



Community  
Education Council  
District 2

# COMMUNITY EDUCATION COUNCIL DISTRICT 2

## By-Laws

***EFFECTIVE AS OF  
DECEMBER 17, 2025***

*Adopted by Community Education Council District 2 on  
December 17, 2025, by majority vote at a duly noticed public meeting:*

DocuSigned by:

*Craig Slutzkin*

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**Craig L. Slutzkin**  
President

Signed by:

*Erin Khar*

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**Erin Khar**  
Recording Secretary

# Community Education Council District 2 By-Laws

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## **ARTICLE I – NAME & AUTHORITY**

### **Section 1. Name**

The name of the Council shall be Community Education Council District 2 (“CEC D2” or the “Council”).

### **Section 2. Authority**

The Council shall have the powers and duties set forth in NYS Education Law, Art. 52-A, §2590 and implementing regulations.

## **ARTICLE II – OFFICERS AND ELECTIONS**

### **Section 1. Officers**

The Officers of the Council shall be:

- President
- Vice President
- Recording Secretary
- Treasurer

No member may hold more than one office at a time.

### **Section 2. Elections**

Officers shall be elected by roll call vote, by not less than a majority [7] of the whole number of the members of the Council [12], each year at the July Annual Meeting, for a term of one year and shall serve until their successors have been elected in accordance with these bylaws. Nomination and election of officers shall proceed in the following order: President, Vice President, Recording Secretary and Treasurer.

### **Section 3. Duties of Officers**

#### **3.1 President**

The President shall be the Chief Executive Officer of the Council. The President shall call and preside at all meetings, execute all documents on behalf of the Council as authorized by Council members, and exercise all other powers and perform all other duties pertaining to the office of President. The President shall have a vote upon all questions before the Council and shall have the right to take part in the debate on any question under consideration. The President shall be an ex-officio member of all committees. The President shall supervise the Administrative Assistant to the Council on its behalf. The President shall approve all member reimbursement requests except their own, which shall be approved by the Treasurer.

The Council by vote of not less than a majority [7] of the whole Council [12] may delegate the power to execute documents to such other officers or to the Administrative Assistant as it designates.

The Administrative Assistant, and the President, or designee, shall be responsible for the maintenance of the CEC website, monitoring of CEC email domain names, and the maintenance of any existing or approved related websites, and social media accounts. Access to this information will be made available to council members upon request.

### **3.2 Vice President**

The Vice President shall exercise the powers and perform the duties of the President in their absence and discharge such functions as may be assigned to them by the President or by resolution adopted at any meeting at which a quorum is present.

### **3.3 Recording Secretary**

The Recording Secretary shall, in conjunction with the President, supervise the Administrative Assistant in the taking and keeping of meeting attendance, minutes and the voting record of each member on all motions and resolutions. The Recording Secretary may read each resolution on the agenda of a calendar meeting; sign all approved minutes, and ensure appropriate record-keeping by the Council, including compliance with Open Meetings Law and Freedom of Information Law. In the absence of the Administrative Assistant, the Recording Secretary shall be responsible for taking minutes. The Recording Secretary shall also discharge such functions as may be assigned by the President or by resolutions duly adopted at any meeting at which a quorum is present. They shall assume the duties of President in the temporary absence of the President and the Vice President.

### **3.4 Treasurer**

The Treasurer shall be responsible for working with the Administrative Assistant and designated Department of Education (DOE) staff to ensure that business transactions and member-reimbursement requests are properly documented and maintained and follow DOE standard operating procedures.

The Treasurer shall sign the President's reimbursement requests; supervise the Administrative Assistant in preparing budgets and regular financial reports and shall present the same to the Council for approval. The Treasurer shall also discharge such functions as may be assigned to them by the President or by duly adopted Council resolution.

**Section 4. Vacancies in an Office**

A vacancy in an office shall be filled for the unexpired term by special election at the next regularly scheduled or special calendar meeting of the Council, and for which notice of the vacancy and election to be held has been disseminated. If, in the filling of any vacancy, another office is vacated, that office shall be filled immediately, by special election held at the same meeting.

An officer who wishes to resign from his/her office must notify the President (or, if the officer resigning is the President, the Vice President) who must notify the other Council members within three business days).

