

(INSERT NAME) SCHOOL DISTRICT
SEX EDUCATION ADVISORY BOARD
BY-LAWS

1 ARTICLE A – OFFICIAL NAME

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3 Section I. The name of this (INSERT SCHOOL NAME) advisory Board shall be
4 the (INSERT SCHOOL NAME) Sex Education Advisory Board.

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7 ARTICLE B – PURPOSE

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9 Section 1: The (INSERT SCHOOL NAME) Sex Education Advisory Board shall
10 function on a continuous basis in an advisory capacity to the (INSERT SCHOOL
11 NAME) Board of Education in accordance with Michigan Laws.

12

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

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20 * These programs will also include those students enrolled in the (INSERT
21 SCHOOL NAME) (INSERT THE SPECIFIC POPULATIONS OF SPECIAL
22 EDUCATION OR VOCATIONAL EDUCATION STUDENTS WHO WILL ALSO
23 BE INCLUDED.) However not other (INSERT THE SPECIFIC POPULATIONS
24 OF SPECIAL EDUCATION OR VOCATIONAL EDUCATION STUDENTS WHO
25 WILL NOT BE INCLUDED) students, as they will follow their local district’s goals
26 and objectives.

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28 Section 3: The advisory Board shall provide a thoughtful, timely and periodical
29 review of sex education curricula and materials for use in (INSERT SCHOOL
30 NAME) student programs.

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32 The curricula and materials will provide information to students that are:

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- a) age appropriate
- b) developmentally appropriate
- c) medically accurate.

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37 The advisory Board will develop recommendations for goals, objectives, curricula
38 and materials regarding sex education. These recommendations will be
39 forwarded to the Superintendent. Then these recommendations will be

(INSERT NAME) SCHOOL DISTRICT
SEX EDUCATION ADVISORY BOARD
BY-LAWS

40 presented by the Superintendent to the (INSERT SCHOOL NAME) Board of
41 Education so they may consider official support of specific recommendations.

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

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46 Section 5: Representatives from the advisory Board may be asked to assist the
47 administration with presentations of the recommendations to the (INSERT
48 SCHOOL NAME) Board of Education.

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51 ARTICLE C – AUTHORIZATION

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53 Section 1: The (INSERT SCHOOL NAME) Sex Education Advisory Board is a
54 public advisory Board with members appointed by the (INSERT SCHOOL
55 NAME) Board of Education in compliance with Michigan Law.

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58 ARTICLE D - NUMBER OF MEMBERS

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60 Section 1: The (INSERT SCHOOL NAME) Sex Education Advisory Board shall
61 consist of nine (9) official members and additional ex-official members as
62 assigned by the (INSERT SCHOOL NAME) Superintendent. Official members
63 shall each have one vote. Ex-officials are non-voting members.

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66 ARTICLE E - NOMINATION FOR MEMBERSHIP

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68 Section 1: The (INSERT SCHOOL NAME) Superintendent shall nominate
69 persons to assure that different types of (INSERT SCHOOL NAME) students are
70 represented on the advisory Board.

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72 Section 2: Any interested person may submit a recommendation to the (INSERT
73 SCHOOL NAME) Superintendent for his/her consideration as a potential
74 nominee of this advisory Board.

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76 Section 3: At a timely meeting of the (INSERT SCHOOL NAME) Board of
77 Education, the Board shall act on all nominations recommended by the (INSERT
78 SCHOOL NAME) Superintendent, to fill the expired terms of the Board members.

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(INSERT NAME) SCHOOL DISTRICT
SEX EDUCATION ADVISORY BOARD
BY-LAWS

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

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83 Section 1: CO-CHAIRPERSONS: The (INSERT SCHOOL NAME) Sex
84 Education Advisory Board shall consist of two (2) co-chairs appointed by the
85 (INSERT SCHOOL NAME) Board of Education. One (1) co-chair shall be a
86 parent of a student who attends an (INSERT SCHOOL NAME) program. One (1)
87 co-chair shall be an (INSERT SCHOOL NAME) administrator. Both co-chairs are
88 official members of this advisory Board.

89

90 Section 2: PARENT MEMBERS: At least one-half (1/2) of the official members
91 of the (INSERT SCHOOL NAME) Sex Education Advisory Board shall be parents
92 who have a student attending a program operated by the (INSERT SCHOOL
93 NAME) and a majority of these official parent members shall be individuals who
94 are not employed by the (INSERT SCHOOL NAME).

95

96 Section 3: (INSERT SCHOOL NAME) SCHOOL NURSE: A school nurse shall
97 be an official member of the (INSERT SCHOOL NAME) Sex Education Advisory
98 Board.

