheres to the Board's charge.
- 2) Establish meeting agendas.
- 3) Guide discussions at Committee meetings in order to arrive at resolution of issues by reaching consensus. When necessary, a formal vote of the members shall be taken.
- 4) Draft the annual report to the Board based on discussions and input from Committee membership.

In the event that a meeting has to be canceled or a special meeting has to be scheduled, the Chairperson should coordinate with the Secretary to ensure that CACF members are advised of the change in schedule. In the absence of the Chairperson, meetings will be led by a member of CACF who is so appointed by the Chairperson.

b) Secretary:

The Secretary, who will be appointed by the Chairperson, shall:

- 1) Keep written minutes of all meetings. Minutes of each meeting shall be provided to the Committee members in advance of the subsequent meeting for approval at the upcoming meeting.
- 2) Maintain a record of attendance for all meetings. Barring extenuating circumstances, Committee members are expected to attend a majority of the Committee's meetings in order to continue in good standing as a member for the subsequent year.

c) Assistant Superintendent for Business:

The Assistant Superintendent for Business is responsible for the following:

- 1) The Assistant Superintendent for Business shall work in close consultation with the Chairperson to provide input on issues that are placed on meeting agendas for discussion and consideration by CACF at meetings.
- 2) The Assistant Superintendent for Business shall establish meeting dates for the next school year and arrange to have these dates published in the District's calendar and in the *Manhasset Press*.

- 3) During each meeting, the Assistant Superintendent for Business shall report on initiatives in the District's finances and budget and on matters of interest and mutual concern.
- d) Sub-Committee Chairperson:
The Chairperson for any sub-committee or ad hoc committee formed by CACF shall be responsible for:
 - 1) Scheduling and conducting committee meetings.
 - 2) Collecting appropriate information, preparing written reports, and reporting deliberations, findings, and recommendations to CACF at the group's regularly scheduled meetings.

4. Appointment of New Members

- a. Prior to November of each year, parents / community members shall be invited to become members of the CACF to replace the members whose terms are expiring. The Board shall appoint new members prior to December, and they will be invited to attend the first meeting of the CACF, usually in January.

D. Procedures

In order to facilitate the smooth operation of the CACF, the following procedures shall be adopted:

1. The CAC for Finance generally meets for the first time in January to gain an understanding of the District's budget process, prior to the Superintendent's proposed budget being submitted to the Board.
2. Full committee meetings are held at least monthly during the period January – May.
3. The first meeting of each new term shall be a planning session, and for the Chairperson to appoint a Secretary, set the Committee's agenda, and establish the specific functions of any sub-committees being formed.
4. A majority of the Committee membership must be present for a Committee meeting to be conducted.
5. At each meeting, the minutes from the previous CACF meeting shall be reviewed, corrected if necessary, and approved.
6. All meeting dates shall be published in the school calendar and in the *Manhasset Press* and shall be open to the full committee membership as well as the general public. Public notice of these meetings shall be given whenever possible.
7. The general public may participate in the Committee proceedings at the discretion of the Chairperson.

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8. All proceedings shall be conducted in a civil and courteous manner so as to encourage a free and open discussion of all viewpoints.
9. At each meeting, the Chairperson of each sub-committee or ad-hoc committee shall report at each CACF meeting on their respective committee's deliberations.
10. CACF members will not be permitted to advance personnel agendas or issues, and discussions at CACF meetings will not be allowed in support of advancing personnel agendas.
11. Matters pertaining to the performance of District personnel shall not be discussed.

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