



CAMPUS ADVISORY COUNCIL BYLAWS

(2007 Revisions)

Approved by the District Advisory Council
May 15, 2007

Approved by the Board of Trustees
June 11, 2007

Article I: Authority

Section One. Statute and Policy. Each school in the district is required in Chapter 11, Subchapter F, of the Texas Education Code, to establish and maintain a campus-level advisory council. Campus Advisory Councils (CACs) of the Austin Independent School District are specifically authorized by the Board of Trustees in policies BQB(Legal) and BQB(Local).

Section Two. Limitations. A CAC shall be an advisory body, and shall serve to provide guidance and counsel and such other assistance as specifically listed in state law and district policy to the Principal. A CAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. It shall be the responsibility of the Board of Trustees, upon the advice and counsel of the District Advisory Council (DAC), to establish and amend the CAC Bylaws.

Article II: Purpose and Responsibilities

According to state law, district policy, and the direction of the Board of Trustees, the CAC shall have the following responsibilities:

1. To hold regular meetings.
2. To provide input into campus-level decisions pertaining to the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.
3. To address all pertinent federal requirements.
4. To provide assistance to the Principal in reviewing district and campus data and in preparing the annual Campus Improvement Plan, including the campus staff development plan, and addressing dropout prevention as appropriate.
5. To hold one public meeting per year after receipt of the annual campus performance report from the Texas Education Agency (TEA) for the purpose of discussing campus performance and performance objectives.
6. To ensure that systematic measures are in place to obtain input from the community, parents, and staff, and to provide information to those persons and organizations regarding the work of the CAC.
7. To provide comments on campus-level waiver requests to the Board of Trustees prior to Board approval of such waiver requests to the Commissioner of Education.
8. To provide advice and counsel in the development of the process and performance criteria for appraising teachers, if the district chooses not to use the appraisal process and performance criteria developed by TEA.
9. To provide advice on the use of any funds awarded to the school under the Texas Successful Schools Award System.

Article III: Meetings

Section One. Regular Meetings. The CAC shall hold its first meeting of the year in May. At a minimum, the CAC shall hold eight regular meetings per year, unless subject to Section Four of this Article. Regular CAC meetings shall not conflict with regular meetings of the DAC.

Section Two. Additional Meetings. If necessary, the Principal and Co-Chairs, or a majority of the CAC, may call additional meetings. Members shall be given sufficient notice of additional meetings. Additional meetings shall not conflict with regular meetings of the DAC.

Section Three. Committee Meetings. The CAC may establish committees from time to time on any matter as deemed necessary or appropriate. Committee members may elect a chair to facilitate committee meetings. Committee meetings shall be held at the discretion of the committee members. Committees shall report findings or recommendations to the CAC.

Section Four. Cancellation of Meetings. If necessary, the Principal and Co-Chairs may cancel any meeting of the CAC with good cause, and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of cancelled or rescheduled meetings.

Section Five. Open Meetings. All meetings of the CAC shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The Co-Chairs may limit the time given to speakers.

Section Six. Quorum. For all CAC meetings, a quorum shall be the majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no action shall take place that requires a vote of the membership without a quorum.

Section Seven. Attendance. Member attendance shall be monitored by the Co-Chairs, who shall work with members to try and resolve any attendance problems. More than three absences within a one-year period may result in dismissal by the Co-Chairs.

Section Eight. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote. "Robert's Rules of Order, Newly Revised" shall be applied.

Section Nine. Agendas. Agenda items for regular CAC meetings shall be determined by the Co-Chairs in consultation with the Principal. Also, a majority of the CAC may place an item on an upcoming agenda. Agendas shall include the date, time, location, and topics of each meeting. At a minimum, agendas shall be posted in a place readily accessible to the public at least 72 hours in advance.

Section Ten. Alignments. To ensure alignment of the work of the CAC with the Campus Improvement Plan (CIP) and the CAC Bylaws, items on CAC agendas shall indicate the corresponding component(s) of the CIP and CAC Bylaws. Agenda items that do not indicate such a direct correspondence shall include a statement from the Co-Chairs and Principal as to the reason for placement of the item on the agenda.

Article IV: Membership

Section One. Restrictions. The following restrictions apply to CAC membership:

1. Parent representatives must live within the district, and must be a custodial parent or guardian of a student currently enrolled in a district school. Parents may not also be employees of the district. More than one parent or guardian of a child in a specific school may not serve on that school's CAC at the same time.

2. Teachers refer to classroom teachers. At least two-thirds of the professional staff representatives on the CAC must be classroom teachers. Only if this requirement has been met may teacher positions be filled by instructional specialists, librarians, coaches, or counselors.
3. The business representative need not live or work within the district. The business representative may also be a parent.
4. The community representative must live within the district and be at least 18 years of age. The community representative may not also be a parent or district employee.

Section Two. Membership Criteria. Candidates for parent, community, and business representatives must submit to the campus office a completed CAC membership application form (provided by the Office of Planning and Community Relations). The Principal and CAC shall work with the school's PTA/PTO as well as the broader school community to encourage applicants and to seek a membership that reflects the ethnic, gender, and economic diversity of the school community.

Section Three. Membership Positions. The membership of the CAC shall consist of the following positions:

Dedicated Positions.