99

100 Section 4: OTHER MEMBERS: The remaining official members of the (INSERT
101 SCHOOL NAME) Sex Education Advisory Board shall include (INSERT
102 SCHOOL NAME) students, (INSERT SCHOOL NAME) educators, local clergy,
103 and health professionals from the community.

104

105 Section 5: SECRETARY / CLERICAL SUPPORT: The (INSERT SCHOOL
106 NAME) administration will provide secretarial and/or clerical support to this
107 advisory Board. This support person shall be an ex-official non-voting member.

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109 Section 6: (INSERT SCHOOL NAME) ASSISTANT SUPERINTENDENT FOR
110 INSTRUCTION: The (INSERT SCHOOL NAME) Assistant Superintendent for
111 Instruction shall serve as an ex-officio advisory Board member. He/she shall act
112 as the Superintendent’s designated representative and shall provide assistance
113 to the advisory Board as needed. He/she shall be a non-voting member.

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(INSERT NAME) SCHOOL DISTRICT
SEX EDUCATION ADVISORY BOARD
BY-LAWS

116 ARTICLE G – TERM OF MEMBERSHIP

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118 Section 1: NON-(INSERT SCHOOL NAME) MEMBERS: The length of term of
119 non-(INSERT SCHOOL NAME) staff on this advisory Board is three (3) years. A
120 second term of membership of an additional three (3) years is available via re-
121 appointment by the (INSERT SCHOOL NAME) Board of Education.

122 Membership is limited to a maximum of six (6) years. Members are appointed by
123 the (INSERT SCHOOL NAME) of Education.

124

125 Section 1a: Some special one-time length of terms shall be used at the initial
126 establishment of this advisory Board. This is in order to support a continuous
127 and knowledgeable advisory Board membership. Therefore, beginning with the
128 establishment of this advisory board in 2005, the initial membership length of
129 term for some non-(INSERT SCHOOL NAME) individual members shall be
130 established at two (2), and/or three (3) years. Those non-(INSERT SCHOOL
131 NAME) members with initial terms of two (2) or three (3) years may be asked
132 and/or request a second term of membership of three (3) years. All members are
133 appointed by the (INSERT SCHOOL NAME) Board of Education.

134

135 Section 2: (INSERT SCHOOL NAME) MEMBERS: (INSERT SCHOOL NAME)
136 staff shall be appointed annually to this advisory Board by the (INSERT SCHOOL
137 NAME) Superintendent. (INSERT SCHOOL NAME) staff members shall serve
138 without term limits with the annual recommendation of the Superintendent and
139 approval of the (INSERT SCHOOL NAME) Board of Education.

140

141 Section 3: Members in Good Standing: A member in good standing shall be
142 defined as those that have been appointed to the Board by action of the (INSERT
143 SCHOOL NAME) Board of Education.

144

145 Section 4: Termination of Membership: Continued advisory Board membership
146 is contingent upon attendance and excused absences. Members are
147 encouraged to contact the (INSERT SCHOOL NAME) Assistant Superintendent
148 for Instruction office prior to a scheduled meeting, if they cannot attend the
149 meeting. Three unexcused consecutive absences from regularly scheduled
150 meetings will result in termination. After an advisory Board member has had an
151 unexcused absence from two (2) consecutive regularly scheduled meetings of
152 the Board, they shall be notified in writing by the Secretary of said absence. One
153 (1) more consecutive absence will result in initiation termination of membership
154 on this advisory Board. Replacements for those terminated members shall be as
155 prescribed in Article E, shall be acted upon by the (INSERT SCHOOL NAME)
156 Board of Education for approval, and shall serve the unexpired term.

(INSERT NAME) SCHOOL DISTRICT
SEX EDUCATION ADVISORY BOARD
BY-LAWS

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ARTICLE H – DUTIES OF MEMBERS:

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

Section 2: In their role as advisory Board members, individual and/or the Board’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) (INSERT SCHOOL NAME) co-chairperson. They shall exercise general supervision and control over business and affairs of the (INSERT SCHOOL NAME) Sex Education Advisory Board. The co-chairpersons shall sign documents, contracts or other instruments as the authorized official representative of the advisory Board. In addition, the Chairpersons shall assist the Superintendent in developing the agenda for the meetings of the advisory Board, schedule all meetings; preside over such meetings; and appoint sub-Boards 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 (INSERT SCHOOL NAME) administration with establishing goals and objectives regarding age and developmentally appropriate sex education for students in (INSERT SCHOOL NAME) programs.
- c) Periodically review and recommend curricula and materials for use in (INSERT SCHOOL NAME) student programs that will provide age appropriate, developmentally appropriate and medically accurate information to students about sex education.

Section 5: The (INSERT SCHOOL NAME) administration will organize and provide a variety of curricula and materials for the advisory Board to consider.

