

**BYLAWS**  
**MIGRANT REGION 4**  
**ADVISORY BOARD**  
**OF**  
**MANAGEMENT**

**Approved and Adopted**  
**November 8, 1995**

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## 100 LEGAL STATUS

### 110 Legal Origin and History

In an attempt to counter the discontinuity of education stemming from the migratory way of life, in 1966 the United States Congress established the national Migrant Education program under the authority of Title I of the Elementary and Secondary Education Act (ESEA). Initially, the Migrant Education program made funds available for supplemental instruction and support services in health and nutrition for the school-aged children of migratory agricultural workers only. In later years, the program extended services to the children of migratory fishers, and children whose parents migrate to cultivate and harvest America's forests.

A change of the program under Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988, expanded the age range of students served from 5-17 to 3-21. This change recognizes the importance of early childhood programs and the need for continued services beyond the normal age of high school graduation for this group of young people.

The most recent and greatest change was the Reauthorization Bill passed in 1994, enacted in the America's Schools Act Public Law 103-382, Title I Amendments to the Elementary and Secondary Education Act of 1965. It reduced the eligibility period of a migrant child from six years to three years, discontinued MSRTS and gives more flexibility to the schools districts to incorporate the migrant program as part of the schoolwide concept.

The Fresno County Migrant Education Program began during the 1967-68 school year with nine school districts. Today, 29 districts participate in the program with approximately 17,000 migrant students being served. Those services include instructional, health, and supportive services. In addition migrant students receive services through special projects that are of great benefit to all migrant students.

120 County Superintendent of Schools

It shall be the policy of the Fresno County Superintendent of Schools to maintain and operate the Migrant Education Program (Region 4) with all provisions of the Education Code and Federal regulations that pertain.

130 Migrant Region 4 Advisory Board of Management

Each participating district selects its decision-making representative to the Migrant Region 4 Advisory Board Committee to develop recommendations on programs and provide liaison between the Migrant Region 4 (County) and participating districts.

**200 COMPOSITION OF THE MIGRANT REGION 4 ADVISORY BOARD OF MANAGEMENT**

210 Number and Category of Members

Each district eligible for Migrant Education funds is entitled to one (1) vote.

In addition, there shall be two ex-officio members. Each one representing the Fresno County Superintendent and the Region Administrator.

220 District Representation

Each participating District shall recommend to the Administrator, one decision-making representative and one alternate for the Migrant Region 4 Advisory Board of Management. Alternates shall not be entitled to hold office.

## Districts

~~American Union~~  
Burrel Union  
Caruthers Elementary  
Caruthers Union  
Central Unified  
Clovis Unified  
Coalinga-Huron Unified  
Firebaugh-Las Deltas Unified  
Fowler Unified  
Fresno Unified  
Golden Plains Unified  
Kerman Unified  
Kings Canyon  
~~Kingsburg Elementary~~  
Kingsburg High  
Laton Unified

Mendota Unified  
Monroe Elementary  
Orange Center Elementary  
Pacific Union Elementary  
Parlier Unified  
Raisin City  
Riverdale Unified  
Sanger Unified  
Selma Unified  
Washington Union  
West Fresno Elementary  
West Park Elementary  
Westside Elementary  
County Superintendent, Ex-Officio  
Region Administrator, Ex-Officio

### 230 Voting Privileges

Each duly appointed, decision-making, representative shall be entitled to cast a vote provided the representative is among a duly constituted quorum called for the meeting. Duly appointed alternate(s) shall be entitled to cast a vote in the absence of appointed representative(s). The ex-officio members shall not hold voting privileges.

### 300 **TERMS OF OFFICE**

#### **MEMBERS, VACANCIES, RESIGNATIONS, AND TEMPORARY COMMITTEES**

### 310 Migrant Region 4 Advisory Board of Management

Terms of office for the Migrant Region 4 Advisory Board of Management shall be at the discretion of the districts with appointees being recommended from each participating district. Participating districts' requests to change representatives and alternates shall be submitted in writing to the Administrator.

