

BY-LAWS THE LABORATORY SCHOOLS ADVISORY COUNCIL FOR THE  
LABORATORY SCHOOLS (LSAC)

Adopted June 17, 1980  
Revised October 22, 1985  
Revised April 11, 1995  
Revised November 10, 2015  
Revised November 14, 2024

1. NAME

The Laboratory Schools Advisory Council for the Laboratory Schools (LSAC)

2. LSAC MISSION

It is the LSAC's mission to represent the Laboratory School community by defining and articulating community desires and concerns regarding climate and culture within the Laboratory Schools, participating in educational and extracurricular planning, and fostering dialogue and feedback between the Laboratory School shareholders: students and parents/guardians, faculty and staff, and administrators (Superintendent/Director and Principals).

The LSAC will be guided by our living laboratory four-pillared mission:

- a. Provide a school in which excellence in education theory and practice can be observed, studied, and practiced by teacher candidates and other pre-service school professionals.
- b. Provide an environment in which research and development activities may be actively engaged in.
- c. Provide a comprehensive, high-quality academic program for Metcalf and University High School students.
- d. Promote effective, high-quality education throughout the teaching profession and aid other educators in the process of improving the quality of education in their schools and classrooms.

### 3. OBJECTIVES

The LSAC shall be directly responsible to the Laboratory School Administration and shall exercise only those powers and duties which are delegated by the Administration. Among those functions and responsibilities are the following:

- a. Advisement. To be a sounding board and advisor to the Laboratory School administration, offering a community perspective.
- b. Planning. To advise on the process of long-range planning for the laboratory schools under the direction of the Laboratory School Administration.
- c. Setting goals and priorities. To offer input on the establishment of program goals and priorities for the laboratory schools.
- d. Recommendations. To provide recommendations to the administration concerning policies and/or areas of the laboratory school program that need review or revision (initiating function).

### 4. MEMBERSHIP

The committee shall be composed of the following members:

- a. Parents-at-large: 9 members, having children in the laboratory schools during the tenure of office, preferably reflecting a balance between Metcalf and University High School.
  - i. Nominations for Parents-at-large shall be solicited in April through a direct mailing to all parents from the Office of the Director of the Laboratory Schools. The functions and responsibilities of LSAC membership shall be outlined.
  - ii. Nominations shall be submitted in writing no later than the third Monday in April to the Director's office. Nominations shall contain the name, address, telephone number, grade(s) of child(ren) enrolled in the Lab School(s), a written statement from the nominee outlining why the nominee wants to serve, what amount of time the nominee can give to the office, a listing of school and community activities in which the nominee has been involved, and a statement

of the contribution the nominee feels he/she might make to the LSAC if elected. The LSAC may interview any or all nominees for the LSAC before the election.

- iii. The director shall draft the announcement for nominations, collect, organize, and present them to the LSAC at the May meeting.
  - iv. Election of members shall be made during the third week of May at a regular meeting of the LSAC, and membership shall be ratified by a majority vote of those present. New members shall be seated at the July meeting.
- b. One representative selected by Metcalf PTO and one representative selected by the U-High Boosters.
  - c. Lab School Director
  - d. University: 3 members, one representing the College of Education and recommended by the Dean of the College of Education before the May meeting, and two from the laboratory school faculty; one each to be elected by the Metcalf School faculty and the University High faculty according to procedures set up within those two bodies, before the May meeting. All shall be seated at the July meeting.

## 5. TERM OF OFFICE

- a. Parents-at-large: The term of office for the nine parents-at-large members shall be three (3) years, with one-third of these LSAC terms expiring each year.
- b. University, PTO, and Booster representatives serve a one-year term.
- c. Term: Terms shall run from the regularly scheduled July meeting to the regularly scheduled following May meeting.
- d. Limit: No member shall serve more than two (3) consecutive terms.

## 6. ADDITIONAL QUALIFICATIONS FOR MEMBERSHIP

In addition to the provisions of Sections 3 and 4, the following shall constitute additional qualifications for membership:

- a. Interest. A constructive interest in the Laboratory Schools.
- b. Ability. Willingness and ability to bring needed skills and resources to the Council.
- c. Attendance. Ability and willingness to attend meetings regularly.

## 7. ORIENTATION

Background information. Each new member of the LSAC shall receive a packet of materials developed by the LSAC and the director to provide orientation to the procedures and policies of the laboratory schools and the LSAC.

## 8. FILLING OF VACANCIES

- a. Vacancies. Vacancies in the parents-at-large and the community-at-large membership shall be filled through nominations to the LSAC and ratified by a majority of the LSAC present at a regularly scheduled meeting.
- b. Term of Appointment. Members appointed in this manner shall serve for the entire unexpired term of office of the vacating member.

