



**School Safety and Security Committee**

**Bylaws**

***January 21, 2019***

## **Article I: Authority**

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

*Section Two. Limitations.* The SSSC shall serve strictly as an advisory body at the will of the Board. 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.* It shall be the responsibility of the Coordinator of District Advisory Bodies, in consultation with the Coordinator, to establish and amend the bylaws. The SSSC shall observe the bylaws.

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

## **Article II: 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 operations 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-Chairs 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 Coordinator and Co-Chairs may establish subcommittees of the SSSC from time to time on any matter as deemed necessary or appropriate. Subcommittees may not constitute a quorum of the SSSC. The Coordinator and Co-Chairs shall determine whether subcommittee meetings are open to the public (if they are open to the public, meetings must be posted under provisions of Section Eight of this Article). The Coordinator and Co-

Chairs may select a SSSC member to serve as the chair of a subcommittee. Unless otherwise directed by the Coordinator and Co-Chairs, subcommittees shall meet at the discretion of the subcommittees. Subcommittee are not required to have a regular meeting schedule. Subcommittees shall report findings or recommendations to the SSSC through the Coordinator. Unless otherwise directed by the Coordinator and Co-Chairs, subcommittees are not required to take minutes of meetings.

*Section Three. Open Meetings.* All regular and other plenary meetings of the SSSC 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 Communications and Visitor Requirements).

*Section Four. Quorum.* For regular meetings of the SSSC, 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 SSSC is practicable.

*Section Six. Virtual Attendance.* Members may virtually participate in meetings, including voting, through various means, to the extent they are readily available to the Coordinator. Virtual attendance shall count as actual attendance for purposes of determining a quorum. Virtual attendance shall also be noted in the minutes of the meeting.

*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. Proxy voting shall not be permitted.

*Section Eight. Agendas.* Agendas shall be prepared for all regular meetings and posted on the SSSC website and at the AISD central office at least 72 hours in advance of meetings. Agenda items shall normally be determined by the Coordinator and Co-chairs. However, a majority of the SSSC may place an item on a future agenda.

*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 and Co-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 SSSC and posted on the SSSC website.

#### **Article IV: Membership**

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

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. Community members must be at least 18 years of age. Community members may not also be parents or district employees.
3. Close relatives may not serve on the SSSC at the same time.

*Section Two. 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 Sheriff's Office. [Required by law]
6. The AISD Chief of Police. [Required by law]
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 Three. Term of Service.* The term of service for a member shall be for two school years. Members may serve multiple terms.

*Section Four. Member Selection.* Except for those required by law, the Coordinator shall be responsible for selecting individuals for service on the SSSC.

*Section Five. Mid-Term Vacancies.* Except for those required by law, 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. Continued Operation.* Any vacated terms left unfilled shall not cause the SSSC to discontinue its operations.

*Section Seven. 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 Eight. Code of Conduct.* The district welcomes freedom of expression and debate. However, SSSC 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. 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.

*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. (As examples, it would be considered an undue advantage if a person included his or her membership in the SSSC 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 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. Term of Service.* The Co-Chair other than the Board President shall serve a two-year term, and may be elected to serve multiple terms.

*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 Coordinator in the development of SSSC agendas.
2. Presiding at meetings of the SSSC (refer to the district's Information for Chairs of Advisory Committees). The Co-chairs shall ensure basic parliamentary procedure, and apply the district's Citizens Communications and Visitor Requirements.

3. Representing the SSSC, as may be deemed necessary or appropriate by the Coordinator.

#### **Article VI: Additional Administrative Support**

*Section One. Additional Support.* In addition to the responsibilities of the Coordinator described under other Articles of these bylaws, the Coordinator shall ensure an appropriate level of support for the SSSC, which shall include, but is not limited to:

1. Securing adequate facility arrangements and support staff for meetings.
2. Providing members with agendas and review materials as may be appropriate in advance of meetings.
3. Identifying a person to take minutes at each regular or other plenary meeting of the SSSC.
4. Serving as custodian of SSSC records, including the status of member terms.
5. Ensuring that orientation information is provided to new SSSC members.
6. Maintaining the SSSC website.
7. Communicating as needed with the Coordinator of District Advisory Bodies.