



# **BOUNDARY ADVISORY COMMITTEE BYLAWS**

*Revised July 10, 2018*

## **Article I: Authority**

*Section One. Establishment.* Under provisions of district policy BDF(Local), the Superintendent establishes the Boundary Advisory Committee (BAC) as an advisory body of the Austin Independent School District. The Superintendent shall designate an appropriate staff member to server as Coordinator of the BAC (the Coordinator).

*Section Two. Limitations.* The BAC is responsible to, and serves at the discretion of, the Superintendent. Any recommendations of the BAC to the Board of Trustees must go through the Superintendent. The BAC 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 Coordinator of District Advisory Bodies, upon the advice and counsel of the Coordinator, to establish and amend the BAC bylaws. The BAC shall observe the bylaws.

*Section Four. Sunset.* Under provisions of district policy BDF(Local), the BAC shall be subject to a biennial sunset review process, to determine whether the BAC continues to serve as an advisory body of the district.

## **Article II: Purpose and Responsibilities**

*Section One. Purpose.* The purpose of the BAC is to assist in developing recommendations for the creation of, and adjustment to, school attendance area boundaries.

*Section Two. Responsibilities.* To accomplish its purpose, the BAC shall serve as an advisory body to the Superintendent, who is responsible for providing administrative recommendations to the Board for final approval. The purview of the BAC may include, but is not limited to, the following boundary-related activities:

1. Developing the criteria for evaluating boundary proposals.
2. Creating attendance areas for new school facilities.
3. Reviewing and advising the administration on the development of facility-related contingency plans due to school performance issues.
4. Repurposing or consolidation of existing school facilities.
5. Providing advisory input, as appropriate, during the preparation and the periodic review of the Facility Master Plan with the Board of Trustees and the Superintendent.
6. Planning and conducting stakeholder engagement activities, and gathering and assessing stakeholder input.
7. Providing progress reports and recommendations to the Superintendent.
8. Completing other projects as may be assigned by the Superintendent or raised by the Facilities and Bond Planning Advisory Committee.

## **Article III: Meetings**

*Section One. Regular Meetings.* The Coordinator shall establish an annual schedule for regular BAC meetings. The schedule of regular meetings shall be conveyed to members and posted on the BAC website. The regular meeting schedule may be revised as necessary by the Coordinator. If necessary, the Coordinator may cancel a regular meeting with good cause (i.e., inclement weather or other adverse conditions), 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 Two. Subcommittees.* The Coordinator may establish subcommittees of the BAC from time to time on any matter as deemed necessary or appropriate. Subcommittees may not constitute a quorum of the BAC. The Coordinator shall determine whether subcommittee meetings are open to the public (if they are open to the public, meetings must be posted under provisions of Section Nine of this Article). The Coordinator may select a BAC member to serve as the chair of a subcommittee. Unless otherwise directed by the Coordinator, subcommittees shall meet at the discretion of the subcommittees. Subcommittees are not required to have a regular meeting schedule. Subcommittees shall report findings or recommendations to the BAC through the Coordinator. Unless otherwise directed by the Coordinator, subcommittees are not required to take minutes of meetings.

*Section Three. Open Meetings.* All regular and other plenary meetings of the BAC shall be open to the public. The Co-Chairs shall ensure conformance with the district's Communications and Visitor Requirements.

*Section Four. Quorum.* For regular and other plenary meetings of the BAC, a quorum shall be a simple majority of the current membership (vacancies do not count toward a quorum). Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

*Section Five. Attendance.* Member attendance shall be monitored by the Coordinator, who shall work with members to try and resolve any attendance problems. More than three unexcused absences within a one-year period may result in dismissal by the Coordinator. Excused absences include, but are not limited to, personal or family illness, emergency situations, jury or military duty, or mandatory employment duty. It shall be the responsibility of members to report excused absences to the Coordinator, and the Coordinator shall record excused absences. In cases of numerous excused absences or long-term absence, the Coordinator shall consider the factors in each individual case and determine whether continued service on the BAC is practicable.

*Section Six. Virtual Attendance.* Members may virtually participate in meetings through various means, to the extent they are readily available to the Coordinator.

*Section Seven. 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 shall not be permitted.

*Section Eight. Email Voting and Polling.* In lieu of a meeting, from time to time the Coordinator may request members to vote or take a poll on a certain matter via email. However, this should not be a common practice.

*Section Nine. Agendas.* Agendas shall be prepared for all regular meetings and posted on the BAC website and at the AISD central office at least 72 hours in advance of meetings. Agenda

items shall normally be determined by the Coordinator in consultation with the Co-Chairs. However, a majority of the BAC may place an item on a future agenda.

