



Migrant Education Program

Region 1

Santa Clara County Office of Education

Regional Parent Advisory Council (RPAC)

BYLAWS

Revised: April 30, 2026

This document defines the **governance structure, operational processes, eligibility rules, elections, terms, and responsibilities** of the **Regional Parent Advisory Council (RPAC)** for **Region 1 Migrant Education Program (MEP)**. This documentation applies to:

- All RPAC parent members
- Optional community members
- Region 1 Migrant Education Program administration
- RPAC-associated elections, meetings, and advisory functions

This document is binding and must be followed unless superseded by applicable **California Education Code, Title 5 California Code of Regulations**, or **federal Title I, Part C** requirements.

Article I: Name and Role

1.1 Council Name

Region 1 Regional Parent Advisory Council (RPAC)

1.2 Advisory Role

RPAC functions as an **advisory body** to the Region 1 Migrant Education Program Administration, providing input on:

- Program goals and priorities
- Policy development
- Student needs assessments

Article II: Council Office Location

The primary council office shall be located at 3550 Snell Avenue, San Jose, CA 95136. The administrative office location may change as needed.

Article III: Definitions and Eligibility Criteria

A Migrant Education Region in California is an administrative and service delivery unit within the state's Migrant Education Program (MEP), created by the California Department of Education (CDE) to organize and manage services for migratory students across multiple districts and counties. Education Code section 54444.1(c). The Regional Parent Advisory Council (RPAC) is established in accordance with California Education Code §54444.2 and Title I, Part C of the Elementary and Secondary Education Act, to ensure meaningful parent involvement in the regional Migrant Education Program. For purposes of this Article, the definitions set forth in the California Code of Regulations, title 5, section 12031 shall apply, with the following modifications:

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4.1 Eligible Parent

An individual who:

- Is a parent of a **current migratory child** as defined by:
 - California Education Code §54441(a)
 - 20 U.S.C. §6399(3)
- Has **not served on RPAC for four or more total years.**

4.2 Eligible Community Member

A person who:

- Is knowledgeable about migrant children's needs and is either an eligible migrant child or a professional working in the field of education and social and health services;
- Is **not** a parent RPAC member
- Is **not** employed by any MEP agency at the district, county, or state level, or California Department of Education
- Has **not served** on RPAC for two or more years

Article IV: Composition of the RPAC

4.1 Parent Member:

The RPAC shall be composed of up to 15 eligible parent members representing 15 different schools with no alternate members.

4.2 School Representation

Each parent represents a different school. These representatives will be responsible for attending all RPAC meetings in Region 1. The representative will share a report on the activities and services in their districts. The representatives will be responsible for sharing with their districts the information shared in the RPAC including information related to SPAC meetings.

4.3 Community Members

The RPAC may include **up to three optional** community members from operating agencies within Region 1.

4.4 Voting Members

All RPAC voting members will be eligible parent members who must also have migrant children enrolled in the Region 1 District MEP.

Parent Majority Rule: At least two-thirds of the RPAC members must be eligible parents of migrant children.

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Article V: Parent Member

Nominations, Elections, Assumption of Office and Term Limit

5.1 Nominations

5.1.1 Nomination Meetings

- No later than **March 1 of even number years**, operating agencies shall convene Regional Parent Advisory Council (RPAC) meetings for the purpose of nominating eligible parents for the RPAC. These meeting dates will ensure the timely election of the RPAC to align with the elections for State Parent Advisory Council (SPAC) as specified in the California Code of Regulations, title 5, section 12012.
- Eligible parents shall nominate other eligible parents as candidates for election as members of the RPAC. Such nominations will occur as follows:
 - At the time of nomination, only eligible parents within the Region 1 service area can nominate and be nominated as parent members of the RPAC.
 - A nominating parent may only nominate one person as a parent member.
 - Only an eligible parent in attendance at the RPAC nomination meeting may be nominated.
- At the nomination meeting, a presiding officer of the RPAC shall invite eligible parents to **orally nominate** eligible parents for membership in the RPAC.
- The RPAC facilitator must **verbally confirm** with the candidate if he or she accepts the nomination.
- The operating agency or Regional migrant program administrator or designee will **register the name** of the nominee.
- The nominated person shall **orally confirm/accept** the nomination.
- The Region 1 migrant program administrator or designee will **record the name** of the nominee(s) who accept(s) the nomination.
- Immediately upon receipt and recording of nominations and acceptances, the Region 1 migrant program administrator or designee shall **read aloud the names** of the persons who were nominated and accepted the nomination.
- The Region 1 migrant program administrator or designee will provide eligible parents the **opportunity to make corrections** to the list of nominees.

5.1.2 Nomination Verification

- The Region 1 MEP administrator must **verify the eligibility of parents nominating** a candidate for membership in the RPAC, as well as the **eligibility of the nominees**, by March 15. Ineligible candidates will also be notified by March 15.

