



DISTRICT ADVISORY COUNCIL BYLAWS

Last Revised 7/10/2018

Article I: Establishment

Section One. Statute and Policy. Each school district in the state is required in Chapter 11, Subchapter F, of the Texas Education Code, to establish and maintain a district-level advisory council. Accordingly, the District Advisory Council (DAC) of the Austin Independent School District is established by the Board of Trustees in policies BQA(Legal) and BQA(Local) and maintained by the Superintendent.

Section Two. Limitations. The DAC 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 Board of Trustees, Superintendent, and district administration. Any DAC recommendations to the Board must go through the Superintendent. The DAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. In accordance with policy BDF(Local), it shall be the responsibility of the DAC Executive Committee, DAC Coordinator, and Coordinator of District Advisory Bodies, to establish and amend the bylaws.

Section Four. Sunset. Under provisions of district policy BDF(Local), the DAC shall be subject to a biennial sunset review process

Article II: Purpose and Responsibilities

The purpose of the DAC is to ensure that all students of the district receive a high-quality, holistic educational experience. Accordingly, the responsibilities of the DAC shall include, but are not limited to, the following:

1. To stay informed of, and provide input into, programs and initiatives of the district related to the DAC's purpose.
2. To provide input into the areas of planning, budgeting, teaching and learning, staff development, and staff evaluation.
3. To address district and campus allocations of federal funding.
4. To receive and discuss the annual district performance report from the Texas Education Agency (TEA).
5. To review and provide comments on TEA waiver requests.
6. To provide input into revisions to the Student Code of Conduct.
7. To provide input into the district's legislative agenda.
8. To provide input into the treatment of stakeholders.
9. To provide input into development of the district calendar.
10. To inform the administration in advance of submitting any recommendations to the Board of Trustees.

Article III: Meetings

Section One. Regular Meetings. The DAC shall normally conduct a minimum of eight regular meetings per year. Unless necessary, the DAC shall not normally meet in June, July, or December. Regular meetings shall be held on the third Tuesday of the month unless otherwise announced. The regular meeting in August shall be considered the first meeting for the year. In addition to its regular meetings, the DAC shall conduct an annual retreat.

Section Two. Cancellation of Meetings. If necessary, the DAC Coordinator and Co-Chairs may cancel a regular meeting of the DAC 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 Three. Subcommittees. Subcommittees may be established by the Executive Committee from time to time on any matter as deemed necessary or appropriate. The Executive Committee shall develop specific guidelines for subcommittees (see Attachment).

Section Four. Open Meetings. All regular meetings of the DAC 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. [See the district's Communications and Visitor Requirements.] Subcommittee meetings and retreats are not required to be open to the public.

Section Five. Quorum. For meetings of the DAC, a quorum shall be majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no action may be taken without a quorum.

Section Six. Attendance. Member attendance shall be monitored by the DAC 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 DAC 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 DAC is practicable.

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

Section Eight. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Proxy voting shall not be permitted. However, members in virtual attendance may vote.

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

Section Ten. Agendas. Agendas shall be prepared for all regular meetings and posted at least 72 hours in advance of meetings. Agenda items shall normally be determined by the Executive Committee. However, a majority of the DAC may place an item on a future agenda. In addition, if the Executive Committee has already met, items of an urgent nature may be subsequently placed on the agenda by the DAC Coordinator in consultation with the Co-Chairs.

Section Eleven. Minutes. The DAC Coordinator shall ensure that minutes are kept for all regular SHAC meetings. 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 shall be approved by the Executive Committee and posted on the DAC website.

Article IV: Membership

Section One. Definitions. The following definitions apply to certain member categories:

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. Teacher members refer primarily to classroom teachers. State law requires that at least two-thirds of the professional staff members on the DAC be classroom teachers. Only if this requirement has been met may teacher positions be filled by other professional staff such as instructional specialists, librarians, coaches, or counselors.
3. The business member need not live or work within the district. The business member may also be a parent.
4. Community members must live within the district and be at least 18 years of age. Community members may not also be parents or district employees.
5. The following persons may not serve on the DAC at the same time:
 - Both parents or guardians of a student
 - A student and his parent or guardian
 - Sibling students
 - Other close relatives

Section Two. Membership Criteria. Membership of the DAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the district. Membership of the DAC shall conform to the requirements in Section One of this Article. The membership of the DAC shall consist of the following at a minimum, but the Executive Committee may expand upon this minimum as necessary or appropriate:

1. Two parents from each vertical team.
2. Two elementary school principals, from different vertical teams.
3. One middle school principal.
4. One high school principal.
5. Two teachers from each vertical team.
6. One classified employee.
7. One business member.
8. Two community members.
9. One district-level professional employee.

