

CHIPPEWA VALLEY SCHOOLS
REPRODUCTIVE HEALTH AND SEX EDUCATION ADVISORY COMMITTEE
BY-LAWS

1 **ARTICLE A – OFFICIAL NAME**

2
3 Section I. The name of this CVS advisory committee shall be Chippewa Valley
4 Schools Reproductive Health Advisory Board.

5
6 **ARTICLE B – PURPOSE**

7
8 Section 1: The CVS Reproductive Health Advisory Board shall function on a
9 continuous basis in an advisory capacity to the CVS Board of Education in
10 accordance with Michigan Laws.

11
12 Section 2: Specifically, this advisory committee shall assist the CVS Board of
13 Education, the CVS administration and CVS staff in establishing program goals
14 and objectives to provide students enrolled in CVS programs * with accurate
15 knowledge regarding reproductive health and sex education information to
16 support the reduction in the rates of sex, pregnancy, and/or sexually transmitted
17 diseases among students.

18
19 Section 3: The advisory board shall provide a thoughtful, timely and periodical
20 review of reproductive health and sex education curricula and materials for use in
21 CVS student programs.

22
23 The curricula and materials will provide information to students that are:
24 a) age appropriate
25 b) developmentally appropriate
26 c) medically accurate.

27
28 The advisory board will develop recommendations for goals, objectives, curricula
29 and materials regarding reproductive health and sex education. These
30 recommendations will be forwarded to the Superintendent. Then these
31 recommendations will be presented by the Superintendent to the CVS Board of
32 Education so they may consider official support of specific recommendations.

33
34 Section 4: Whenever the “*Superintendent*” appears in these By-Laws, the words
35 “*or his/her designated representative*” shall be assumed to follow.

36
37 Section 5: Representatives from the advisory board may be asked to assist the
38 administration with presentations of the recommendations to the CVS Board of
39 Education.

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42
43 **ARTICLE C – AUTHORIZATION**
44
45 Section 1: The CVS Reproductive Health Advisory Board is a public advisory
46 committee with members appointed by the CVS Board of Education in
47 compliance with Michigan Law.
48

49
50 **ARTICLE D - NUMBER OF MEMBERS**
51
52 Section 1: The CVS Reproductive Health Advisory Board shall consist of up to
53 21 official members and additional ex-official members as assigned by the CVS
54 Superintendent. Official members shall each have one vote. Ex-officials are
55 non-voting members.
56

57
58 **ARTICLE E - NOMINATION FOR MEMBERSHIP**
59
60 Section 1: The District Reproductive Health Facilitator shall nominate persons to
61 assure that different types of CVS students are represented on the advisory
62 committee.
63

64 Section 2: Any interested person may submit a recommendation to the District
65 Reproductive Health Facilitator for his/her consideration as a potential nominee
66 of this advisory committee.
67

68 Section 3: At a timely meeting of the CVS Board of Education, the Board shall
69 act on all nominations recommended by the District Reproductive Health
70 Facilitator, to fill the expired terms of the committee members.
71
72