*Section Ten. Minutes.* Minutes shall be kept for all regular meetings and other plenary meetings. Minutes may be kept for subcommittees at the direction of the Coordinator. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings and other plenary meetings shall be approved by the BAC and posted on the BAC website.

#### **Article IV: Membership**

*Section One. Restrictions.* The following restrictions apply to the BAC membership:

1. Parent members must stand in parental relation to a student currently enrolled in the district. Parents may not also be employees of the district.
2. Business members need not live or work within the district. Business members may also be parents.
3. Community members must live within the district. Community members may not also be parents or district employees.
4. Close relatives may not serve on the BAC at the same time.

*Section Two. Membership Criteria.* Membership of the BAC will strive to reflect the geographic, ethnic, gender, disability, and economic diversity of the district. At a minimum, the BAC shall consist of 15 members, which must include community and business members, and parents of current AISD students, and may include up to five employees of the district. The Coordinator may expand upon this minimum membership.

*Section Three. Selection.* The Coordinator shall be responsible for selecting individuals for service on the BAC, based on applications received, referrals, and recruitment. The district's standard membership selection considerations shall be applied.

*Section Four. Term of Service.* The term of service for an appointment to the BAC shall be for two years, normally beginning at the start of a school year. Members may serve multiple terms.

*Section Five. Mid-Term Vacancies.* If a member resigns or is dismissed, the Coordinator shall fill the position if a year or more remains in the term; if less than a year remains in the term, the position may be left vacant for the remainder of the term at the discretion of the Coordinator.

*Section Six. Change in Member Status.* If the status of a member changes, the Coordinator may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Coordinator may allow the member to continue to serve in the current position for a period of up to one year.

*Section Seven. Continued Operation.* Any vacated terms left unfilled under Sections Five and Six of this Article shall not cause the BAC to discontinue its operations.

*Section Eight. Conflict of Interest.* Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a pecuniary interest in any discussions or recommendations of the committee.

- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the Coordinator of District Advisory Bodies, who may consult with the General Counsel as necessary, for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Required recusal from a particular agenda item or items.
- Required recusal from a particular meeting or meetings.
- Removal from the committee.

*Section Nine. Code of Conduct.* The district welcomes freedom of expression and debate. However, BAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. In meetings, members must be recognized by the Co-Chairs before speaking, and otherwise respect the order maintained by the Co-Chairs. Unless otherwise authorized by the BAC, members shall not speak for the BAC; and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the BAC. Violation of this code of conduct may result in reprimand or dismissal by the Coordinator, who may consult with the Coordinator of District Advisory Bodies for appropriate action.

*Section Ten. Undue Advantage.* BAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Coordinator. (As examples, it would be considered an undue advantage if a person included his or her membership in the BAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include BAC membership on his or her resume.)

## **Article V: Co-Chairs**

*Section One. Selection.* The BAC shall elect two Co-Chairs from its voting members. The Co-Chairs shall not be employees of the district.

*Section Two. Term of Service.* Each Co-Chair shall serve a one-year term. Co-Chairs may serve multiple terms. Co-Chair elections shall normally be held at the beginning of a school year.

*Section Three. Responsibilities.* The responsibilities of the BAC Co-Chairs shall include:

1. Determining agendas, with the Coordinator, for regular BAC meetings and other applicable community meetings.
2. Presiding at meetings of the BAC (refer to the district's Information for Chairs of Advisory Committees). The Co-Chairs shall ensure basic parliamentary procedure, and apply the district's Citizens Communications and Visitor Requirements.
3. Representing the BAC, and signing all letters, reports, and other communications on behalf of the BAC.

## **Article VI: Website**

*Section One. Content.* The Coordinator shall ensure that the following information is on the BAC website:

- Schedules for regular and other plenary meetings
- Agendas for regular and other plenary meetings
- Approved minutes of regular and other plenary meetings
- Current membership
- General information
- Bylaws
- Contact information
- Resources (reports, recommendations, fact sheets, links, etc.)

*Section Two. Maintenance.* The Coordinator will work with the District Webmaster to maintain the BAC website and keep it current.

## **Article VII: Staff Support**

*Section One. Role of the Coordinator.* The responsibilities of the Coordinator shall include, but are not limited to:

1. Ensuring that adequate arrangements are made for venues and technical support for regular and other meetings.
2. Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings.
3. Serving as custodian of BAC records, including status of member terms.
4. Ensuring that minutes of regular meetings and other plenary meetings are kept.
5. Ensuring that agendas and approved minutes for regular meetings and other plenary meetings are posted in a timely manner.
6. Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the BAC.
7. Ensuring that new members are sufficiently oriented to service on the BAC.
8. Consulting with the Coordinator of District Advisory Bodies as needed.