



**ENVIRONMENTAL STEWARDSHIP
ADVISORY COMMITTEE
BYLAWS**

Revised, June 26, 2018

Article I: Authority

Section One. Establishment. Under provisions of district policy BDF (Local), pertaining to standards for district advisory bodies, the Superintendent establishes the Environmental Stewardship Advisory Committee (ESAC) as an advisory body of the Austin Independent School District. The Superintendent shall designate appropriate staff to serve as ESAC Coordinators.

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

Section Three. Staff Support. The administration shall designate an appropriate staff member to serve as Coordinator of the ESAC (the Coordinator).

Section Three Four. Bylaws. Under provisions of district policy BDF (Local), the ESAC bylaws shall be developed by the Coordinator of District Advisory Bodies in consultation with the ESAC Coordinators. The ESAC shall observe the bylaws.

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

Article II: Purpose and Responsibilities

Section One. Purpose. The purpose of the ESAC is to assist the district in being a recognized example of environmental education, stewardship, and sustainability.

Section Two. Responsibilities. To accomplish its purpose, the ESAC shall serve as an advisory body to the Superintendent, who is responsible for administrative decisions and for providing administrative and policy recommendations to the Board for approval. The purview of the ESAC may include, but is not limited to, the following areas:

- Energy conservation and renewable energy
- Water conservation and quality
- Sustainable transportation
- Outdoor air quality and climate change
- Indoor air quality and environmental health
- Environmentally responsible purchasing
- Waste minimization, recycling, and composting
- Sustainable food and outdoor spaces

Article III: Meetings

Section One. Regular Meetings. The Coordinator and Chairs shall establish an annual schedule for regular meetings. The schedule of regular meetings shall be conveyed to members and posted on the ESAC website.

Section Two. Cancellation of Meetings. If necessary, the Coordinator and Chairs may cancel any meeting of the ESAC 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. The Coordinator and Chairs may establish subcommittees from time to time as necessary or appropriate. Subcommittees shall not constitute a quorum of the ESAC. The Coordinator and Chairs may designate subcommittee chairs, and determine whether subcommittee meetings are open to the public (if subcommittees are open to the public, they must be posted under provisions of Section Eleven of this Article). Unless otherwise directed by the Coordinator and Chairs, subcommittees shall meet at the discretion of the subcommittees. A regular meeting schedule is not required for subcommittees. Subcommittees shall report findings and recommendations to the ESAC through the Coordinator. Unless otherwise directed by the Coordinator and Chairs, subcommittees are not required to take minutes of meetings.

Section Four. Community Meetings. From time to time, the Coordinator and Chairs, or a majority of the ESAC, may call for a special plenary meeting to be held to share information with and gain perspectives from the community at large. Such meetings may be held in various formats, such as community conversations or conferences.

Section Five. Open Meetings. All regular meetings of the ESAC shall be open to the public, and the public shall have opportunity to provide comment. The Chairs shall ensure conformance with the district's Communications and Visitor Requirements.

Section Six. Quorum. For regular and other plenary meetings of the ESAC, a quorum is a majority of the current membership, not counting any vacancies that may exist.

Section Seven. 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 ESAC is practicable.

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

Section Nine. Actions. For regular and other plenary meetings of the ESAC, a quorum is not necessary for presentations or discussions, but a quorum is required for any action to be taken. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote of the quorum present. Proxy voting shall not be permitted.

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

Section Eleven. Agendas. Agenda items for regular meetings and other plenary meetings shall be determined by the Chairs, in consultation with the Coordinator. A majority of the ESAC may also place items on future agendas. Agendas for regular meetings and other plenary meetings shall be posted in a place accessible to the public and on the ESAC website at least 72 hours in advance.

Section Twelve. Minutes. Minutes shall be kept for all regular and other plenary meetings. Minutes may be kept for subcommittee meetings at the direction of the Chairs. 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 ESAC and posted on the ESAC website.

Article IV: Membership

Section One. Membership Criteria. Membership of the ESAC shall strive to reflect the geographic, ethnic, gender, and economic diversity of the district. In addition, the membership of the ESAC shall strive to represent a broad range of interests. The membership of the ESAC shall consist of the following at a minimum, but additional members may be added at the discretion of the Coordinator:

1. Six parents. Parents must be a custodial parent or guardian of a student currently enrolled in a district school. Parents may not also be employees of the district.
2. Two business representatives, who either own a business or can speak on behalf of a business. The business need not be located within the district.
3. Two representatives of other local governments.
4. Four AISD teachers.
5. Six non-teaching AISD employees, including at least two employees who represent academics, curriculum, or instruction.
6. Four members of the community who are not in any of the above categories.

