

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

1 ARTICLE A – OFFICIAL NAME

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3 Section I. The name of this CVS advisory committee shall be Chippewa Valley
4 Schools Reproductive Health Advisory Board.
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7 ARTICLE B – PURPOSE

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9 Section 1: The CVS Reproductive Health Advisory Board shall function on a
10 continuous basis in an advisory capacity to the CVS Board of Education in
11 accordance with Michigan Laws.
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13 Section 2: Specifically, this advisory committee shall assist the CVS Board of
14 Education, the CVS administration and CVS staff in establishing program goals
15 and objectives to provide students enrolled in CVS programs * with accurate
16 knowledge regarding reproductive health and sex education information to
17 support the reduction in the rates of sex, pregnancy, and/or sexually transmitted
18 diseases among students.
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20 Section 3: The advisory board shall provide a thoughtful, timely and periodical
21 review of reproductive health and sex education curricula and materials for use in
22 CVS student programs.
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24 The curricula and materials will provide information to students that are:

- 25 a) age appropriate
26 b) developmentally appropriate
27 c) medically accurate.

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29 The advisory board will develop recommendations for goals, objectives, curricula
30 and materials regarding reproductive health and sex education. These
31 recommendations will be forwarded to the Superintendent. Then these
32 recommendations will be presented by the Superintendent to the CVS Board of
33 Education so they may consider official support of specific recommendations.
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35 Section 4: Whenever the “*Superintendent*” appears in these By-Laws, the words
36 “*or his/her designated representative*” shall be assumed to follow.
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38 Section 5: Representatives from the advisory board may be asked to assist the
39 administration with presentations of the recommendations to the CVS Board of
40 Education.
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ARTICLE C – AUTHORIZATION

Section 1: The CVS Reproductive Health Advisory Board is a public advisory committee with members appointed by the CVS Board of Education in compliance with Michigan Law.

ARTICLE D - NUMBER OF MEMBERS

Section 1: The CVS Reproductive Health Advisory Board shall consist of up to 21 official members and additional ex-official members as assigned by the CVS Superintendent. Official members shall each have one vote. Ex-officials are non-voting members.

ARTICLE E - NOMINATION FOR MEMBERSHIP

Section 1: The District Reproductive Health Facilitator shall nominate persons to assure that different types of CVS students are represented on the advisory committee.

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

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

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ARTICLE F – TYPE OF MEMBERS (OFFICIAL AND EX-OFFICIAL)

Section 1: CO-CHAIRPERSONS: The CVS Reproductive Health Advisory Board shall consist of two (2) co-chairs appointed by the CVS Board of Education. One (1) co-chair shall be a parent of a student who attends a CVS program. One (1) co-chair shall be the District Reproductive Health Facilitator . Both co-chairs are official members of this advisory committee.

Section 2: PARENT MEMBERS: At least one-half (1/2) of the official members of the CVS Reproductive Health Advisory Board shall be parents who have a student attending a program operated by the CVS and a majority of these official parent members shall be individuals who are not employed by the CVS.

Section 3: COMMUNITY PUBLIC HEALTH PROFESSIONAL: A Community Public Health Professional shall be an official member of the CVS Reproductive Health Advisory Board.

Section 4: OTHER MEMBERS: The remaining official members of the CVS Reproductive Health Advisory Board shall include CVS students, CVS educators, local clergy, and health professionals from the community.

ARTICLE G – TERM OF MEMBERSHIP

Section 1: NON-CVS MEMBERS: The length of term of non-CVS staff on this advisory committee is three (3) years. A second term of membership of an additional three (3) years is available via re-appointment by the CVS Board of Education. Membership is limited to a maximum of six (6) years. Members are appointed by the CVS Board of Education.

Section 1a: Some special one-time length of terms shall be used at the initial establishment of this advisory committee. This is in order to support a continuous and knowledgeable advisory committee membership. Therefore, beginning with the establishment of this advisory board in 2012, the initial membership length of term for some non-CVS individual members shall be established at two (2), and/or three (3) years. Those non-CVS members with initial terms of two (2) or three (3) years may be asked and/or request a second term of membership of three (3) years. All members are appointed by the CVS Board of Education.

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Section 2: CVS MEMBERS: CVS staff shall be appointed annually to this advisory committee by the CVS Superintendent. CVS staff members shall serve without term limits with the annual recommendation of the Superintendent and approval of the CVS Board of Education.

Section 3: Members in Good Standing: A member in good standing shall be defined as those that have been appointed to the committee by action of the CVS Board of Education.

Section 4: Termination of Membership: Continued advisory committee membership is contingent upon attendance and excused absences. Members are encouraged to contact the District Reproductive Health Facilitator if they cannot attend the meeting. Three unexcused consecutive absences from regularly scheduled meetings will result in termination. After an advisory committee member has had an unexcused absence from two (2) consecutive regularly scheduled meetings of the committee, they shall be notified in writing by the District Reproductive Health Facilitator of said absence. One (1) more consecutive absence will result in initiation termination of membership on this advisory committee. Replacements for those terminated members shall be as prescribed in Article E, shall be acted upon by the CVS Board of Education for approval, and shall serve the unexpired term.

ARTICLE H – DUTIES OF MEMBERS:

Section 1: The advisory committee will develop recommendations for goals, objectives, curricula and materials regarding reproductive health and sex education. These recommendations will be forwarded to the Superintendent. Then these recommendations will be presented by the Superintendent to the CVS Board of Education so they may consider official support of specific recommendations.

Section 2: In their role as advisory committee members, individual and/or the committee's requests, needs, concerns, and recommendations shall be forwarded to the Superintendent.

Section 3: Co-Chairpersons: There shall be two co-chairpersons, one (1) parent co-chairperson and one (1) CVS co-chairperson. They shall exercise general supervision and control over business and affairs of the CVS Reproductive Health Advisory Board. The co-chairpersons shall sign documents, contracts or other instruments as the authorized official representative of the advisory committee. In addition, the Chairpersons shall develop the agenda for the

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

Section 4: All Members:

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

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

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

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

ARTICLE I - MEETINGS

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

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

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Section 3: The advisory meetings shall follow a prescribed agenda (format) containing, but not limited to, the following items:

- a. Call to Order
- b. Membership Roll Call
- c. Comments from the Public
- d. Approval of Previous Meeting's Minutes
- e. Approval of the Agenda and Additions to the Agenda
- f. Presentations
- g. Information Items
- h. Items Requiring Action by the Committee
- i. Announcements
- j. Adjournment

Section 4: Notices of meetings shall be given as soon as possible by the Supervisor/co-chair. Notice shall include a listing of items for discussion and/or action.

Section 5: A copy of the minutes of each meeting shall be sent to the members of the CVS Reproductive Health Advisory Board and the CVS Superintendent.

Section 6: Quorum at the Meetings: At all meetings, thirty percent (30%) of the members in good standing shall constitute a quorum, which is necessary to conduct business. If a quorum is not present, then the committee will operate under "Committee of the whole" and may not act on any business items that may bind the Committee.

Section 7: Annual Organizational Meeting: The annual organizational meeting shall be held at the last regularly scheduled meeting of the school year, at which time the next year's meeting calendar shall be established.

ARTICLE J - VOTING RIGHTS AND PROCEDURES

Section 1: Only official members in good standing may vote at the CVS Reproductive Health meetings. Each member shall hold one (1) vote on each business item.

Section 2: All decisions and actions on all issues brought before this advisory committee shall be determined by either roll call vote or show of hands. All votes must be recorded and entered into the minutes.

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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.

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243 ARTICLE K - AMENDMENTS
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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.

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

255
256
257 /end