5.2 Elections

Elections for RPAC parent members shall be held between April 1 and April 15 of even number years, as follows:

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- Only parents nominated in accordance with the requirements above in 5.1.1 may be elected as RPAC members.
- **Only eligible parents** who are enrolled in schools within Region 1 may **vote to elect** parent candidates.
- Each eligible parent must cast **one vote** for the candidate of his or her choice.
- Elections pursuant to this section shall be held at a **single meeting**.
- The votes will be confidential.
- Votes will be **counted and tallied** by the Region 1 administrator or his/her designee along with two additional RPAC members at the **same meeting** at which the election is held.
- The candidate who receives the greatest number of votes, by majority, will be elected to the RPAC.

5.3 Assumption of Office

- The elected parent shall immediately assume membership in the RPAC after the election.
- Upon the election of a new eligible parent member to the RPAC, the membership of previously unelected members to the RPAC shall terminate immediately.

5.4 Term Limit

- The term of office of eligible parent members shall **not exceed two years**.
- An eligible parent member may **not be elected for more than two consecutive terms**.
- Such term limit will also apply in cases where an eligible parent has served less than two years in a given period. For example, if a parent member only serves six months of his or her term, these six months count as the two-year term. Parent members may **not** serve on the RPAC for a **total of more than four years**.
- If during his or her term, a parent member ceases to be a parent of a current migratory child as defined by section 54441(a) of the Education Code and a parent of a current migratory child as defined by section 20 of the States Code United States 6399(3), such parent may complete the school year in the RPAC. However, such parent cannot seek a subsequent term in the PAC unless he or she again meets all of the requirements set forth in section 12010(a).

Article VI: Community Members

Nominations, Elections, Assumption of Office and Term Limit

6.1 Nominations

6.1.1 Nomination

- After May 1, but before August 1 of each year, individual parent members of the RPAC shall solicit nominations for community member positions within Region 1.
- Individual RPAC members may nominate eligible community members for the RPAC.

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- Eligible community members will be nominated by the group they represent.
- Nominations shall be mailed to the location listed in Article II (3550 Snell Avenue, San Jose, CA 95136).
- All mail costs will be reimbursed by Region 1 in coordination with Region 1 Administrator.
- Each individual RPAC member is limited to nominating one person as a community member.
- At the time of nomination, such persons must meet the definition of an eligible community member, as set forth in Article III of the document.
- Region 1 Administrator will send letters to each nominee to confirm their nomination. The nominee must affirm, by postal mail, acceptance of the nomination to become a candidate for membership in the RPAC.

6.1.2 Nomination Verification

- Region 1 will verify that each nominated person affirms his or her acceptance.
- If Region 1 is unable to verify acceptance, that candidate's name will be withdrawn from the nomination.
- Region 1 will record the names of each person nominated.
- Before August 1 of each year, Region 1 must confirm the eligibility of candidates for membership in the RPAC.
- In the event that Region 1 determines that a candidate is not eligible for nomination and election as a community RPAC member, that candidate's name will be withdrawn from the nomination.
- In case of ineligibility or withdrawal, Region 1 will inform the candidate and each member of the RPAC in writing of the nominee's ineligibility by August 10 of that year.

6.2 Elections

- At the first meeting of the RPAC after September 1 of each year, eligible parent members of the RPAC may elect up to three community members to the RPAC from candidates nominated pursuant to subdivision (a) section 6.1.2 of this document.
- The election of eligible community members will be carried out as follows:
 - The election of community members will be held at a single RPAC meeting.
 - The election shall be carried out by confidential ballot.
- Electoral votes will be counted and tallied by a Region 1 representative and two parent RPAC members selected by the RPAC.
- The Region 1 facilitator will publicly announce the winner of the election at the same meeting in which the election is held.

6.3 Assumption of Office

- Community members will immediately assume membership in the RPAC upon their election.
- Upon the election of new eligible community members to the RPAC, the membership of previous community members who have not been re-elected to the RPAC will terminate immediately.

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6.4 Term Limits

- The term of office of an eligible member of the community shall not exceed **one year**.
- An eligible community member **cannot be elected for more than two terms**.
- Such term limit will also apply in cases where an eligible community member has served less than one year in a given term. For example, if a community member only serves six months of his term, these six months count as a one-year term. No community member may serve on the RPAC for more than two years, consecutive or not. A community member's term will end on the date he or she moves out of Region 1.
- If during his or her term, a parent member ceases to be a parent of a current migratory child as defined by section 54441(a) of the Education Code and a parent of a current migratory child as defined by section 20 of the States Code United States 6399(3), such parent may complete the school year in the RPAC. However, such parent cannot seek a subsequent term in the PAC unless he or she again meets all of the requirements set forth in section 12010(a).
- Former parent members may not subsequently serve at any time as members of the community, and former members of the community may not subsequently serve at any time as parent members.

