

Summary of Changes to PCO Bylaws (June 2019)

2017		2019
Steering Committee Seats		
will consist of no fewer than nine and no more than thirteen seats	change	will consist of no more than 15 seats
Officers		
Chair, Lower School Vice Chair, Upper School Vice Chair, Secretary, Treasurer, and Technology Officer	change	Chair, three Vice Chairs (one representing each school building), Secretary, Treasurer
Committee Coordinators		
	new	At the Final Business Meeting each year (see Article III Section 2), the Chair will appoint Steering Committee members to serve as Coordinator (or Co-Coordinator if there are two individuals appointed) of each of the following areas: Communications, Community Support, Events, Fundraising, Volunteering.
PCO Representative		
<p>The PCO Representative on the Board of Trustees is expected to:</p> <ul style="list-style-type: none"> • attend both PCO and Board of Trustees meetings each month • submit a PCO report to the Board of Trustees monthly • provide the PCO with agenda, minutes and other public documents from the Board of Trustees meetings as requested • commit to this role for two years • fulfill the Board of Trustees' membership requirements. 	change	<p>The PCO Board Representative will have a seat on the Steering Committee and will represent the PCO at meetings of the ECS Board of Trustees as an ex officio member with the right to participate, but not vote, in meetings of the Board of Trustees.</p> <ul style="list-style-type: none"> * Attend both PCO and Board of Trustees meetings each month. * Submit a PCO report to the Board of Trustees monthly. * Provide the PCO with agenda, minutes and other public documents from the Board of Trustees meetings as requested.
The Steering Committee will identify candidates for the PCO Representative position as the end of each two-year term	change	Nominations for this position will be sought by the Nominating Committee (see Article II Section 5). To be accepted to the slate of

approaches.		<p>nominees for this position, candidates must first submit a letter of interest and resume, in addition to being interviewed by the Nominating Committee.</p> <p>Also see Section 5b.</p>
The term of the PCO Representative term will be for two years; however, there is no limit to the number of terms an individual may serve in this role.	change	The PCO Board Representative term will be for one year; however, there is no limit to the number of terms an individual may serve in this role.
Members-at-Large		
	new	<p>Any members not appointed to the role of an Officer, Committee Coordinator, or PCO Board Representative and who are in their first year of service on the Steering Committee will be considered a member-at-large. They will have the right to participate and vote in Steering Committee matters, but will not have designated responsibilities outside of general Steering Committee member responsibilities. If members-at-large wish to continue serving on the Steering Committee after their first year, they must accept one or more of the following roles: Officer, Committee (Co-) Coordinator, PCO Board Representative.</p>
Rotation of Membership		
<p>The Steering Committee will strive to maintain a balance between experienced and new committee members. To fulfill this objective, the committee will recruit at least one new member each school year.</p> <p>Recruitment and nomination of new members will be the ongoing responsibility of all Steering Committee members. In the process of recruitment, members will make an effort to identify potential members who fulfill the diversity objectives of the Steering Committee.</p> <p>At any given time that a new member wants to join, nominees will be accepted according to the following procedures:</p> <ul style="list-style-type: none"> • If the number of nominees does not exceed the number of available seats, nominees will 	change	<p>Steering Committee members shall retain their seats until vacated. At the PCO's Final Business Meeting (see Article III Section 2), up to three seats on the Steering Committee must be vacated if, and only if, up to three new corresponding candidates for membership on the Steering Committee have been nominated for the seats and have accepted the nomination. If any member wishes to voluntarily vacate their seat, their intention must be communicated to the Steering Committee Chair no later than May 1 of each year.</p>

<p>be accepted at the PCO meeting subsequent to their nomination.</p> <ul style="list-style-type: none"> • If the number of nominees exceeds the number of available seats, then: <ol style="list-style-type: none"> 1. At a PCO meeting, the Chair of the Steering Committee will draw lots to fill the available seats and create a waiting list with the remaining names. 2. As seats become available throughout the year, they will be filled by names on the waiting list, followed by individuals subsequently nominated. <p>In the event that no seats are available for new members to join the Steering Committee, all non-officer Steering Committee members will be entered into a lottery and the first name drawn will be asked to resign from the Steering Committee.</p>		
	change	<p>Upon the nomination of candidates for membership on the Steering Committee and the acceptance of such nominations, the Steering Committee shall proceed by random lot to fill all vacant seats from those selected for eligibility by the Nominating Committee (see Article II Section 5).</p>
Mid-Year Vacancies		
	new	<p>A Steering Committee seat vacated by resignation more than three months prior to June 30 shall be filled for the remainder of the year by the first nominee listed sequentially pursuant to Article II, Section 5, who does not fill a seat on the Steering Committee.</p>
Nominating Committee		
	new	<p>The Nominating Committee shall consist of at least three members of the Steering Committee, each of whom shall be chosen by majority vote of the Steering Committee by February 28 of each year. The Nominating Committee will solicit nominations for Steering Committee members and PCO Board Representative from parents/legal guardians of the ECS community, including self-nominations, by public announcement no later than March 15 of each year.</p>

Steering Committee Nominations		
	new	<p>By May 1 of each year, the Nominating Committee shall submit to the Steering Committee a confirmed slate of nominees who shall be eligible for a Steering Committee seat in the following year.</p> <p>At the PCO's Final Business Meeting (see Article III Section 2), the Steering Committee shall proceed by random lot to fill all vacant Steering Committee seats from those selected for eligibility by the Nominating Committee. All nominees' names are to be chosen and listed sequentially, in order to fill any vacant spots throughout the year. The roles and duties of the newly appointed Steering Committee members will be effective the same day that their names are selected.</p>
PCO Meetings		
The PCO will hold a minimum of three meetings during the school year, weather and/or schedule permitting, at a date, time and place determined by the Steering Committee.	change	The PCO will hold a minimum of four business meetings during the school year, weather and/or schedule permitting, at a date, time and place determined by the Steering Committee.
previously the "Annual Business Meeting"	new	The PCO's Final Business Meeting shall be held at the last regularly scheduled meeting of the PCO held in each year. It must fall between May 15 and the final school day of the year. The Final Business Meeting is for selecting members of the Steering Committee, selecting committee chairs, receiving annual reports from committee coordinators and standing sub-committees, reviewing a financial annual report, voting on a budget for the following school year, and conducting other end-of-year business as needed.
Financial Practices and Reporting		
	new	The treasurer will present a proposed budget to the Steering Committee for approval at the Final Business Meeting. At each business

		meeting, the treasurer will provide a year-to-date budget report.
PCO Committee Structure		
	new	<p>All PCO subcommittees should be categorized in one of the following areas:</p> <ul style="list-style-type: none"> * Communications * Community Support * Events * Fundraising * Volunteering <p>All Committee Coordinators are expected to:</p> <ul style="list-style-type: none"> * attend Steering Committee meetings * communicate logistical and budgetary information to the subcommittee chairs * provide a report to the Steering Committee on the activity of each subcommittee as necessary