**Section 5. Removal of Officers**

An officer may be removed from their position by a majority vote [7] of the whole number of the Council [12] for any reason at a regular or special calendar meeting, provided that the officer has been given the opportunity to address the Council at such meeting prior to any vote being taken. Notice of the vote to remove such officer shall be included in the notice of meeting and agenda.

**ARTICLE III – MEETINGS****Section 1. Notice & Public Access**

All meetings shall be open to the public except where otherwise permitted by law.

Except as provided in Article III, Section 5, public notice of meetings shall be given to the community at least 72 hours prior to the date of the meeting, through email and social media, and conspicuously posted on the CEC D2 website and in one or more designated public places prior to the meeting, as provided by the Open Meetings Law (NYS Public Officers Law, Article 7, Sections 100-111) The Open Meetings Law requires that public business be performed in an open and public manner, which the community be fully informed of and able to observe the performance of public officials and attend and listen to their deliberations and decisions.

Except as provided in Section 5 of Article III, notice of all meetings shall be given in writing or via email (in English and other languages, as appropriate) in a form suitable for mass reproduction, to the Presidents of Parent Associations/Parent Teacher Associations, the Chairs of School Leadership Teams (SLT), the Presidents' Council, and heads of schools, to post conspicuously, and to other interested persons and organizations who express a desire to receive meeting notices.

All meetings which are held virtually shall be recorded by the Administrative Assistant or the President or designee if the Administrative Assistant is unavailable to host the meeting and posted within the week for public viewing.

All meetings shall be held in ADA accessible facilities.

## **Section 2. Member Attendance at Meetings**

It is the responsibility of each Council member to attend all regularly scheduled calendar and working/business meetings of the Council.

Except in an emergency, members shall notify the President and the Administrative Assistant at least one (1) business day prior to the scheduled meeting time of their intent to be absent. However, such notification shall not in and of itself constitute an excused absence.

Any Council member who fails to attend three regularly scheduled calendar meetings of the Council per term without a valid excuse, tendered in writing to the President and the Administrative Assistant, vacates their office by refusal to serve (NYS Ed. Law § 2590). Absences shall be noted as “excused” or “unexcused,” as the case may be, in the meeting minutes, and any written excuse tendered shall be attached.

After the third unexcused absence, the President shall, at the next calendar meeting, present a resolution declaring a vacancy to the Chancellor. Notwithstanding the provisions of Article IV, Section 3.2, such resolution shall be voted upon at the same meeting without public comment thereon.

The following shall constitute valid excuses for absence: death of a relative or attendance at a relative’s funeral; serious illness or injury of the member or family member; mandatory court attendance including jury duty; military duty; and job-related conflict which makes absence from a Council meeting unavoidable. Such other reasons may be deemed valid provided that they are delivered in writing to the President and Administrative Assistant no later than 15 days after the absence and are approved by vote of the CEC as part of the ratification of the minutes at the next regularly scheduled monthly meeting where a quorum is present.

If the Council deems it appropriate, other absences may be excused by vote of the Council. The Council reserves the right to request documentary evidence of a member’s excused absences.

## **Section 3. Annual Meeting**

The Annual Meeting of the Council shall be held on the second Wednesday in July.

The Annual Meeting shall be for the sole purpose of nominating and electing officers for the ensuing year. The election of officers shall take place, and the Annual Meeting shall be concluded no later than the second Wednesday of August, unless said date falls on a legal holiday, in which event the next business day.

The Annual Meeting shall be called by a re-elected or re-appointed Council member who held the highest-ranking officer’s position in the Council term immediately prior. For the purpose of electing officers in the new Council term, the officers rank shall be in the following order: President, Vice President, Recording Secretary and Treasurer.

At the beginning of any new Education Council term, in the event that no officer is re-elected or re-appointed to the Council, the Administrative Assistant to the Council (or a Department of Education representative) shall convene the first meeting of the Council by (i) executing the notice of meeting pursuant to Article III, Section 1; (ii) calling the meeting to order; and (iii) conducting an election from amongst the council members for a chair *pro-tem*, who will then begin the process of electing officers.

#### **Section 4. Calendar Meetings**

The Council shall hold regular calendar meetings at least once a month at which all formal decisions and resolutions will be considered and voted upon and where the public shall have the opportunity to address the Council.