320 Vacancies

The districts shall appoint a representative to fill any vacancy prior to the next scheduled meeting.

330 Resignations

Written resignations shall be submitted to the Administrator and to the participating district.

340 Temporary Committees

It shall be the responsibility of the Chair to appoint special committees whenever necessary. The Chair shall delegate duties and responsibilities of each committee at the time of appointment and serve as an ex-officio member of the committee appointed. Special committees shall be considered dissolved upon submission of a final report.

The immediate past Chair, if available, shall chair the Nominating Committee. If the immediate past Chair is unavailable, the Administrator or designee shall assume the Chair of the Nominating Committee.

**400 DUTIES OF OFFICERS, MEMBERS, AND AUXILIARY PERSONNEL**

410 Election of Officers of the Migrant Region 4 Advisory Board of Management

At the annual organization meeting in September, the Chair-Elect shall assume the role of Chair, and the Migrant Region 4 Advisory Board of Management shall elect a Chair-Elect from its members. The Chair-Elect will succeed to the Chair the following year. In the event of a vacancy of the Chair during the term of office, the Chair-Elect will succeed to the Chair and a new Chair-Elect will be appointed. If the Chair-Elect is unable to assume the role of Chair, the Migrant Region 4 Advisory Board of Management shall

elect a new Chair and Chair-Elect. The Administrator or his designee will preside the election of the Chair.

The Migrant Region Administrator as the chief executive officer shall be secretary to the Migrant Region 4 Advisory Board of Management.

420 Duties of the Chair

The duties of the Chair shall be:

1. Call all regular and special meetings.
2. Preside at all meetings; preserve order and enforce rules.
3. Appoint all authorized committees including the Nominating Committee.
4. Serve as ex-officio member on Migrant Region 4 Advisory Board of Management subcommittees.
5. Hold the same privileges as do other members of the Migrant Region 4 Advisory Board of Management in voting, introducing motions and resolutions, and discussion of matters before the Migrant Region 4 Advisory Board of Management.
6. Sign authorized documents as appropriate.
7. Assist the Administrator in the establishment of the Migrant Region 4 Advisory Board of Management agenda.
8. Perform other duties as may be required.
9. Appoint a member to serve as Chair-Elect in case of a vacancy.



430 Duties of the Chair-Elect

The duties of the Chair-Elect shall be:

1. In the absence of the Chair, serve in all capacities pertaining thereto.
2. Prepare to assume the Chair for the next year.
3. Perform other duties as may be required.

440 Duties of the Secretary (Administrator)

The Administrator shall act as Secretary to the Migrant Region 4 Advisory Board of Management. The duties of the Secretary shall be:

1. Prepare and distribute the Migrant Region 4 Advisory Board of Management meeting agenda in cooperation with the Chair.
2. Prepare and distribute minutes and other information of the Migrant Region 4 Advisory Board of Management meetings.
3. Maintain Migrant Region 4 Advisory Board of Management records and documents and submit to the County Superintendent of Schools.
4. Submit bimonthly, for review by the Migrant Region 4 Advisory Board of Management, a prepared financial report to include all income and expenditures; such statement is to be prepared in accordance with the Accounting Manual used by the Fresno County Office of Education and guidelines from the California State Department of Education.
5. Notify members of the Migrant Region 4 Advisory Board of Management of all Migrant Region 4 Advisory Board of Management meetings at least forty-eight (48) hours prior to the meeting.

6. Represent the Migrant Region 4 Advisory Board of Management in all matters involving questions of procedure and in securing opinions from the County Superintendent of Schools.
7. In the absence of both the Chair and the Chair-Elect, the Administrator or his designee will conduct the Migrant Region 4 Advisory Board of Management Meeting.

450 Duties of the Migrant Region 4 Advisory Board of Management

The Migrant Region 4 Advisory Board of Management shall be wholly separate and apart from districts' Governing Boards. The Migrant Region 4 Advisory Board of Management shall advise the Migrant Administrator and the County Superintendent of Schools on matters pertaining to Migrant Region operations.

