

The Human Growth  
and Development  
Citizens Advisory Committee  
for the  
Spokane Public Schools  
(Approved 3/13/2019)  
**BYLAWS**

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Citizens Advisory Committee  
for the Spokane Public Schools

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ARTICLE I – Name

The name of the organization shall be THE HUMAN GROWTH AND DEVELOPMENT CITIZENS ADVISORY COMMITTEE FOR THE SPOKANE PUBLIC SCHOOLS.

ARTICLE II – Purpose

- A. Statement of purpose (adopted by the Human Growth and Development Citizens Advisory Committee June 26, 1984. Adopted by the Board of Directors February 13, 1985.)
1. The goal of the Human Growth and Development Citizens Advisory Committee is to provide clear and accurate information, resources, and guidance, through factual materials and open dialogue, on concerns and issues related to sexuality and the developmental needs of children and youth, including the physical, emotional, relational, and ethical aspects of sexuality.
  2. The committee advocates a positive, healthy, accurate, and affirmative view of sexuality. We do not believe the committee's

actions or decisions encourage, condone, or advocate for sexual permissiveness or activity.

3. The committee recognizes that sex and sexuality are sensitive, personal issues, yet they are natural, important concerns of all human beings at all stages of life. The committee takes the position that sex and sexuality should be approached calmly, rationally, and without guilt and embarrassment.

B. Specific purposes of this committee shall be:

1. To provide liaison and ongoing communication to and from the board of directors, district approval groups, and various communities of the school district regarding the human growth and development curriculum.
2. To serve as a sounding board for ideas and suggestions presented to the committee by the district staff, community groups, and individuals.
3. To assist in the collection and review of clear and accurate information and resources, and to provide guidance on concerns and issues related to sexuality and the developmental needs of children and youth, including physical, emotional, relational, and ethical aspects of sexuality.

ARTICLE III – Relationship with Board of Directors

The Human Growth and Development Citizens Advisory Committee shall be a clearinghouse for discussing problems and formulating recommendations for the school district and shall present such recommendations to the board of directors, as it is consistent with Article II. The committee shall be an advisory body. It shall not endeavor to direct the activities of the school administration or to control the policies of the board of directors, but shall inform the board of directors of the recommendations of the committee members.

ARTICLE IV – Powers and Duties

The powers and duties of the Human Growth and Development Citizens Advisory Committee shall be:

1. To appoint subcommittees and designate the duties and responsibilities of those subcommittees.
2. To select officers and to prescribe their duties and responsibilities.
3. To adopt rules for internal management.
4. To study problems associated with the human growth and development curriculum as suggested by the school district staff, the board of directors, members of the community, and members of the committee, and make recommendations to the board of directors.
5. To do such other acts as may be necessary and proper to achieve the organization's objectives.

## ARTICLE V – Membership

1. The committee shall be composed of not more than sixteen regular members, and two alternates, and shall have a broad-based representation of citizens, parents, and groups within the community. No more than eleven members shall represent designated community agencies. No more than eight members shall be designated as members-at-large.
2. Any resident of the Spokane Public Schools district who is of voting age, not employed by the district or closely related to an employee of the district\*, is eligible to become a member-at-large or designated community agency representative. All members-at-large must reside in the school district, and it is desirable that such at-large members have children in the Spokane Public Schools. Designated community agency representatives are not required to live within the school district.

\*spouse/partner, child, parent, or sibling

3. At-large members of the committee shall be appointed by the board of directors from a list of nominees recommended by a special membership search subcommittee appointed by the committee. Agencies may recommend a representative to the board of directors for appointment. The board of directors appoints all members of the committee.
4. The president of the board of directors, or his/her designated representative, the superintendent's liaison to the Human Growth and Development Citizens Advisory Committee, the human growth and development coordinator, the Spokane Public Schools' Citizens Advisory Committee liaison, and representative school staff may be nonvoting, ex officio members.
5. Agency representation shall include members selected from community organizations which represent the diversity of the community. Examples of agencies include: YWCA, Right To Life of Spokane, Spokane Regional Health District, Planned Parenthood, Catholic Family Services Childhood and Parenting Alone (CAPA), Lutheran Community Services Northwest SAFeT Response Center, Spokane County Medical Society, and Odyssey Youth Center.

When a designated community agency resigns from the committee, the district board of directors will identify a suitable replacement agency to fill the opening.