Meeting dates for the following year shall be selected at the annual meeting.

#### **Section 5. Working Business Meetings**

The Council shall hold a working business meeting preceding or at the conclusion of each calendar meeting. The public shall be notified of all working business meetings as described in Article III, Section 1, except as provided in Section 5 of Article III. The public may attend all working business meetings but may not address the Council during such meetings.

In the event there is unfinished business, the Council may vote to schedule an additional business/working meetings as needed.

#### **Section 6. Special Meetings**

Special meetings, either working business or calendar, may be held at the call of the President and must be held upon the written request of three (3) members of the Council to the President. Any such special meeting must be held not more than two weeks after the receipt of the written request by the President.

The President shall ensure that email or written notice of such meeting shall be given to each member of the Council not less than 48 hours in advance, and that public notice is disseminated as provided for in Article III, Section 1. The notice shall state the matter(s) to be considered. No other matters may be considered at said special meetings except with the consent of all members present.

Where the public cannot be given notice as provided in Article III, Section 1, the Council shall notify Parent Association/Parent Teacher Association Presidents and school staff via e-mail, telephone and public posting as soon as is practicable of the meeting and the matter or matters to be considered: The local news media will also be given notice of the meeting.

## **Section 7. Executive Sessions**

Executive Sessions shall be held as needed to discuss matters that by law (Open Meetings Law, Section 105) are permitted to be discussed in a confidential session closed to the public. Decisions on matters to be addressed in Executive Session shall require approval of the majority [7] of the whole number [12] of the members of the Council and shall be ratified at a calendar meeting by duly recorded roll call vote.

Executive Sessions may be called to deal only with matters enumerated in the Open Meetings Law, Section 105, including but not limited to:

- Matters of individual privacy: medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person.
- Matters which will imperil the public safety if disclosed.
- Matters which may disclose the identity of law enforcement agency personnel or an informer.
- Information relating to current or future investigation of criminal offenses which will peril effective law enforcement if disclosed.
- Discussions regarding proposed, pending or current litigation.
- Collective negotiations pursuant to Article 14 of the Civil Service Law.

Attendance at an executive session shall be permitted to any member of the Council and any other person(s) authorized by the Council.

An Executive Session may be convened only by motion made during a business/working or calendar meeting. Such motion shall identify general areas to be considered during the Executive Session and must pass by a vote of the majority [7] of the whole number [12] of Council members.

## **Section 8. Videoconferencing Procedures / Hybrid Meetings**

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Council, following a public hearing, establishes these procedures for the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.



1. Council members shall be physically present at any meeting unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a Council member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the President no later than four (4) business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergency basis within four business days of a meeting, the Council shall update its notice as soon as practicable to include that information. If it is not practicable for the Council to update its notice, the Council may reschedule its meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the Council may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, the Council shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The Council shall provide that each open portion of any meeting conducted using extraordinary circumstances, videoconferencing shall be recorded and such recordings posted or linked on the Council’s website within five (5) business days following the meeting and shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon request.

9. If members are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Council shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Council shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law if the Council determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Council to hold an in-person meeting.
12. These procedures shall be conspicuously posted on the Council’s website.

## **ARTICLE IV – CONDUCT OF BUSINESS AT MEETINGS**

### **Section 1. Agenda**

#### **1.1 Calendar Meetings**

Each notice of a calendar meeting shall be accompanied by an agenda of matters to be addressed at such meeting together with copies of any resolutions to be considered by the Council at such meeting. Any Council member may submit an item to be added to the agenda to the President up to 7 calendar days prior to the meeting. The President shall, with the assistance of the Administrative Assistant, prepare the agenda for circulation together with the notice of calendar meeting.

Resolutions may be placed on the agenda by:

- 3 members of the Council who shall have submitted such item to the President and the Administrative Assistant at least 3 working days before the calendar meeting (e.g. Thursday by 6:30pm for a Tuesday Calendar meeting); or
- 3 members of the Council at any time provided that (i) they shall have delivered a copy thereof to the President and the Administrative Assistant before the start of the calendar meeting; (ii) such addition is consented to by a vote of the majority [7] of the whole number [12] of Council members, (iii) copies thereof are distributed to each council member prior to the call to order and (iv) copies are made available to the public or a link is shared at a virtual meeting.

