

Standard Charter Template for District Advisory Bodies

Introduction

Policy BDF(Local) was adopted by the AISD Board of Trustees on June 27, 2011. According to policy, charters are required for all ad hoc (i.e., temporary) advisory bodies, and the Coordinator of District Advisory Bodies, who is designated by the Superintendent, shall develop a standard template for charters. Further, the Coordinator of District Advisory Bodies shall consult with appropriate staff in developing and revising charters.

Standard Template

Compared to bylaws, which are required for all standing district advisory bodies, charters are not as detailed, but still provide sufficient structure for an ad hoc advisory body to effectively and efficiently conduct its business over a specified period of time. Following are required components of charters. Specific language under these broad headings will be negotiated between the Coordinator of District Advisory Bodies and applicable staff.

Establishment

- The advisory body is established by and serves at the will of either the Board or Superintendent under provisions of Policy BDF(Local)
- Identify designated support staff, including any of whom will serve as ex officio members of the advisory body

Membership

- Number and categories of members
- Diversity
- How members are selected
- How officers are selected
- Expectation of regular attendance and courteous conduct

Meetings

- Expected timeframe for the advisory body to begin and conclude its business
- How meeting schedule will be determined
- How agendas will be determined
- Requirements for posting agendas and open meetings (reference Citizens Communications and Visitor Guidelines)
- Decision-making process (i.e., consensus preferred method, majority vote otherwise)
- Basic parliamentary procedure will be followed
- Basic minutes will be kept and posted on the advisory body website

Charge

- Purpose
- Issues in the purview of the advisory body
- Expected outcomes or deliverables (with delivery schedule if applicable)

Responsibilities

- Role of the Board or Superintendent
- Role of advisory body officers
- Role of designated support staff