6. As member-at-large vacancies occur on the committee through term limitation, resignation, attrition, and/or failure to attend meetings, these vacancies will be filled from the sitting alternates or a list of nominees in a manner which will ensure group representation, geographical balance, and representation of parents from elementary, middle, and senior high schools. As vacancies for representatives from designated community agencies occur on the committee through resignation, attrition, and/or failure to attend meetings, these vacancies will be filled either through nomination by the represented agency or designation of that slot as a member-at-large vacancy. All nominations shall be appointed by the board of directors.

7. If a regular member of the committee misses three consecutive, regular meetings of the committee, either the position shall be filled from the list of nominees and/or a call for nominees shall be made, or the named agency group will be asked to designate another representative.
8. The term of office of at-large members of the committee shall be three years. Committee members may be reappointed once.
9. The term of office of members of the committee will begin July 1 and end on June 30.
10. Nominees filling vacancies occurring during the year due to resignation, attrition, and/or failure to attend meetings will begin their term of membership following board of directors' approval of their appointment to the committee. Such nominees shall complete the remainder of the unexpired term.

#### ARTICLE VI – Committee Operation

1. Each regular committee member shall have one vote on all matters brought before the Human Growth and Development Citizens Advisory Committee for formal action. In the absence of a quorum, alternate members shall have a vote.
2. The committee shall reorganize annually in May, at which time planning for the year's activities of the Human Growth and Development Citizens Advisory Committee for the Spokane Public Schools shall take place.
3. The committee shall approve all recommendations to the board of directors by a majority vote of the quorum present before submitting them in writing to the board of directors.
4. The superintendent's liaison to the Human Growth and Development Citizens Advisory Committee and the human growth and development coordinator shall be responsible for providing needed information and services to the committee.

#### ARTICLE VII – Officers

1. The officers of the Human Growth and Development Citizens Advisory Committee shall be a chair, a chair-elect, and a secretary, elected by the committee from its membership at its May meeting. Officers shall serve for one year in their designated position and may be reelected once. Officers who miss two consecutive meetings without just cause shall be relieved of their office and replacement shall occur by a majority vote of the quorum present.
2. The chair shall preside at all meetings; shall assist in the preparation of the agenda; and shall assist in the presentation of reports to the board of directors and the community. The chair-elect shall serve in the absence of the chair; shall assure the maintenance of the membership list; shall assist with the orientation of new members; and with staff assistance, shall assure the notification to the members of all meetings. The secretary shall

review the minutes of the meetings; shall, in the absence of the staff, record the minutes; and with the chair, shall prepare the reports to the board of directors.

3. The Executive Committee shall be composed of the chair, chair-elect, secretary, and immediate past chair. The committee shall meet prior to the meeting of the full HGD CAC for the purpose of preparing the agenda, previewing materials as needed, recruitment of members, and other duties and needs that arise. Officers are expected to serve four (4) years on the Executive Committee; coming onto the committee as secretary, then in consecutive years moving to chair-elect, then chair, then immediate past chair, after which they rotate off the Executive Committee. CAC members may rejoin the Executive Committee after a minimum of a one (1) year hiatus from the committee.

#### ARTICLE VIII – Meetings

1. The committee shall hold regularly scheduled meetings during the school year. The date, time, and place of these meetings shall be determined by the committee.
2. Whenever necessary, special meetings shall be called by the chair or by a majority of the committee, or by the superintendent's liaison to the committee, or at the request of the board of directors of the school district.
3. All meetings shall be open to the public. However, the responsibilities of making motions and voting will be limited to regular committee members. Any member of the committee may propose an item for the agenda of any regular meeting and may speak to any issue before the committee.
4. Input from visitors to the meeting shall be obtained on written forms provided for this purpose. These forms shall be duplicated for review by the full committee. Oral input from visitors may occur at the end of the formal agenda or by invitation of the chair.

#### ARTICLE IX – Rules of Order

1. The bylaws shall be approved by the board of directors.
2. Suggested amendments to the bylaws of the Human Growth and Development Citizens Advisory Committee shall be approved by a majority of the quorum present and shall be transmitted to the board of directors for their action.
3. A quorum shall consist of a majority of the committee members. In the absence of a quorum, alternate members shall have a vote.
4. Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Human Growth and Development Citizens Advisory Committee. The superintendent's liaison shall serve as the parliamentarian.