The Council shall record attendance of members of the public at calendar meetings by means of a sign-in sheet. No member of the public shall be required to sign the sign-in sheet to attend a calendar meeting.

## **1.2 Business/Working Meetings**

The agenda for each working business meeting shall be developed by the President following consultation with all members of the Council. Such agenda shall include the opportunity to raise issues for consideration under New Business at each working business meeting.

## **Section 2. Order of Business at Calendar Meetings**

The order of business of any calendar meeting, except when otherwise prescribed by the President or specially ordered, shall be as follows:

1. Call to Order and Roll Call
2. Approval of Minutes
3. Presentation of Resolutions
4. Program Presentation
5. Report of President
6. Report of Superintendent
7. Discussion of Resolutions
8. Public Speakers Session
9. Vote on Resolutions
10. Report of Committee(s)
11. Adjournment

The regular order of business may, at any time, be changed by a vote of a majority [7] of the whole number [12] of the Council.

The public shall have the opportunity to comment on resolutions on the agenda or any other issues prior to Council vote by signing the Speakers' List. The chair may require Public Speakers to abide by community standards of decorum. Public Speakers Session shall be conducted without agenda or other formalities, subject to the Council's prerogative to require speakers to have signed the Speakers' List and to manage time. The public shall be required to sign up for the Public Speakers Session no later than the earlier of (a) 30 minutes from the scheduled start time of the meeting or (b) the end of the meeting, unless so allowed by either the chair or a vote of a majority [7] of the whole number [12] of the Council.

Speaking time is limited to two minutes per person, including questions and answers. The time may be extended at the discretion of the Chair and may be shortened if necessary to allow all persons who have signed the Speakers' List to speak. Discussion and charges relating to the competence or personal conduct of individuals will be ruled out of order. A speaker who is ruled out of order forfeits the balance of his/her time and will be directed to leave the microphone or can be muted during a virtual meeting; the Chair may take appropriate measures to enforce the ruling.

### **Section 3. Quorum and Majority**

Pursuant to the General Construction Law, § 41, the majority of the whole number of voting members of the Council must be present to constitute a quorum regardless of the number of vacancies that exist on the Council. The Council has 12 voting members; therefore, no fewer than 7 members must be present to constitute a quorum, and no fewer than 7 votes are needed to carry any motion or adopt any resolution.

#### **3.1 Quorum**

If there is no quorum present at the time set for a meeting, the members present shall wait for 15 minutes for additional members to arrive, after which time a roll call may be held and a vote taken, by simple majority of members present, to adjourn the meeting to another date.

Notice of the adjourned meeting shall be given forthwith to all Council members, and to the public as provided for in Article III, Section 1.

In the case of a calendar meeting without quorum, any program presentation and the report of the superintendent shall be allowed to go forward before the meeting is adjourned.

#### **3.2 Official Actions**

Official actions of the Council may be made by motion or resolution, duly adopted by a vote of not less than a majority [7] of the whole number [12] of the Council.

The Council shall solicit public comment on resolutions whenever feasible. Resolutions shall be voted upon only at regularly scheduled or special calendar meetings. The resolution shall be included in the notice of meeting and the draft text attached if available. If a resolution is added to the agenda pursuant to Article IV, Section 1, the text shall be made available to the public at the meeting where the resolution is to be voted upon.

There shall be no proxy or absentee voting, or polling by phone or email.

#### **Section 4. Minutes**

The minutes of all meetings shall be taken and prepared by the Administrative Assistant under the supervision of the Recording Secretary. The Recording Secretary shall be responsible for recording all votes to be included in the minutes. In the absence of the Recording Secretary, the Vice President shall record all votes to be included in the minutes. The minutes of all meetings shall be a matter of public record and will be available for inspection on the CEC D2 website.

Minutes of calendar meetings shall be printed or posted on the Council's website within two weeks following a meeting at which they are approved. The minutes of Calendar Meetings shall report the resolutions acted upon and the votes of individual members.

Recording of virtual meetings shall be posted online and links to said postings shall be live on the CEC D2 website. Audio recordings of meetings shall not constitute minutes.

### **ARTICLE V - COMMITTEES**

The Council may create committees and define their membership as it may determine.