10. One or two members to be selected by the Austin Council of PTAs (ACPTA).
11. Three at-large members, who may be selected for the purpose of ensuring a balance and/or depth of experience on the DAC. At-large members may be supplemental to any of the above membership categories.
12. Two high school students.
13. If practicable, one professional staff member with the primary responsibility for educating students with disabilities.

Section Three. Ex Officio Members. The Superintendent and members of the Board of Trustees may serve on the DAC in an *ex officio* (i.e., non-voting) capacity.

Section Four. Term of Service. The term of service for an appointment shall be for two years, beginning the first DAC meeting in August. Members may serve multiple terms.

Section Five. Member Placement. Other than the members selected by the ACPTA as described in Section Two of this Article, and the professional staff members as described in Section Six of this Article, the DAC Coordinator shall be responsible for the placement of individuals on the DAC. Members shall be selected based on consideration of applications received, referrals from campuses, and other appropriate sources. The district's standard membership selection considerations shall be applied.

Section Six. Annual Election Committee. Specifically for filling professional staff member vacancies, the DAC Coordinator shall form an annual Election Committee at an appropriate time. All professional staff members on the DAC shall be invited to serve on the Election Committee. The Election Committee shall consider all applicable candidates, based on self-nominations using the standard district application form. However, if there is no competition among the applicants, an election and Election Committee are not necessary. If formed, the Election Committee is not subject to Article III, Section Two.

Section Seven. Mid-Term Vacancies. If a vacancy occurs after any member's term has commenced, including professional staff members, if a year or more remains in the vacated term, the position shall be filled within a reasonable time by the DAC Coordinator. A vacated term of less than one year may be filled at the discretion of the DAC Coordinator.

Section Eight. Change in Member Status. If the status of a member changes, the member may fill an appropriate vacancy. If no appropriate vacancy exists, the member may continue to serve in the current position for a period of up to one year, if not otherwise prohibited under Section One of this Article.

Section Nine. Continued Operation. Any vacated terms left unfilled under provisions of Sections Seven and Eight of this Article shall not cause the DAC to discontinue its operations.

Section Ten. 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 Twelve. Code of Conduct. The district welcomes freedom of expression and debate. However, DAC 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 DAC, members shall not speak for the DAC; 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 DAC. Violation of this code of conduct may result in reprimand or dismissal by the DAC Coordinator.

Section Thirteen. Undue Advantage. DAC 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 reprimand or dismissal by the DAC Coordinator. (As examples, it would be considered an undue advantage if a person included his or her membership in the DAC 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 DAC membership on his or her resume.)

Article V: Co-Chairs

Section One. Eligibility. To be eligible to serve as a Co-chair, a member must have served at least one year on the DAC with reasonably acceptable attendance.

Section Two. Election. The DAC shall elect two Co-Chairs from its voting members. One Co-Chair shall be an employee of the district and one shall not. The Coordinator shall announce a period during which members may self-nominate, with a firm deadline. If there is no competition, an election shall not be necessary. If there is competition, the Coordinator shall prepare a ballot for election by the DAC. The ballot shall be final – after the established deadline, the following are not allowed: further self-nominations, nominations from the floor, or write-in votes.

Section Three. Term of Service. Each Co-Chair shall serve two-year staggered terms. Co-Chairs may be re-elected and serve multiple terms. Co-chair elections shall be held during the September regular meeting.

Section Four. Mid-Term Vacancies. If a vacancy occurs after a Co-Chair's term has commenced, the DAC shall elect a new Co-Chair to serve for the remainder of the term.

Section Five. Responsibilities. The responsibilities of the Co-Chairs shall include:

1. Presiding at all meetings of the DAC and the Executive Committee, and facilitating open discussion and participation of all members.
2. Ensuring that commonly accepted parliamentary procedure is followed. (Refer to the district's Information for Advisory Committee Chairs.)
3. Formally representing the DAC.

Section Six. Removal of Co-Chairs. The Co-Chairs serve at the will of the DAC. A two-thirds majority of the DAC may at any time remove a Co-Chair. Such action in itself does not equate to dismissal from the DAC.

Article VI: Executive Committee

Section One. Eligibility. To be eligible to serve on the Executive Committee, a member must have served at least one year on the DAC with reasonably acceptable attendance.

Section Two. Membership. The membership of the Executive Committee shall consist of the following:

1. The two Co-Chairs.
2. Seven members to be elected by the DAC from its voting members. Executive Committee elections shall follow the same procedures as Co-Chair elections, as stated in Article V, Section Two.
3. Three to four members from DAC voting members to be appointed by the Co-Chairs, with the purpose of ensuring a balance and/or depth of experience on the Executive Committee.

Section Three. Term of Service. The term of service for Executive Committee members shall be for one year. Executive Committee members may be re-elected and serve multiple terms. Executive Committee elections shall be held during the September regular meeting.