Article VII: Termination

7.1 Termination

The RPAC is prohibited from terminating, expelling or suspending any of its members. Only Region 1 Superintendent may terminate a RPAC member. Termination may happen in accordance with the following:

- **Unexcused Absences:** Failure to attend two meetings during a school year without pre-approved excused absence. Requests for excused absence must be submitted to Region Staff. Excused absences will be considered by the Region 1 administrator before recommending dismissal of a member.
- **Disruptive or Abusive Conduct:** RPAC members may be terminated for good cause but not limited to serious or repetitive disruptive or abusive conduct towards others or disruptive of RPAC meetings or other official business. This behavior can be physical or verbal. Good cause cannot be based on the content of an expressed position or opinion.
- Engage in **inappropriate conduct** that discredits the RPAC, the MEP, or the Region 1 or Santa Clara County Office Superintendent. The expression of an opinion or position may not constitute such conduct or serve as a basis for dismissal.
- The Region 1 RPAC representative may be terminated if he or she fails to attend two meetings and share the information obtained at the RPAC with the Regional PACs at the next scheduled meeting. The RPAC representative may be terminated if he or she fails to meet the requirements of their position as listed in Article III and fulfill the requirements of their respective role.

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7.2 Notice

- In the event that the Region 1 Superintendent dismisses a RPAC member, the Region 1 Superintendent or Designee will provide the member with **written notice within 15 days**, including a brief statement of the reason for the dismissal.
- A member dismissed by the Region 1 Superintendent or designee pursuant to this section may submit a written request in mail or email for reconsideration of the dismissal to the Region 1 Superintendent within 30 calendar days from the date of written notification.
- A member dismissed by the Region Superintendent remains dismissed unless and until the Region 1 Superintendent grants reinstatement.
- If a reconsideration request is filed, a dismissed member may not be replaced on the RPAC until the Region 1 Superintendent issues a decision to confirm or overturn the dismissal.

Article VIII: Member Vacancies & Reelection

- In the event a **parent member** is unable to complete his or her term for any reason, Region 1 shall hold a special election within 60 days of the vacancy.
 - Region 1 shall nominate, verify eligibility, and elect an eligible parent member to fill the vacancy pursuant to Article V, except the specific dates set forth in Article V shall not apply.
 - The newly elected member shall assume office immediately.
 - The member elected to fill the vacancy is eligible for nomination and election to a subsequent single two-year term, unless such member has served any portion of a previous term. In such cases, the newly elected member is not eligible to serve a subsequent term.
- In the event a **community member** is unable to complete his or her term for any reason, the vacating member's seat shall be filled at the next regularly scheduled election for community members in accordance with Article VI.

Article IX: Roundtable

- At the first regular meeting of the RPAC after September 1 of each year, the RPAC shall nominate and elect from among its members **five officers** who will form a round table.
- **Only parent members** of the RPAC will be eligible to vote and serve as officers.
- Absentee voting will not be permitted.
- The officers will be installed immediately after the election.
- Except as provided in subdivision (h), officers may only serve in a given office for a **single one-year term**.
- The roundtable, in collaboration with Region 1, shall preside at meetings.

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- The five officers shall have the same level of leadership within the roundtable.
- For each meeting, a different officer from the roundtable will facilitate the meeting. The remaining four officers will participate in the organization of the meeting.
- For any other matter concerning Region 1, the officers will meet to discuss and analyze the situation, and the roundtable will provide suggestions.

Article X: Quorum

- The majority of the elected members will constitute a quorum (50% plus 1).
- A quorum of the elected members must be present in order to act on the matters included in the agenda.
- Once the quorum requirement is met, a majority vote of the members present is required to pass a motion.
- Except as specified elsewhere in this Article, each member of the RPAC shall have one vote.

Article XI: Meetings

- The RPAC shall meet periodically and no less than six times per calendar year.
- The Region 1 Administrator will designate the date, time, and location for each meeting based on the school calendar and parent availability to attend.
- All RPAC meetings shall be called, noticed, and held in accordance with section 35147 of the Education Code (Greene Act).
- Meetings in addition to those set forth in subdivision (a) may be convened as necessary by the Region 1 administrator.
- The following procedures will apply to RPAC meetings:
 - The Region 1 administrator or designee, in consultation with RPAC officials, will establish the agenda for each meeting.
 - The agenda shall be published in accordance with section 35147 of the Education Code (Greene Act).
 - Region 1 will provide interpretation services in a language understandable to parents during each regularly scheduled PAC meeting.

Article XII: Financial Matters

Neither the RPAC nor any of its members may enter into any agreement or contract on behalf of the RPAC or Region 1.

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Article XIII: Duties and Responsibilities of the RPAC

- (a) The RPAC's responsibilities will include providing advice and comment to the Regional Director on the following:
 - (1) The establishment of the MEP Region 1 goals, objectives and priorities.
 - (2) The development of policies related to local MEP regional activities and programs and the annual assessment of student academic needs.
- (b) The RPAC shall hold nominations by March 31 of each even numbered year to nominate a parent member to the SPAC.
- (c) The RPAC shall hold elections between April 15 and May 1 of each even year to elect a parent member to represent the SPAC.
- (d) The duties and responsibilities of the RPAC shall include all other responsibilities required under state and federal laws or regulations.

Article XIV: Governing Rules and Bylaws

RPACS, and operating agencies may supplement the rules in this article, but may not establish statutes, rules, or procedures that conflict with any matter addressed in this article.

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