Zoning & Capital Planning Committee shall be a standing committee with the purpose of reviewing the Capital Plan, compiling capital project requests from schools, and submitting the official comment letter and the ranked capital requests in January every year.

Membership in committees may be open to persons who are not members of the Council, but all Committee Chairs shall be Council members. Chairs shall be appointed and removed by the President and shall serve until the appointing President's term expires or June 30th, whichever is earlier. The Council may veto the appointment or removal of any Committee Chair by vote of the majority [7] of the whole number [12] of the Council.

It shall be the responsibility of Committee Chairs to schedule meetings, notify committee members and the public of all meetings, maintain accurate records of all activities and report monthly to the Council. Each committee shall operate under the Open Meetings Law, these bylaws and *Robert's Rules of Order Newly Revised*, and all committee recommendations shall be subject to approval by the Council.

## **ARTICLE VI – PARENT ASSOCIATIONS & COMMUNITY INVOLVEMENT**

### **Section 1. Parent Associations**

The Council is in active partnership with parents in our schools and district. Pursuant to Section 2590-d of the New York State Education Law and Board of Education policy regarding "Parent Associations and the Schools" and Chancellor's Regulation A-660:

- (a) There shall be a Parent Association (PA) or Parent Teacher Association (PTA) in each school in the Council.
- (b) The Council, the superintendent, and the principal of each school shall have regular communication with all PA/PTAs.
- (c) The Council shall meet quarterly with the duly elected officers of PA/PTAs.

### **Section 2. Superintendent Evaluation**

The Council shall prepare an evaluation of the Community District Superintendent on an annual basis.

## **ARTICLE VII – VACANCIES ON THE COUNCIL**

In the event a Council member other than the District 75 member resigns, is removed or becomes ineligible to serve, the Council shall fill the vacancy according to the Chancellor's Regulation D-140, Section IX and shall appoint a successor to fill the unexpired term within 60 days. If the District 75 member resigns, the seat shall be filled in accordance with Chancellor's Regulation D-140.

The Council shall solicit recommendations for applicants to fill the vacancy by a Notice of Vacancy, which shall be disseminated as provided in Article III, Section 1. The notice shall state a deadline for submitting applications.

The Council shall interview candidates to fill vacant position(s) in a Special Meeting called for the sole purpose of conducting interviews. The Council shall request the presence and participation during the interview process of the Presidents' Council and members of the community. The Council shall request that they submit any recommendations in writing following the close of interviews. The Council may choose to hold an Executive Session to discuss the candidates.

An appointment to fill a vacancy on the Council shall be by roll call vote at any Council meeting following the interviews.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY AND COMPLIANCE**

These bylaws shall be the governing instrument of the Council, subject only to applicable laws and regulations.

All procedural questions not covered by these bylaws shall be governed by *Robert's Rules of Order Newly Revised* to the extent they are not inconsistent with applicable laws, regulations, or these bylaws.

The Council may appoint one of its members to serve as a Parliamentarian, to advise the Council on matters of procedure and matters pertaining to these bylaws.

In the event any provision of these bylaws conflicts with applicable laws, regulations or NYC DOE policy, the latter shall be deemed controlling. All other provisions shall remain in full force and effect.

## **ARTICLE IX – STANDING MEETING RULES AND PROCEDURES**

Only the Chair has the authority to give the floor to a speaker. Each Council member who has the floor may speak uninterrupted for two minutes. Once a member has spoken on an agenda item, other members will be given priority to speak next in order. All members of the Council shall respect their own or others' speaking time. The time may be extended at the discretion of the Chair. All other procedural details shall be deferred to *Robert's Rules of Order*.

## **ARTICLE X – COMMUNICATIONS PROTOCOL**

All official communications shall be sent through the official Council's email address. Both the Administrative Assistant and the President shall have access to the DOE-issued email account.

The Administrative Assistant and the President shall inform all other council members promptly of any official notices and matters pertaining to Council business.

## **ARTICLE XI – AMENDMENT OF BYLAWS**

These bylaws may be amended at any regularly scheduled calendar meeting of the Council by a vote of not less than a majority [7] of the whole number of the Council [12], provided the amendment or revised draft, as appropriate, has been presented in writing to the public at the previous calendar meeting and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately following the adjournment of the Calendar meeting in which they were approved.