



Austin Independent  
School District

# **DISTRICT ADVISORY COUNCIL**

## **Orientation**

*Revised 12/12/08*

A spiral-bound notebook with a brown cover and a light beige page. The spiral binding is on the left side. The page contains two white rectangular boxes with text. The top box contains the text "PART ONE" in blue, bold, serif font. The bottom box contains the text "WHAT'S THE DAC ALL ABOUT?" in purple, italicized, serif font. The page number "2" is located in the bottom right corner.

# PART ONE

*WHAT'S THE DAC ALL ABOUT?*

The background of the slide is a spiral-bound notebook with a brown cover and a light beige page. The spiral binding is on the left side. The text is presented in two white rectangular boxes.

***IT'S ABOUT THE LAW...***

**District and Campus Advisory Councils Are Required by State Law (Texas Education Code, §11.251).**



## ***IT'S ABOUT STUDENTS ...***

**It is only natural to have individual concerns and DAC members are encouraged to express them. However, DAC members must remember that their primary purpose is to address the needs and achievement levels of all students.**

## ***IT'S ABOUT COOPERATION ...***

- **The Board and the Superintendent are responsible for making well informed and effective decisions.**
- **The DAC is responsible for providing advice and assistance to the Board and Superintendent.**

## ***IT'S ABOUT RESPONSIBILITIES ...***

- **Assisting in review of relevant data.**
- **Providing input to development of the District Improvement Plan (DIP).**
- **Holding an annual public hearing with the Board on district performance.**



## ***IT'S ABOUT RESPONSIBILITIES ...***

- **Providing guidance in several key areas related to the district including, but not limited to, budget, educational program, support services, staff development, communications, and stakeholder involvement.**

## ***IT'S ABOUT REPRESENTATION ...***

### **DAC membership consists of:**

- ✓ **Parents**
- ✓ **Teachers**
- ✓ **Principals**
- ✓ **Community representatives**
- ✓ **Business representatives**
- ✓ **At-large members**
- ✓ **Students**

## ***IT'S ABOUT STRUCTURE...***

**DAC organization consists of:**

- ✓ **Two elected co-chairs**
- ✓ **12-member Executive Committee**
- ✓ **Subcommittees**
- ✓ **Superintendent and Board Liaison (*ex officio members*)**
- ✓ **Staff coordinator**

## ***IT'S ABOUT CONDUCT...***

- **DAC members will always be courteous, constructive, tolerant of differences, and orderly.**
- **DAC members will avoid conflicts of pecuniary interest.**
- **DAC members will not use their position for undue advantage.**

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# PART TWO

## *MEETINGS*

# ***PARLIAMENTARY PROCEDURE***

- **Set of rules for conducting meetings.**
- **Originated with the British Parliament, and now defined by *Robert's Rules of Order, Newly Revised*.**

# *PARLIAMENTARY PROCEDURE*

- **Simpler than most people realize.**

- **Based on a simple goal:**

*Provide rules to ensure that business is conducted efficiently and that the majority's will is implemented while protecting the minority's right to be heard and considered.*

# ***MOTIONS***

- **If a decision is required, a motion must be made that the group take a certain action.**
- **For consideration of the motion to proceed, another person must “second” the motion.**

# ***MOTIONS***

- **After the motion is seconded, the group may discuss the motion.**
- **After discussion, the group votes on whether or not it agrees with the motion (a show of hands is commonly used).**

## ***AGREEMENT BY CONSENT***

- **The chair may avoid a formal vote on a motion by simply asking *“Is there any objection to...?”***
- **If there is no objection, the motion passes.**

## ***AGREEMENT BY CONSENT***

- **Anyone can say “I object” without being recognized and without having to state a reason.**
- **If there is an objection, the chair must restate the motion and call for a vote.**

## ***ROLES***

- **The co-chairs preside over the meeting. Members request to speak through the co-chairs.**
- **The co-chairs decide between themselves which one presides over specific agenda items.**

## ***ROLES***

- **The Executive Committee sets DAC agendas and selects certain DAC members.**
- **The Superintendent provides information and direction.**
- **The coordinator maintains DAC records and provides facilitation.**

# *QUORUM*

- A quorum is the majority of the current membership. Meetings may still be held without a quorum for presentations or discussion. However, no formal decisions (either by vote or consent) may be made without a quorum.

# ***OPEN MEETINGS***

- **Reasonable efforts should be made to notify the community of meetings in advance.**
- **Meetings must be open to the public.**

## ***OPEN MEETINGS***

- **It is recommended that public comment be limited to a set length of time at the beginning of each meeting. However, visitors should feel encouraged to observe meetings.**

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# PART THREE

## *DAC BYLAWS*

# ***AUTHORITY***

- **The DAC is responsible for developing and maintaining its bylaws.**
- **The Board of Trustees must approve the DAC bylaws and any substantive revisions.**

## ***CONTENT AND AVAILABILITY***

- **The bylaws provide specifics in many areas, including purpose, responsibilities, meetings, and membership.**
- **The bylaws are available on the DAC web site.**

## ***DAC WEB SITE***

- The DAC web site is at:

*<http://www.austinisd.org/inside/dac/>*

- The DAC web site includes general information pertaining to the DAC as well as several resource and orientation materials.