## 9. ABSENCES

- a. Reporting. Absences shall be reported at each meeting to the director.
- b. Notice. Following two (2) consecutive unexcused absences at regularly scheduled meetings, a member shall be notified by the director that his/her continuance on the LSAC shall be reviewed by the LSAC.
- c. Removal. Subsequent absences may result in removal from the committee by a majority vote of those members present at a regularly scheduled meeting.

## 10. MEETINGS

- a. Regular meetings. Regular meetings shall be held at 6:00 p.m. on the second Tuesday of the following months: August, September, October, November, December, January, February, March, April, May, and July, unless otherwise set by prior notice of the LSAC.

- b. Notice. Notice of regular and special meetings shall be made public by the Director. Written notification to the Director of the Laboratory Schools, the Principal of University High School, the Principal of Thomas Metcalf School, and all elected and appointed LSAC members shall constitute adequate notice.
- c. Special meetings. Special meetings may be held at any time when called by the Director or any five LSAC members, provided that notice and the purpose of the special meeting are given at least seventy-two (72) hours in advance to LSAC members.
- d. Quorum. A quorum at any regular or special meeting shall consist of a majority of the membership of the LSAC.

## 11. AGENDA

An agenda for the regularly scheduled monthly meetings and the minutes of the past meeting shall be distributed to the LSAC membership no later than five (5) days before the next regular meeting.

## 12. COMMITTEES

- a. Appointment. The director shall appoint all committees as they are needed for the operation of the LSAC.
- b. Ad Hoc Committees. Upon determination of need by the LSAC acting as a committee of the whole, one or more Ad Hoc Committees may be appointed for a specific purpose and term as determined by the LSAC.

## 13. OFFICERS

Officers. To be elected from the membership of the LSAC at its July meeting are a chair and a vice-chair.

- a. Eligibility. Only parent-at-large members shall be eligible to hold an office.
- b. Term of Office. The term of office of all officers shall be one year and shall begin at the July meeting following elections and continue through elections at the regularly scheduled meeting following the July meeting.

- c. Election of Officers. The election of officers shall be held at the July meeting, following the seating of new members, through nominations from the floor. Voting shall be by secret ballot. Officers shall be elected by a majority of votes cast.
- d. Vacancy. Vacancies in elected offices shall be filled by an election, as outlined in (d) above, at the next regular meeting following the vacancy.

## DUTIES OF OFFICERS

- a. Chair: Presides at all meetings, appoints all committees, serves as an ex-officio member of all committees, establishes the agenda with the administration, notifies committee members of their appointment, and revises the By-Laws when authorized to do so by the LSAC membership.
- b. Vice-Chair: Presides at all meetings in the absence of the chair, acts as the parliamentarian at all meetings, supervises and coordinates the process of selection of new members to the LSAC, notifies new members of their election and provides them with a copy of the By-Laws, notifies absent members following two (2) unexcused absences.

## 14. ORDER OF BUSINESS

The agenda for regular meetings shall include:

- a. Call to Order
- b. Roll Call
- c. Acknowledgment of Visitors
- d. Reading of and Call for Approval or Amendment of Minutes of Prior Regular Meetings
- e. Report(s) from Ad Hoc Committees
- f. Report from the Director
- g. New Business

- h. Setting of Time, Date, and Place of Next Meeting
- i. Adjournment

## 15. PARLIAMENTARY PROCEDURES

Robert's Rules of Order, Revised, shall govern the parliamentary procedure of the LSAC unless otherwise specified.

## 16. NON-MEMBER PRESENTATIONS

- a. Request. Non-members desiring to make formal presentations to the LSAC shall make their intentions known to the director at least ten (10) days before the meeting and furnish at least one written copy in full or outline of what they desire to present.
- b. Agenda. The essence of presentations, including written material provided by the presenter, shall be included with the agenda sent to the membership before the next regular meeting.
- c. Reservation. The LSAC, acting as a committee of the whole, reserves the right to limit presentations from non-members.
- d. Visitors. Visitors desiring to speak without prior notice may be recognized by the director and may speak at a point in the agenda designated by the director.

## 17. RESPONSIBILITIES OF THE LAB SCHOOL DIRECTOR

The director will receive recommendations, suggestions, and proposals from the LSAC and shall report to the LSAC on action taken.

## 18. AMENDMENTS

Amendments to these By-Laws, or any other procedural or policy documents, may be proposed at any regular meeting of the LSAC and shall become effective when passed by a majority vote of the LSAC at a subsequent meeting.

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