



School Safety and Security Committee BYLAWS

LAST REVISED

November 19, 2021

Article I: Authority

Section One. Establishment. Under provisions of Section Code 37.109 of the Texas Education Code, and district policy CK (LEGAL) the School Safety and Security Committee is established by the Board of Trustees. The Board delegates to the Superintendent the authority to designate an appropriate staff member to serve as the SSSC committee coordinator (committee coordinator).

Section Two. Limitations. The SSSC is required by law and any SSSC recommendations to the Board of Trustees must go through the Superintendent. The SSSC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. Under the provisions of CK (LEGAL), it shall be the responsibility of the coordinator of district advisory bodies, in consultation with the coordinator, to establish and amend the bylaws, as needed.

Article II: Responsibilities

Section One. Responsibilities. The responsibilities of the SSSC shall include, but are not limited to:

- Developing and implementing emergency plans, consistent with the district multi-hazard emergency operations plan, to ensure that specific campus, facility and support service needs are addressed.
- Periodically providing recommendations to the Board and Superintendent regarding updating the district multi-hazard emergency operation plan, in accordance with established best practices.
- Providing the district with any campus, facility, or support services information required in connection with safety and security audit or other reports.
- Reviewing each report required to be submitted by the district to the Texas School Safety Center to ensure that the report contains accurate and complete information regarding each campus, facility, and support services in accordance with established criteria.
- Consulting with local law enforcement agencies on methods to increase law enforcement presence near district campuses.

Article III: Meetings

Section One. Regular Meetings. The SSSC shall conduct a minimum of three regular meetings annually” one meeting in each semester, and one meeting during the summer. The coordinator and co-chairs shall determine the regular meeting schedule. The regular meeting schedule shall be placed on the SSSC website. The regular meeting schedule may be revised as necessary by the coordinator and co-chairs. If necessary, the Coordinator and Co-Chair 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 committee coordinator will request approval from the Chief Officer of Intergovernmental Relations & Board Services and the district advisory body coordinator to establish a subcommittee and shall provide a description of the works purpose and the desired outcome of the requested subcommittee, as well as the number of members needed to accomplish the task.

Section Three. Open Meetings. Regular and other plenary meetings of the SSSC shall be open to the public and conducted in accordance with the district Standard Citizens Communications and Visitor Guidelines.

Section Four. Quorum. For regular and other plenary meetings of the SSSC, a quorum shall be the majority of current membership. Regular and other plenary meetings may be held without a quorum for purposes of presentations or discussions; however, no actions or voting may take place without a quorum.

Section Five. Attendance. Member attendance shall be monitored by the committee 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 committee coordinator. Excused absence includes, 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 who shall record excused absences. In cases of numerous excused absences or long-term absences, the Coordinator shall consider the factors in each individual case and determine whether continued service on the SSSC is practicable.

Section Six. Virtual Attendance. Members may participate in meetings virtually through various means, to the extent they are readily available to the coordinator. However, members shall not participate virtually on a recurring basis.

Section Seven. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decision shall be reached by a majority vote. Each member shall be entitled to one vote per motion. 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 (zoom poll or google doc)— 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 SSSC website at least 72 hours in advance of meetings. Agenda items shall be determined by the committee 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 committee 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 SSSC and posted on the SSSC website.

Article IV: Membership

Section One. Membership Criteria. Membership of the SSSC will strive to reflect the geographic, ethnic, gender, disability, and economic diversity of the district. At a minimum, the SSSC shall consist of the following members, which may be expanded upon at the discretion of the Coordinator and co-chairs:

1. The President of the Board (Required by law);

2. One Trustee other than the President of the Board (Required by law);
3. The Superintendent (Required by law;)
4. One emergency management representative of the City of Austin or Travis County (required by law);
5. One representative of the City of Austin Police Department or Travis County Sherriff's Office. (Required by law);
6. The AISD Chief of Police;
7. The AISD Emergency Management Coordinator;
8. The AISD Operations Officer;
9. The AISD Executive Director of Communications and Community Engagement;
10. One AISD staff member with expertise in student crisis and mental health;
11. Two parents (Required by law);
12. Two classroom teachers (One required by law);
13. Two campus principals;
14. One community member;
15. One student.

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

- Parent members must be a custodial parent or guardian of a student currently enrolled in the district.
- A district employee may not count as a parent member.
- Teacher members refer to classroom teachers employed by AISD.
- Any student members must attend district schools.
- Any business members must live or work within the district.
- Any community members must live or work within the district, or be invited by vote of SSSC membership.
- Close relative may not serve on the SSSC at the same time.

Section Three. Term of Service. With the exception of those members required by CK(LOCAL), members shall serve one two-year term. Members may serve one additional term, but renewed membership is not automatic. Members seeking a second term shall submit a Standard Application to the District Advisory Bodies Coordinator.

Section Four. Member Selection. The Chief Officer of Intergovernmental Relations & Board Services, committee coordinator, committee co-chairs and district advisory body coordinator shall be responsible for recommending individuals to service on the SSSC, based on applications received, referrals, and recruitment. The district's standard membership selection considerations shall be applied.