Section Four. Mid-Term Vacancies. If a vacancy occurs after an Executive Committee member's term has commenced, the Co-Chairs shall select a member to serve out the remainder of the term.

Section Five. Meetings. The Executive Committee shall normally meet in advance of all regular meetings and the annual retreat. Executive Committee shall be held on the first Tuesday of the month unless otherwise announced; however, the Co-Chairs may cancel an Executive Committee meeting. Other members of the DAC may attend meetings of the Executive Committee to observe.

Section Six. Responsibilities. The responsibilities of the Executive Committee shall include:

1. Reviewing items for placement on the DAC agenda.
2. Approving minutes of regular and other plenary meetings of the DAC.
3. Meeting as necessary or appropriate with the Superintendent or other district staff.

Section Seven. Attendance. Executive Committee member attendance shall be monitored by the Co-Chairs, who shall work with members to try and resolve any attendance problems. The attendance stipulations stated in Article III, Section Five shall be followed.

Article VII: Coordinator

Section One. Role of the Coordinator. The Superintendent shall designate an appropriate professional staff member to serve as Coordinator for the DAC. Responsibilities of the DAC Coordinator shall include, but are not limited to:

1. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
2. Providing members and support staff with agendas and background materials.

3. Serving as custodian of DAC records. Agendas and minutes of regular meetings must be maintained for a minimum of two years. In addition, the DAC Coordinator shall keep a record of member term expirations and length of member service.
4. Keeping minutes of regular and other plenary meetings of the DAC, and keeping summary notes of Executive Committee meetings.
5. Ensuring that agendas are properly posted.
6. Ensuring that the DAC website is maintained.
7. Ensuring that orientation information is provided to new members.
8. Maintaining a database of persons interested in serving as members on the DAC.
9. Scheduling agenda items of an urgent nature, in consultation with the Co-Chairs.
10. Providing an annual report on DAC activities and statutory compliance by June 30 of each year.
11. Placing DAC members.

ATTACHMENT
Subcommittee Guidelines

1. Applicability

- a) These guidelines apply to subcommittees formed under Article III, Section Two.

2. Formation

- a) Sensing the desire or need for a subcommittee (e.g., based on discussions with the DAC or the administration) the Executive Committee may form a subcommittee.
- b) Once the formation of a subcommittee has been directed, the DAC Coordinator will call for volunteers to serve on the subcommittee.
- c) To provide diverse and fresh perspectives, DAC members who have not previously served on subcommittees are encouraged to volunteer.
- d) The Co-chairs and DAC Coordinator may attend and take part in subcommittee meetings.

3. Responsibility

- a) Subcommittees do not constitute a quorum of the DAC, and therefore do not take any formal vote or action.
- b) Subcommittees do not speak on behalf of the DAC or the district.
- c) The Executive Committee will develop a charge for each subcommittee.
- d) The Executive Committee will designate subcommittee chairs, who will:
 - ☞ Ensure adherence to subcommittee guidelines and charges
 - ☞ Develop agendas based on subcommittee input
 - ☞ Convey agendas, messages, and information to the subcommittee
 - ☞ Pace meetings and encourage participation of all members
 - ☞ Bring any problems or concerns to the DAC Coordinator
 - ☞ Bring committee recommendations to the DAC Coordinator, who will convey them to the Executive Committee for discussion and DAC agenda scheduling
- e) The DAC will consider subcommittee recommendations and determine the extent to which they are forwarded to the Superintendent – any recommendations to the Board are through the Superintendent.
- f) Based on input from the Co-Chairs or the Executive Committee, the DAC Coordinator may direct the subcommittee to accelerate, conclude, or extend its work.

4. Meetings

- a) The DAC Coordinator will establish a date, time, and location for the initial meeting of the subcommittee.
- b) At the initial meeting, the minimum order of business is:
 - ☞ Ask for a volunteer to record meeting attendance and highlights (or this responsibility may rotate from meeting to meeting)
 - ☞ Go over the subcommittee guidelines
 - ☞ Go over the subcommittee charge
 - ☞ Initiate discussion of issues
 - ☞ Establish a contact list for subcommittee communications
 - ☞ Agree on a schedule for subsequent meetings
- c) The subcommittee chair provides meeting schedules and highlights to the DAC Coordinator, who will share them with the Executive Committee.
- d) Subcommittees may invite non-DAC members to meetings to provide information or input, and as such may take part in meetings.
- e) Subcommittees may not conduct or direct school or community meetings, interviews, surveys, or field trips without prior approval of the DAC Coordinator, who may consult with the Co-Chairs.
- f) Subcommittees may request staff support or other district resources, through the DAC Coordinator.
- g) In addition to making recommendations, subcommittees may also conduct research and provide findings or reports.