

AISSD's Definition of Equity (Adapted from the National Equity Project)

Educational equity means that each child receives what they need to develop to their full academic and social potential.

What working towards equity means:

- Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;
- Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and
- Discovering and cultivating the unique gifts, talents and interests that every human possesses.

Article I: Authority

Section One. Establishment. Under provisions of district policy BDF(Local), the Equity Advisory Committee (EAC) is established by the Superintendent and serves at the will of the community. The Superintendent shall designate an appropriate staff member to serve as the EAC Coordinator (the Coordinator).

Section Two. Limitations. The EAC shall serve strictly as an advisory body. Any EAC recommendations—must go through the Superintendent to the Board of Trustees, intact and unedited, as intended by the community. The EAC 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, the EAC Coordinator and the committee co-chairs, in consultation with the voting members, to establish and amend the bylaws, as needed, per AISD policy BDF(local) and The EAC shall observe the said bylaws.

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

Article II: Charge

The purpose of the EAC is to provide recommendations and counsel on a wide range of matters related to equitable outcomes in resource allocation, evaluation, policies, and practices. Educational equity means that each child receives what they need to develop to their full academic and social potential. The EAC committee and its subcommittees shall have the authority to bring in subject matter experts as needed to guide the work. As it pertains to the initial third-party equity assessment and any future equity assessments or audits, the EAC will have an active role in developing criteria for the Request for Proposal/Request for Quotations. The EAC will have a continued role in the selection of vendors and oversight of the assessment process.

Article III: Meetings

Section One. Regular Meetings. The EAC shall conduct regular meetings, and the Coordinator shall determine the regular meeting schedule. The regular meeting schedule shall be placed on the EAC 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 canceled or rescheduled meetings.

Section Two. Subcommittees. The Coordinator and committee co-chairs may establish subcommittees of the EAC from time to time on any matter as deemed necessary or appropriate, including format, whether they are open to the public, or other procedures. Subcommittees may not constitute a quorum of the EAC. If meetings are open to the public, meetings must be posted under provisions of Section Eight of this Article. The Coordinator, committee co-chairs, and voting members may select an EAC member to serve as the chair of a subcommittee.

Section Three. Open Meetings. All regular meetings of the EAC shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The time given to speakers may be limited (see the district's Citizens Communications and Visitor Requirements).

Section Four. Quorum. For regular meetings of the EAC, 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 EAC 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. However, as an advisory committee voting, other than for Co-chairs, should be an infrequent occurrence. If voting is done, members in virtual attendance may also vote, but proxy voting is not allowed. In accordance with open meetings procedures, any voting must be done during meetings, and done openly, normally by a show of hands – any non-open voting methods, such as by paper ballots or email, are not allowed.

Section Eight. Agendas. Agendas shall be prepared for all regular meetings and posted on the EAC website and at the AISD central office at least 72 hours in advance of meetings. Agenda items shall be determined by the Coordinator and co-chairs in consultation with the voting committee members.

Section Nine. 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 EAC and posted on the EAC website.

Article IV: Membership

Section One. Membership Criteria. The Coordinator is responsible for selecting EAC members. Membership of the EAC will strive to reflect the geographic, ethnic, gender, disability, and economic diversity of the district. The Coordinator shall determine the size and makeup of the EAC membership, but the membership must at a minimum include parents, principals, teachers, and students. The Coordinator may also select other members, including, but not limited to business, community, AISD staff and educators.

Section Two. Restrictions. The following restrictions apply to the EAC membership:

1. Parent members must be a custodial parent or guardian of a student currently enrolled in the district.
2. A district employee may not count as a parent member.
3. Teacher members refer to classroom teachers employed by AISD.
4. Any student members must attend Austin ISD schools.
5. Any business members must live or work within the district.
6. Any community members must live or work within the district, or be invited by vote of EAC membership.
7. Close relatives may not serve on the EAC at the same time.

Section Three. Term of Service. The term of service for a member shall be for two years, normally starting at the first regular meeting of a school year. Members may be selected by the Coordinator to serve additional terms.

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

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 EAC 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 or subcommittee.
- 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 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 or subcommittee.

Section Nine. Code of Conduct. The district welcomes freedom of expression and debate. However, EAC members, as well as subcommittee 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 EAC, members shall not speak for the EAC; 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 EAC or the district. Violation of this code of conduct may result in reprimand or dismissal by the Coordinator of District Advisory Bodies.

Section Ten. Undue Advantage. EAC 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 of District Advisory Bodies. (As examples, it would be considered an undue advantage if a person included his or her membership in the EAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; it would be considered an undue advantage to request information that would ordinarily require a formal process to acquire; however it would not be considered an undue advantage for a person to include EAC membership on his or her resume.)

Article V: Co-chairs

Section One. Placement. For the initial year of EAC operation, the Coordinator shall select co-chairs. There shall be a minimum of two co-chairs, but there may be more co-chairs at the discretion of the Coordinator. After the initial year of operation, the EAC shall elect Co-chairs.

Section Two. Term of Service. Except for the initial year of operation, Co-chairs shall serve two-year terms. Co-chairs may serve multiple terms. Co-chair elections shall normally be held at the first regular meeting of a school year.

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

Section Four. Responsibilities. The responsibilities of the Co-chairs shall include:

1. Consulting with the Coordinator in the development of EAC agendas. The co-chairs and voting committee members shall have final decision on the agendas, with the

understanding that some proposed agenda items may require coordination and requests from AISD departments and personnel, which are not obligated to be fulfilled.

2. Presiding at meetings of the EAC, following basic meeting procedures provided by the Coordinator of District Advisory Bodies.
3. Representing the EAC, as may be deemed necessary or appropriate by the Coordinator or district administration.

Section Five. Removal of Co-chairs. Elected Co-chairs serve at the will of the EAC. A two-thirds majority of the EAC may at any time remove a Co-chair. Such action in itself does not equate to dismissal from the EAC.