The duties of the Migrant Region 4 Advisory Board of Management shall be:

1. Advise the Migrant Administrator and the County Superintendent of Schools on policy recommendations relative to implementing the philosophy and goals of the Migrant Region 4 Program.
2. Elect its officers at the annual organization meeting during the month of September.
3. Make recommendations regarding budget, curriculum, projects, policies, and guidelines as deemed appropriate.
4. Adopt and recommend to the Migrant Administrator and County Superintendent for approval any addition or changes in rules, policies, bylaws, and guidelines determined appropriate or required in terms of compliance issues for the operation of the Migrant Education Region 4 Program.

460 Duties of the County Superintendent of Schools (Designee)

The duties of the County Superintendent of Schools shall be:

1. Serve as ex-officio member to the Migrant Region 4 Advisory Board of Management.
2. Establish, maintain, and operate the Migrant Region 4 as authorized.

**500 METHOD OF OPERATION**

Members of the Migrant Region 4 Advisory Board of Management to the Migrant Administrator and the County Superintendent serve as the representatives of participating districts to promote the Migrant Education Region 4 Program of the students served. The Migrant Region 4 Advisory Board of Management to the Migrant Administrator and the County Superintendent has the delegated responsibility to recommend policy that the Administrator executes in the operation of the Migrant Region 4. The Migrant Region 4 Advisory Board of Management to the Migrant Administrator and the County Superintendent acts in an advisory capacity to the County Superintendent of Schools.

510 Line of Communication

Each participating district has an existing line of communication within its district. Communication should be channeled in accordance with that policy, to the Area Coordinators, Migrant Region 4 Program Director, Administrator, and then to the Migrant Region 4 Advisory Board of Management.

Each district must have a Parent Advisory Council. In addition, one representative from each district's Parent Advisory Council serves on the Region 4 (County) Parent Advisory Council.

(NOTE: The meeting agenda and pertinent materials are prepared by the Administrator for distribution to the Migrant Region 4 Advisory Board of

Management members the week prior to the meeting. Requests for agenda items should include names and addresses of the persons to appear before the Board and a brief summary of business and any supportive data to be presented.)

520 Adoption and Amendment of Bylaws of the Migrant Region 4 Advisory Board of Management

Bylaw proposals, amendments, or revisions shall normally be submitted in writing to all members of the Migrant Region 4 Advisory Board of Management and to the Administrator prior to a regularly scheduled meeting at which the proposed bylaws, amendments, or revisions shall be read and discussed.

Bylaws amendments or revisions will be adopted, barring emergencies, after consideration at two meetings of the Migrant Region 4 Advisory Board of Management. Action will usually occur during the second of two regularly scheduled meetings of the Board not less than eight (8) weeks apart.

Adoption of bylaws shall be by majority vote of ALL Migrant Region 4 Advisory Board of Management members with that action so recorded in Minutes of the Board. Only those written statements so adopted and recorded shall constitute official bylaws of the Migrant Region 4 Advisory Board of Management.

530 Suspension of Bylaws and General Policies

Bylaws and general policies shall be subject to suspension for a specific purpose and limited time by majority vote of all members present at a meeting if the call for which the proposed suspension has been described in writing, or, upon a two-thirds vote of all members present when no such written notice has been given.

## 600 MEETINGS

### 610 Type of Meetings

#### 1. Regular Meeting

Shall be held at 1:30 P.M. on the second Wednesday in the months of September, November, January, March, May, and July except that month in which such meeting date shall fall on a legal holiday.

#### 2. Special Meeting

The Chair of the Migrant Region 4 Advisory Board of Management, by request of the majority of members, may call special meetings of the Migrant Region 4 Advisory Board of Management. All members of the Migrant Region 4 Advisory Board of Management, the Migrant Administrator and the County Superintendent of Schools shall be notified of the special meeting and the purpose(s) for which it is called by written notice given to them at least twenty-four (24) hours in advance of the meeting. Only those items of business listed in the written notice for the special meeting shall be considered.