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73
74 ARTICLE F – TYPE OF MEMBERS (OFFICIAL AND EX-OFFICIAL)
75
76 Section 1: CO-CHAIRPERSONS: The CVS Reproductive Health Advisory
77 Board shall consist of two (2) co-chairs appointed by the CVS Board of
78 Education. One (1) co-chair shall be a parent of a student who attends a CVS
79 program. One (1) co-chair shall be the District Reproductive Health Facilitator .
80 Both co-chairs are official members of this advisory committee.
81
82 Section 2: PARENT MEMBERS: At least one-half (1/2) of the official members
83 of the CVS Reproductive Health Advisory Board shall be parents who have a
84 student attending a program operated by the CVS and a majority of these official
85 parent members shall be individuals who are not employed by the CVS.
86
87 Section 3: COMMUNITY PUBLIC HEALTH PROFESSIONAL: A Community
88 Public Health Professional shall be an official member of the CVS Reproductive
89 Health Advisory Board.
90
91 Section 4: OTHER MEMBERS: The remaining official members of the CVS
92 Reproductive Health Advisory Board shall include CVS students, CVS educators,
93 local clergy, and health professionals from the community.
94
95
96 ARTICLE G – TERM OF MEMBERSHIP
97
98 Section 1: NON-CVS MEMBERS: The length of term of non-CVS staff on this
99 advisory committee is three (3) years. A second term of membership of an
100 additional three (3) years is available via re-appointment by the CVS Board of
101 Education. Membership is limited to a maximum of six (6) years. Members are
102 appointed by the CVS Board of Education.
103
104 Section 1a: Some special one-time length of terms shall be used at the initial
105 establishment of this advisory committee. This is in order to support a
106 continuous and knowledgeable advisory committee membership. Therefore,
107 beginning with the establishment of this advisory board in 2012, the initial
108 membership length of term for some non-CVS individual members shall be
109 established at two (2), and/or three (3) years. Those non-CVS members with
110 initial terms of two (2) or three (3) years may be asked and/or request a second
111 term of membership of three (3) years. All members are appointed by the CVS
112 Board of Education.
113

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114 Section 2: CVS MEMBERS: CVS staff shall be appointed annually to this
115 advisory committee by the CVS Superintendent. CVS staff members shall serve
116 without term limits with the annual recommendation of the Superintendent and
117 approval of the CVS Board of Education.
118
119 Section 3: Members in Good Standing: A member in good standing shall be
120 defined as those that have been appointed to the committee by action of the CVS
121 Board of Education.
122
123 Section 4: Termination of Membership: Continued advisory committee
124 membership is contingent upon attendance and excused absences. Members
125 are encouraged to contact the District Reproductive Health Facilitator if they
126 cannot attend the meeting. Three unexcused consecutive absences from
127 regularly scheduled meetings will result in termination. After an advisory
128 committee member has had an unexcused absence from two (2) consecutive
129 regularly scheduled meetings of the committee, they shall be notified in writing by
130 the District Reproductive Health Facilitator of said absence. One (1) more
131 consecutive absence will result in initiation termination of membership on this
132 advisory committee. Replacements for those terminated members shall be as
133 prescribed in Article E, shall be acted upon by the CVS Board of Education for
134 approval, and shall serve the unexpired term.
135
136

ARTICLE H – DUTIES OF MEMBERS:

137 Section 1: The advisory committee will develop recommendations for goals,
138 objectives, curricula and materials regarding reproductive health and sex
139 education. These recommendations will be forwarded to the Superintendent.
140 Then these recommendations will be presented by the Superintendent to the
141 CVS Board of Education so they may consider official support of specific
142 recommendations.
143
144 Section 2: In their role as advisory committee members, individual and/or the
145 committee's requests, needs, concerns, and recommendations shall be
146 forwarded to the Superintendent.
147
148 Section 3: Co-Chairpersons: There shall be two co-chairpersons, one (1) parent
149 co-chairperson and one (1) CVS co-chairperson. They shall exercise general
150 supervision and control over business and affairs of the CVS Reproductive
151 Health Advisory Board. The co-chairpersons shall sign documents, contracts or
152 other instruments as the authorized official representative of the advisory
153 committee. In addition, the Chairpersons shall develop the agenda for the
154
155

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156 meetings of the advisory committee, schedule all meetings; preside over such
157 meetings; and appoint sub-committees as the need arises. In general, the Co-
158 chairpersons shall perform all duties incident to the office of a chairperson.
159

160 **Section 4: All Members:**

- 161 a) Attend regularly scheduled meetings as defined in Article G.
- 162 b) Periodically assist CVS administration with establishing goals and
163 objectives regarding age and developmentally appropriate reproductive
164 health and sex education for students in CVS programs.
- 165 c) Periodically review and recommend curricula and materials for use in CVS
166 student programs that will provide age appropriate, developmentally
167 appropriate and medically accurate information to students about
168 reproductive health and sex education.

