DISTRICT ADVISORY COUNCIL

BYLAWS

Last Revised 09/07/2017

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. 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.

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 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. Committees. Committees may be established from time to time on any matter as deemed necessary or appropriate. The Executive Committee shall develop specific guidelines for committees (see Attachment).

Section Three. 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 AISD Advisory Bodies Citizens Communications and Visitor Guidelines.] Committee meetings and retreats are not open to the public.

Section Four. 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 actions (consensus agreement or voting) may take place without a quorum.

Section Five. 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 absences within a one-year period may result in dismissal by the DAC Coordinator.

Section Six. Actions. Actions refer to consensus agreements or formal votes of the DAC. Preferably, actions shall be through consensus. However, if a clear consensus cannot be obtained, actions shall be through a majority vote. Each member shall be entitled to one vote per motion. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

Section Seven. 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.

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 one member 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.

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, the position shall be filled within a reasonable time by 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. Role of the Superintendent. The Superintendent and the DAC will work cooperatively and collaboratively. The Superintendent will ensure staff support as is necessary and reasonable, and may participate without vote in the deliberations and activities of the DAC.

Section Ten. Role of the Board Liaison. The Board of Trustees may designate a Trustee as liaison to the DAC, to observe without vote the deliberations and activities of the DAC. The Board Liaison shall not speak for the Board of Trustees unless a majority of the Board in a public meeting in accordance with The Texas Open Meetings Act has so directed the Trustee to do so. The Board Liaison may actively participate in DAC discussions by providing guidance and responding to questions as may be appropriate. The Board Liaison will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees provided by the DAC.

Section Eleven. Conflict of Interest. No individual shall be nominated for or hold a position on the DAC if that individual has a direct pecuniary interest in the recommendations of the DAC and decisions made by the Board of Trustees. 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. A conflict of interest may result in recusal or dismissal by the DAC Coordinator.

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 without having received notice of poor 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. However, if there is no competition, an election is not necessary.

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.
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 without having received notice of poor 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. However, if there is no competition, an election is not necessary.
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 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. More than three absences within a one-year period may result in removal from the Executive Committee by the Co-Chairs.

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.
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
Committee Guidelines

1. Applicability

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

2. Formation

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

3. Responsibility

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

4. Meetings

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