#### 3. Adjourned Meeting

A majority vote by the Migrant Region 4 Advisory Board of Management may terminate any meeting at any place in the agenda providing arrangements have been made to complete the items of business on the agenda within one week.

### 620 Time and Place

All regular meetings shall be held at the County Office Teilman Administrative Site. the second Wednesday of the month in September, November, January, March, May, July at 1:30 P.M., unless otherwise agreed

by majority vote of all members of the Migrant Region 4 Advisory Board of Management or if deemed necessary by the Administrator.

630 Quorum

A majority of the Migrant Region 4 Advisory Board of Management participating districts (15).

640 Voting

The affirmative vote of the majority of participating districts is necessary to approve any action item under consideration. All votes on motions, resolutions, and order of the Migrant Region 4 Advisory Board of Management shall be by Ayes and Noes.

Robert's Rules of Order, Newly Revised, shall govern procedures of all Migrant Region 4 Advisory Board of Management meetings unless an alternate procedure is specifically designated in the bylaws.

650 Annual Organization Meeting - Order of Business

The Migrant Region 4 Advisory Board of Management to the Migrant Administrator and the County Superintendent shall hold an annual organization meeting during the month of September. The Chair-Elect will take the position of Chair and will call the meeting to order.

1. Procedure for Election of Officers

The Chair shall call the meeting to order and ask for the nominations from the Nominating Committee for the office of Chair-Elect. Any member present may also make nominations for offices. Alternates cannot hold office. The officers are elected by the majority vote of Board members present; a written ballot may be used.

2. Appointment of a Secretary to the Migrant Region 4 Advisory Board of Management

The Administrator shall be appointed each year at its annual organization meeting to act as Secretary to the Migrant Region 4 Advisory Board of Management. As Secretary, the Administrator shall keep Minutes of all Board meetings. Copies of the proceedings shall be distributed to Board members with the agenda for the next regular meeting.

700 AGENDA

710 Construction of the Agenda

The Administrator, as Secretary to the Migrant Region 4 Advisory Board of Management, shall prepare an agenda for each regular meeting. Any member may call the Administrator not later than Tuesday at noon preceding the regular Migrant Region 4 Advisory Board of Management meeting to request an item be placed on the agenda.

The Migrant Region 4 Advisory Board of Management shall, barring emergency situations, take no action at any time on any item not presented on the agenda. In the event that any item is introduced by any member or any citizen attending said meetings, any action on said item will normally be postponed until the next regular meeting unless approval to the contrary is given by a majority of all members present.

720 Appropriate Agenda Topics

The Migrant Region 4 Advisory Board of Management may make recommendations to the Migrant Administrator and the County Superintendent on the following topics:

1. Migrant Region 4 Advisory Board of Management operation

2. Components of the Migrant Region 4 Program:

- Curriculum and Instruction
- Health Services
- Staff Development
- Identification and Recruitment
- Parent Involvement
- 3-5 Year Olds
- 18-21 Year Olds
- Special Projects

3. Students

4. Legislative Issues

5. Matters of Finance

6. Compliance Issues

7. Federal and State Regulations

8. Any topic referred by the Migrant Administrator or the County Superintendent.

730 Agenda Format

Call to Order

Approve Minutes

- A. Action Items
- B. Information and Reports
- C. Future Agenda Items



D. Adjournment

740 Dissemination of the Agenda and Related Material

The Migrant Region Migrant Region 4 Advisory Board of Management conducts public meetings.

1. In accordance with the Brown Act (Ed. Code 54952), copies of the agenda will be posted and mailed to all members of the Migrant Region 4 Advisory Board of Management. Members of the public will be sent copies upon request and the meetings will be open to the public.
2. Related agenda material for meetings will be distributed to appropriate members and staff. Copies of all materials will be available for public review at the office of the Administrator of the Migrant Region.