Section Two. Subject Matter Expertise. Of the total membership of the ESAC, at least six must have expertise in an environmentally related field.

Section Three. Ex-Officio Members. The Coordinator shall serve as an ex-officio, non-voting member.

Section Four. Member Selection. The Coordinator shall be responsible for selecting individuals for service on the ESAC, based on consideration of applications received by the Coordinator of District Advisory Bodies and referrals from appropriate sources. The district's standard membership selection considerations shall be applied.

Section Five. Term of Service. The term of service for an appointment to the ESAC shall be for two years, normally beginning in June, following a May election. Members may serve multiple terms, but the ESAC Coordinators shall strive for a reasonable balance between experienced and new membership.

Section Six. Vacancies. If a member resigns or is dismissed, the Coordinator shall promptly 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 Seven. Change in Member Status. If the status of a member changes as defined under Section One of this Article, the Coordinator may: allow the member to fill an appropriate vacancy; expand upon the minimum membership to accommodate the member; or allow the member to continue to serve in the same capacity if less than one year is left in the term. Otherwise, the member shall no longer continue to serve.

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

Section Nine. 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 Ten. Undue Advantage. ESAC 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 termination of membership by the Chairs. (As examples, it would be considered an undue advantage if a person included his or her membership in the ESAC 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 ESAC membership on his or her resume.)

Section Eleven. Conduct. The district welcomes freedom of expression and debate. However, ESAC 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 Chairs before speaking, and otherwise respect the order maintained by the Chairs. Unless otherwise authorized by the ESAC, members shall not speak for the ESAC; 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 ESAC. 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.

Article V: Chairs

Section One. Selection. The ESAC shall elect from its voting members three Chairs. No more than one Chair may be an employee of the district.

Section Two. Term of Service. Chairs shall serve two-year terms. Chairs may serve multiple terms. Chair elections shall be held in May. Election of chairs will be staggered so that at least one chair holds continuous office through an election.

Section Three. Responsibilities. The responsibilities of the ESAC Chairs shall include:

1. In consultation with the Coordinator, planning the overall agenda and priorities for the ESAC.
2. In consultation with the Coordinator, establishing specific agendas for regular and other plenary meetings of the ESAC.
3. In consultation with the Coordinator, establishing subcommittees and their memberships.
4. Presiding at all regular meetings and other plenary meetings of the ESAC (refer to the district's Information for Chairs of Advisory Committees).
5. Enforcing basic, commonly accepted parliamentary procedures or delegating this responsibility to a member to serve as parliamentarian.
6. Representing the ESAC and signing all letters, reports, and other communications on behalf of the ESAC.
7. Performing other responsibilities as may be requested by the Superintendent or Coordinator.

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

Article VI: Website

Section One. Content. The Coordinator shall ensure that the following information on the ESAC website:

1. Schedules for regular and other plenary meetings
2. Agendas for regular and other plenary meetings
3. Approved minutes of regular and other plenary meetings
4. Current membership
5. General information
6. Bylaws
7. Contact information
8. Resources (reports, recommendations, fact sheets, links, etc.)

Section Two. Maintenance. The Coordinator shall ensure that the ESAC website is maintained and kept current.

Article VII: Role of the Coordinator

Section One. Ongoing Administrative Support. Responsibilities of the Coordinator shall include, but are not limited to:

1. Ensuring that adequate facility, material, and staff arrangements are made for all regular and other plenary meetings.
2. Providing members and presenters with agendas and background materials sufficiently in advance of regular and other plenary meetings.
3. Serving as custodian of ESAC records, including the status of member terms.
4. Keeping minutes of all regular and other plenary meetings and subcommittee minutes if so directed by the Chairs.
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 ESAC.
7. Ensuring that new members are sufficiently oriented to service on the ESAC.
8. Informing the Chairs of attendance problems.
9. Consulting with the Coordinator of District Advisory Bodies as needed.

Section Two. Technical and Specialized Support. The Coordinator shall ensure that appropriate technical and specialized support, either internal or external to AISD, are available to the ESAC as needed.