



DISTRICT ADVISORY COUNCIL BYLAWS

*Revised and Approved by the District Advisory Council
September 20, 2011*

Article I: Authority

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. The District Advisory Council (DAC) of the Austin Independent School District is specifically authorized by the Board of Trustees in policies BQA(Legal) and BQA(Local).

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. It shall be the responsibility of the DAC, upon the advice and counsel of the DAC Executive Committee and Coordinator of District Advisory Bodies, to establish and amend the Bylaws.

Article II: Purpose and Responsibilities

According to state law, district policy, and the direction of the Board of Trustees, the DAC shall have the following responsibilities:

1. To hold regular meetings.
2. To meet periodically with the Board of Trustees or designee of the Board.
3. To provide input into decisions pertaining to the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.
4. To provide input into the establishment of the administrative procedure that defines the respective roles and responsibilities pertaining to planning and decision making at the district and campus levels.
5. To address all pertinent federal planning requirements.
6. To provide assistance in the development, evaluation, and annual revision of the District Improvement Plan (DIP).
7. To hold one public meeting per year after receipt of the annual district performance report from the Texas Education Agency (TEA) for the purpose of discussing district performance and performance objectives.
8. To consult regularly with the Superintendent and administration regarding the planning, operation, supervision, and evaluation of the district educational program.
9. To consult with the Superintendent and administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
10. To ensure that systematic measures are in place to obtain input from the community, parents, and staff, and to provide information to those persons and organizations regarding the work of the DAC.
11. To analyze information related to dropout prevention.

12. To review and provide comments on district-level waiver requests to the Board of Trustees prior to Board approval of such waiver requests to the Commissioner of Education.
13. To provide advice and counsel in the development of the process and performance criteria for appraising teachers, if the district chooses not to use the appraisal process and performance criteria developed by TEA.
14. To review and provide comments on the district-wide staff development plan for final review and approval by the Board of Trustees.
15. To provide advice and counsel in the development of a student code of conduct.
16. To establish and amend Campus Advisory Council (CAC) Bylaws, in consultation with the Coordinator of District Advisory Bodies.
17. To provide a written annual report to the Board of Trustees on or before June 30 of each year.

Article III: Meetings

Section One. Regular Meetings. The DAC shall conduct a minimum of nine regular meetings per year, which shall be held on the third Tuesday of the month unless otherwise announced. The regular meeting in June shall be considered the first meeting for the year.

Section Two. Subcommittees. The DAC may establish subcommittees from time to time on any matter as deemed necessary or appropriate. Subcommittee members may elect a chair to facilitate meetings. Subcommittee meetings shall be held at the discretion of the subcommittee members. Subcommittees shall report findings or recommendations to the full DAC.

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.] Executive Committee meetings, subcommittee meetings, and the DAC annual retreat are not open to the public.

Section Four. Quorum. For meetings of the DAC, a quorum shall be the majority of the current membership. 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 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 dismissal by the Co-Chairs.

Section Six. 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. 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 on 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. Parents must live within the district, and 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. Teachers refer 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 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.

Section Two. Membership Criteria. Membership of the DAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the district. 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. Three elementary school principals, from different vertical teams.
3. Two middle school principals, from different vertical teams.
4. One high school principal.
5. Two teachers from each vertical team.
6. One classified employee.
8. One business member.
9. Two community members.
10. One district-level professional employee.
11. Two members to be selected by the Austin Council of PTAs (ACPTA).
12. 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.
13. The Superintendent, and one member of the Board of Trustees, who shall serve in an *ex officio* (i.e., non-voting) capacity.
14. Two high school students.

15. One professional staff member with the primary responsibility for educating students with disabilities.

Section Three. Term of Service. The term of service for an appointment shall be for two years, beginning the first DAC meeting in June. To the maximum extent practicable, member terms should be staggered. Members may serve multiple terms.

Section Four. Member Selection. Other than the members selected by the ACPTA, the DAC Coordinator shall be responsible for selecting individuals for service on the DAC, based on applications received, as well as referrals from campuses, DAC members, and other appropriate sources. However, in the event that multiple individuals are available to fill a position, the Executive Committee shall consider all candidates and make the member selection.

Section Five. Mid-Term Vacancies. If a vacancy occurs after a member's term has commenced, the position may be filled under provisions of Section Four of this Article for the remainder of the term.

Section Six. Change in Member Status. If the status of a member changes, the member may fill an appropriate vacancy under provisions of Section Four of this Article. 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 Seven. 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 will participate without vote in the deliberations and activities of the DAC.

Section Eight. 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 Nine. 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 that committee 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.

Section Ten. Code of Conduct. DAC members shall conduct themselves at all times with courtesy and respect to other members and district staff. Members are encouraged to speak freely during meetings, but must provide other members with the same opportunity. 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. Violation of this code of conduct may result in dismissal by the Co-Chairs.

Section Eleven. 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 dismissal by the Co-Chairs. (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.

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 at the first regular meeting of the year in June.

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. The Co-Chairs may delegate timekeeping responsibility to a member.
2. Enforcing commonly accepted parliamentary procedure (i.e., the latest version of Robert's Rules of Order), or delegating this responsibility to a member to serve as parliamentarian.
3. Representing the DAC, and signing all letters, reports, and other communications on behalf of the DAC.
4. Monitoring member attendance.
5. Dismissing members from service as may be necessary.
6. Performing other responsibilities as may be prescribed by 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, who shall also serve as Co-Chairs of the Executive Committee.
2. Seven members to be elected by the DAC from its voting members.
3. Three 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.
4. A student member who may be appointed by the Co-Chairs.

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 at the first regular meeting of the year in June.

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 conduct a minimum of ten meetings per year, which shall be held on the first Tuesday of the month unless otherwise announced.

Section Six. Responsibilities. The responsibilities of the Executive Committee shall include:

1. Reviewing items for placement on the DAC agenda.
2. Selecting certain DAC members.
3. Performing other responsibilities as may be directed by the Board of Trustees, the Superintendent, or the DAC.

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 VIII: Executive Liaison and Coordinator

Section One. Executive Liaison. The Chief Performance Officer shall serve as liaison between the DAC and the Superintendent and Senior Cabinet.

Section Two. Coordinator. The Planning Supervisor of the Department of Campus and District Accountability shall serve as Coordinator for the DAC. Responsibilities of the Coordinator shall include:

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 prior to meetings.
3. Serving as custodian of all DAC records.
4. Keeping minutes of regular and special called meetings, public hearings, and work sessions, and keeping summary notes of Executive Committee and subcommittee meetings.
5. Ensuring that agendas and approved minutes are appropriately posted, and that the DAC website is maintained.
6. Ensuring that orientation information and training are provided to new members.
7. Promoting public awareness of the DAC and maintaining a database of persons interested in serving as members on the DAC.
8. Informing the Co-Chairs of member vacancies and attendance problems.

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.
11. Informing the Co-Chairs and General Counsel of possible member conflicts of interest and possible instances of undue advantage.
12. Selecting DAC members, unless otherwise the responsibility of the Executive Committee.