169
170 **Section 5: The CVS administration will organize and provide a variety of**
171 **curricula and materials for the advisory committee to consider.**

172
173 **Section 6: The advisory committee recommendations will be forwarded to the**
174 **CVS Superintendent and he/she will forward to the CVS Board of Education for**
175 **their consideration for approval.**

176
177 **Section 7: Members may be asked to act as representatives of the advisory**
178 **committee in providing advice to the CVS regarding special initiatives, service**
179 **reviews, and other such activities. Where applicable, the members will be asked**
180 **to report back to the advisory committee regarding these activities.**

181
182 **ARTICLE I - MEETINGS**

183
184 **Section 1: The CVS Reproductive Health Advisory Board shall meet a minimum**
185 **of two (2) times per year. Additional or special meetings may be called by the**
186 **CVS Superintendent.**

187
188 **Section 2: Reproductive Health Advisory meetings shall be open to the public.**
189 **Any person shall be permitted to address the advisory committee regarding an**
190 **appropriate agenda item. Individuals desiring to appear on the printed agenda**
191 **for purposes of addressing the advisory committee shall notify the District**
192 **Reproductive Health Facilitator no later than five (5) business days prior to the**
193 **date of the meeting. Members in good standing are exempted from this**
194 **requirement and may address the advisory committee at the prescribed agenda**
195 **item.**

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197 Section 3: The advisory meetings shall follow a prescribed agenda (format)
198 containing, but not limited to, the following items:
199
200 a. Call to Order
201 b. Membership Roll Call
202 c. Comments from the Public
203 d. Approval of Previous Meeting's Minutes
204 e. Approval of the Agenda and Additions to the Agenda
205 f. Presentations
206 g. Information Items
207 h. Items Requiring Action by the Committee
208 i. Announcements
209 j. Adjournment
210
211 Section 4: Notices of meetings shall be given as soon as possible by the
212 Supervisor/co-chair. Notice shall include a listing of items for discussion and/or
213 action.
214
215 Section 5: A copy of the minutes of each meeting shall be sent to the members
216 of the CVS Reproductive Health Advisory Board and the CVS Superintendent.
217
218 Section 6: Quorum at the Meetings: At all meetings, thirty percent (30%) of the
219 members in good standing shall constitute a quorum, which is necessary to
220 conduct business. If a quorum is not present, then the committee will operate
221 under "Committee of the whole" and may not act on any business items that may
222 bind the Committee.
223
224 Section 7: Annual Organizational Meeting: The annual organizational meeting
225 shall be held at the last regularly scheduled meeting of the school year, at which
226 time the next year's meeting calendar shall be established.
227
228 ARTICLE J - VOTING RIGHTS AND PROCEDURES
229
230 Section 1: Only official members in good standing may vote at the CVS
231 Reproductive Health meetings. Each member shall hold one (1) vote on each
232 business item.
233
234 Section 2: All decisions and actions on all issues brought before this advisory
235 committee shall be determined by either roll call vote or show of hands. All votes
236 must be recorded and entered into the minutes.
237

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238 Section 3: A majority vote (50% + 1) of the votes cast (abstentions shall not be
239 counted as legal votes cast) shall be required to receive approval or pass any
240 business item by the advisory committee.

241

242

243 **ARTICLE K - AMENDMENTS**

244

245 Section 1: These By-Laws, or any Article, or Section thereof, may be
246 recommended for consideration for amendment by the Advisory Committee to
247 the CVS Superintendent. Only the CVS Board of Education can act to implement
248 recommended By-Law changes. A written notification of such proposed
249 amendment or amendments must be sent to each official advisory member and
250 ex-officio member not less than ten (10) business days prior to the time of
251 consideration.

252

253 Section 2: By-Laws shall be reviewed at the Advisory Committee's annual
254 organizational meeting.

255

256

257 /end