1. The Principal.
2. The Director of a magnet, academy, or institute collocated with the school.
3. The President of the school's PTA/PTO, or designee of the President.

Representative Positions.

4. A minimum of six parent representatives. Five parent representatives shall be selected by consensus of the Principal and CAC Officers based on review of submitted applications. One parent representative shall be selected by the school's PTA/PTO, or the PTA/PTO may defer this selection to the Principal and CAC Officers. The total number of parent representatives must equal the total number of professional staff representatives.
5. A minimum of six professional staff representatives elected by their peers. The total number of professional staff representatives must equal the total number of parent representatives.
6. A minimum of one classified staff representative elected by his or her peers.
7. For high schools, a minimum of two student representatives elected by their peers. Middle schools may have student representatives elected by their peers.
8. A minimum of one community representative selected by consensus of the Principal and CAC Officers based on review of submitted applications.
9. A minimum of one business representative selected by consensus of the Principal and CAC Officers based on review of submitted applications.

Section Four. Term of Service. Unless subject to the provisions of Section Four of this Article, the term of service for a member shall be for two years, beginning the first CAC meeting in May. To the maximum extent practicable, member terms should be staggered. Members may serve

multiple terms. Parent, community, and business representatives may serve on more than one CAC.

Section Five. Partial Terms. Partial terms may be served in the case of filling membership vacancies that may occur. To ensure that vacancies are filled promptly, partial terms in any representative position shall be filled by consensus of the Principal and CAC Officers.

Section Six. Role of the Principal. The Principal shall be a non-voting member of the CAC. In a coordinative role, the Principal shall ensure: that CAC membership is established and maintained as required; that CAC meetings are scheduled and held as required; that the CAC receives the information and resources as are necessary and reasonable to accomplish its charge; that CAC records are maintained, shared with campus staff, and made accessible to the public upon request; and that new CAC members receive orientation to service as required. In ultimately making decisions affecting the campus, the Principal shall carefully consider input from the CAC. Should any decision of the Principal differ from the input provided by the CAC, the Principal shall explain his or her reasoning to the CAC.

Section Seven. New Member Orientation. The Principal shall ensure that new CAC members receive orientation to service through one or more of the following means: referral to materials included on the CAC Web Page; an orientation session conducted by the CAC; an orientation session conducted by the Office of Planning and Community Relations.

Section Eight. Conflict of Interest. No individual shall be nominated for or hold a position on the CAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions made by the district. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

Section Nine. Conduct. CAC members shall conduct themselves at all times with courtesy and respect to other members and district staff. Members are encouraged to speak freely during meetings, but must provide other members with the same opportunity.

Article V: Officers

Section One. Election of Officers. At the first regular meeting of the year in May, the CAC shall elect from its voting membership two Co-Chairs and one Secretary, each to serve one-year terms. Officers may serve multiple terms.

Section Two. Co-Chairs. One Co-Chair shall be an employee of the district and one shall not. The responsibilities of the Co-Chairs shall include:

1. With the Principal, developing agendas for regular CAC meetings (see Article III, Section Nine).
2. Presiding at all meetings of the CAC. The Co-Chairs shall call meetings to order and adjourn meetings. The Co-Chairs shall ensure that the agenda is followed and that meetings are conducted in an orderly manner. Co-Chairs may delegate timekeeping and parliamentary responsibilities to other members.
3. Monitoring member attendance and working with members to try and resolve any attendance problems (see Article III, Section Seven).

4. Signing all letters, reports, and other communications on behalf of the CAC.
5. Performing other responsibilities as may be prescribed by the CAC.

Section Two. Secretary. The responsibilities of the Secretary shall include:

1. Preparing minutes for all regular meetings. At a minimum, minutes shall include the attendance of members and guests, a record of any actions taken by the CAC, and highlights of meeting proceedings. Minutes shall be approved by a majority of the CAC.
2. Presiding at meetings in the absence of both Co-Chairs.
3. Maintaining current member contact information.

Section Three. Co-Chairs and Secretary. The CAC Officers shall together have the following responsibilities:

1. With the Principal, selecting by consensus parent, community, and business representatives (see Article IV, Section Two).
2. With the Principal, filling any vacancies by consensus that may occur in representative positions (see Article IV, Section Four).

Section Four. Vacancies and Partial Terms. Partial terms may be served in the case of filling officer vacancies that may occur. In the event of a vacancy, the CAC shall promptly elect a successor to complete the term of office.

Article VI: Operations

Section One. Operational Procedures. The CAC shall establish and maintain standard operational procedures. The operational procedures shall include, but not be limited to: schedule of meetings; schedule of membership elections and selection processes; development of agendas; agenda format; posting and distribution of agendas and announcements; sign-in procedures; citizens communications; minutes format and distribution; and maintenance of CAC records.

Section Two. Operational Guidelines. The DAC shall provide recommended operational guidelines to CACs. Members of the DAC shall be available to CACs to discuss these guidelines. In establishing its operational procedures, the CAC shall carefully consider the recommendations of the DAC.

Article VII: Mediation

Section One. Request for Mediation. If at anytime the Principal or CAC feels that the body is not achieving its purpose or objectives, the Principal or CAC may request that the Associate Superintendent provide mediation assistance. If, after such assistance is provided, the Principal or CAC feels that sufficient progress is not being made, the Principal or CAC may request further mediation assistance from the Chief Academic Officer.