(INSERT NAME) SCHOOL DISTRICT
SEX EDUCATION ADVISORY BOARD
BY-LAWS

197 Section 6: The advisory Board recommendations will be forwarded to the
198 (INSERT SCHOOL NAME) Superintendent and he/she will forward to the
199 (INSERT SCHOOL NAME) Board of Education for their consideration for
200 approval.
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202 Section 7: Members may be asked to act as representatives of the advisory
203 Board in providing advice to the (INSERT SCHOOL NAME) regarding special
204 initiatives, service reviews, and other such activities. Where applicable, the
205 members will be asked to report back to the advisory Board regarding these
206 activities.
207

208 Section 8: Secretary: The Secretary shall be an ex-official non-voting member
209 provided by the (INSERT SCHOOL NAME) administration. The secretary shall
210 record the minutes of all meetings of the advisory Board, shall see that all notices
211 are duly given in accordance with the By-Laws; shall see that communications
212 with staff, administration, and parents be kept up-to-date in accordance with the
213 By-Laws; shall keep a register of the addresses and telephone numbers of all
214 members of the advisory Board; shall be responsible for the roll call of
215 attendance at all meetings; shall be the custodian of all advisory Board records
216 and documents; and shall report all absences to the co-chairs on a regular basis.
217 The Secretary shall, in general, perform all duties incident to the office of
218 Secretary.
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220 Section 9: The (INSERT SCHOOL NAME) Assistant Superintendent for
221 Instruction shall be an ex-official advisory Board member and act as the
222 Superintendent's designated representative to this advisory Board. He/she shall
223 provide assistance to the advisory Board as needed, and shall be a non-voting
224 member.
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227 ARTICLE I - MEETINGS

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229 Section 1: The (INSERT SCHOOL NAME) Sex Education Advisory Board shall
230 meet a minimum of two (2) times per year. Additional or special meetings may
231 be called by the (INSERT SCHOOL NAME) Superintendent.
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233 Section 2: Sex Education Advisory meetings shall be open to the public. Any
234 person shall be permitted to address the advisory Board regarding an
235 appropriate agenda item. Individuals desiring to appear on the printed agenda
236 for purposes of addressing the advisory Board shall notify the Secretary no later
237 than five (5) business days prior to the date of the meeting. Members in good

(INSERT NAME) SCHOOL DISTRICT
SEX EDUCATION ADVISORY BOARD
BY-LAWS

238 standing are exempted from this requirement and may address the advisory
239 Board at the prescribed agenda item.

240
241 Section 3: The advisory meetings shall follow a prescribed agenda (format)
242 containing, but not limited to, the following items:

- 243
244 a. Call to Order
245 b. Membership Roll Call
246 c. Comments from the Public
247 d. Approval of Previous Meeting's Minutes
248 e. Approval of the Agenda and Additions to the Agenda
249 f. Presentations
250 g. Information Items
251 h. Items Requiring Action by the Board
252 i. Announcements
253 j. Adjournment

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255 Section 4: Notices of meetings shall be given as soon as possible by the
256 Secretary. Notice shall include a listing of items for discussion and/or action.

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258 Section 5: A copy of the minutes of each meeting shall be sent to the members
259 of the (INSERT SCHOOL NAME) Sex Education Advisory Board and the
260 (INSERT SCHOOL NAME) Superintendent.

261
262 Section 6: Quorum at the Meetings: At all meetings, thirty percent (30%) of the
263 members in good standing shall constitute a quorum, which is necessary to
264 conduct business. If a quorum is not present, then the Board will operate under
265 "Board of the whole" and may not act on any business items that may bind the
266 Board.

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

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(INSERT NAME) SCHOOL DISTRICT
SEX EDUCATION ADVISORY BOARD
BY-LAWS

273 ARTICLE J - VOTING RIGHTS AND PROCEDURES

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275 Section 1: Only official members in good standing may vote at the (INSERT
276 SCHOOL NAME) Sex Education meetings. Each member shall hold one (1) vote
277 on each business item.

278

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

282

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

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288 ARTICLE K - AMENDMENTS

289

290 Section 1: These By-Laws, or any Article, or Section thereof, may be
291 recommended for consideration for amendment by the Advisory Board to the
292 (INSERT SCHOOL NAME) Superintendent. Only the (INSERT SCHOOL NAME)
293 Board of Education can act to implement recommended By-Law changes. A
294 written notification of such proposed amendment or amendments must be sent to
295 each official advisory member and ex-officio member not less than ten (10)
296 business days prior to the time of consideration.

297

298 Section 2: By-Laws shall be reviewed at the Advisory Board's annual
299 organizational meeting.

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301

302 /end

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304 Source: LENAWEЕ INTERMEDIATE SCHOOL DISTRICT, 2005