Section Five. Mid-Term Vacancies. Except for those required by law, if a member resigns or is dismissed, the committee 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 coordinator.

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

Section Seven. Conflict of Interest. Conflict of interest shall include, but is not necessarily limited to, the following:

- Having a pecuniary interest in any discussion 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:

- Recusal from a particular agenda item or items;
- Recusal from a particular meeting or meetings; and
- Removal from the committee or subcommittee.

Section Eight. Code of Conduct. The district welcomes freedom of expression and debate. However, SSSC 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 SSSC, members shall not speak for the SSSC, 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 SSSC or the district. Violation of this code of conduct may result in reprimand or dismissal by the coordinator of District Advisory Bodies.

Section Nine. Undue Advantage. SSSC 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 SSSC in attempting a student transfer or for 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 to include SSSC membership on his or her resume.

Article V: Co-Chairs

Section One. Selection of Co-Chairs. The Board President shall serve as one of two co-chairs. A majority of the SSSC shall elect the other co-chair.

Section Two. Terms of Service. The co-chair other than the Board President shall serve a two-year term, and may be elected to serve one additional term.

Section Three. Mid-Term Vacancies. If the seat of the co-chair other than the Board President is vacated, a majority of the SSSC 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 committee coordinator in the development of SSSC 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 coordinator and requests from AISD departments and personnel, which are not obligated to be fulfilled.

2. Presiding at meetings of SSSC, following basic meeting procedures provided by the Coordinator of District Advisory Bodies.

Section Five. Removal of Co-Chairs. The elected co-chair serves at the will of the SSSC. A two-thirds majority of the SSSC may at any time remove the elected co-chair. Such action in itself does not equate to dismissal from the SSSC.

Article VI: Committee Coordinator

Section One. Role of the Coordinator. The committee coordinator shall provide ongoing support to the X. Responsibilities of the coordinator shall include, but are not limited to:

- Ensuring that adequate arrangements are made for venues for regular and other plenary meetings, as well as any subcommittee meetings.
- Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings.
- Serving as custodian of SSSC records, including the status of member terms.
- Keeping minutes of regular and other plenary meetings.
- Ensuring that agendas and approved minutes for regular and other plenary meetings are posted in a timely manner.
- Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the SSSC.
- Ensuring that new members are sufficiently oriented to service on the SSSC.
- Consulting with the coordinator of District Advisory Bodies as needed.

Section Two. Technical and Specialized Support. The committee coordinator shall ensure that appropriate technical and specialized support, either internal or external to the district, are available to the SSSC as needed.

ATTACHMENT

Subcommittee Guidelines

1. Applicability
 - a. These guidelines apply to subcommittees formed under Article III, Section Two.
2. Formation
 - a. The committee coordinator and co-chairs may form subcommittee if the advisory committee or the administration deems a subcommittee is necessary or advisable.
 - b. The SSSC coordinator will call for volunteers to serve on the subcommittee.
 - c. To provide diverse and fresh perspectives, SSSC members who have not previously served on subcommittees are encouraged to volunteer.
 - d. The co-chairs and SSSC coordinator may attend and take part in subcommittee meetings.
3. Responsibility
 - a. Subcommittees do not constitute a quorum of the SSSC, and therefore do not take any formal vote or action.
 - b. Subcommittees do not speak on behalf of the SSSC or the district.

- c. The SSSC coordinator and co-chairs will develop a charge for each subcommittee.
 - d. The SSSC coordinator and co-chairs will designate subcommittee chair(s), who will:
 - i. Ensure adherence to subcommittee guidelines and charges;
 - ii. Develop agendas based on subcommittee input;
 - iii. Convey agendas, messages and information to the subcommittee;
 - iv. Pace meetings and encourage participation of all members;
 - v. Bring any problems or concerns to the SSSC coordinator;
 - vi. Bring committee recommendations to the SSSC coordinator;
 - e. The SSSC 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. The SSSC coordinator and co-chairs may direct the subcommittee to accelerate, conclude, or extend its work.
4. Meetings
- a. The SSSC 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:
 - i. Ask for a volunteer to record meeting attendance and highlights (or this responsibility may rotate from meeting to meeting);
 - ii. Review the subcommittee guidelines;
 - iii. Review the subcommittee charge;
 - iv. Initiate discussion of issues;
 - v. Establish a contact list of subcommittee communications; and
 - vi. Agree on a schedule for subsequent meetings
 - c. The subcommittee co-chair(s) provides meeting schedules and highlights to the SSSC coordinator.
 - d. The subcommittee may invite non-SSSC members to meetings to provide information or input, and as such may take part in meetings.
 - e. The subcommittee may not conduct or direct school or community meetings, interviews, surveys, or field trips without prior approval of the SSSC coordinator, who may consult with the co-chairs.
 - f. The subcommittee may request staff support or other district resources, through the SSSC coordinator.
 - g. In addition to making recommendations, the subcommittee may also conduct research and provide findings or reports.