



AUSTIN
Independent School District

**DISTRICT ADVISORY COUNCIL
BYLAWS**

Article 1: Establishment

Section One: Statute and Policy. Each school district in the state is required by Chapter 11, Subchapter F, of the Texas Education Code, to establish and maintain a district-level advisory council. Accordingly, the District Advisory Council (DAC) of the Austin Independent School District is established in policies BQA (LEGAL), BQA (LOCAL) and BQA (REGULATION).

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. Any DAC recommendations to the Board must go through the Superintendent. The DAC shall have no power to expend public funds, enter into contracts, or otherwise place obligations or liability upon the district.

Section Three. Bylaws. In accordance with policy BQA (LOCAL), it shall be the responsibility of the Coordinator of the District Advisory Bodies, in consultation with the DAC Coordinator, to establish and amend the bylaws. The DAC shall-adhere to the bylaws.

Section Four. Review. The DAC shall be subject to a biennial review process.

Article II: Purpose and Responsibilities

The purpose of the DAC is to ensure that all students of the district receive a high –quality, holistic educational experience. Accordingly, the responsibilities of the DAC shall include, but are not limited to, the following:

1. Stay informed of, and provide input into, programs and initiatives of the district related to the DAC’s purpose.
2. Provide input into the areas of planning, budgeting, teaching and learning, staff development and staff evaluation.
3. Address district and campus allocations of federal funding.
4. Receive and discuss the annual district performance report from the Texas Education Agency (TEA).
5. Review and provide comments on TEA waivers requests.
6. Provide input into revisions to the Student Code of Conduct.
7. Provide input into the district’s legislative agenda.
8. Provide input into the treatment of stakeholders.
9. Provide input into development of the district calendar.
10. Provide to the Superintendent any recommendations it wishes to provide to the Board of Trustees.

Article III: Meetings

Section One: Regular Meetings. The DAC Coordinator and co-Chairs shall establish the meeting schedule of the DAC. If deemed necessary by the DAC Coordinator and the co-Chairs, DAC meetings may be held virtually but, in such case, must still adhere to Sections Four and Nine of this Article.

Section Two. Cancellations of Meetings. If necessary, the DAC Coordinator and co-Chairs may cancel a meeting of the DAC with good cause (i.e., inclement weather or others adverse conditions), and

determine if the meeting should be rescheduled. Members shall be informed of the reason for meeting cancellations, and given sufficient notice of cancelled or rescheduled meetings.

Section Three. Subcommittees. Subcommittees may be comprised of DAC members and established by the DAC Coordinator and co-chairs from time to time on any matter deemed necessary or appropriate, and shall develop specific guidelines for subcommittees (see Attachment).

Section Four. Open Meetings. All regular meetings of the DAC shall be open to the public, and the public shall have opportunity to provide comment. The co-chairs may limit the time given to speakers. (See the districts Communications and Visitor Requirements.) Subcommittee meetings and retreats are not required to be open to the public.

Section Five. Quorum. For regular meetings of the DAC, a quorum shall be a majority of the current membership. Meetings may be held absent a quorum for purposes of presentations or discussions. However, no action may be taken without a quorum.

Section Six. Attendance. Members' attendance shall be monitored by the DAC Coordinator, who shall work with members to address and resolve any attendance problems. More than three unexcused absences within a one-year period may result in dismissal of the member by the DAC 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 the members to report excused absences to the Coordinator, and the Coordinator 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 DAC is practicable.

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

Section Eight. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Members attending by virtual means may vote. Proxy voting shall not be permitted.

Section Nine. Agendas. Agendas shall be prepared for all regular meetings and posted at least 72 hours in advance of the meeting. Agenda items shall be determined by the DAC Coordinator and co-chairs. A majority of the DAC may submit items to the DAC Coordinator for placement on a future agenda.

Section Ten. Minutes. The DAC Coordinator shall ensure that minutes are kept for all regular DAC meetings. 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 shall be posted on the DAC website.

Article IV: Membership

Section One. Definitions. The following definitions apply to certain member categories:

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. Teacher members refers primarily 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 other professional staff such as instructional specialists, librarians, instructional coaches, or counselors.
3. The business members 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.
5. The following persons may not serve on the DAC at the same time:
 - Both parents or guardians of a student
 - A sibling and the sibling's parent or guardian
 - Sibling students
 - Other close relatives [See DK(LOCAL)]

Section Two. Membership Criteria. Membership of the DAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district. Membership of the DAC shall conform to the requirements in Section One of this Article. The membership of the DAC shall consist of the following at a minimum, but the DAC Coordinator and co-chairs may expand upon this minimum as necessary or appropriate:

1. Two parents from each vertical team;
2. Two elementary school principals, from different vertical teams;
3. One middle school principal;
4. One high school principal;
5. Two teachers from each vertical team;
6. One classified employee;
7. One business member;
8. Two community members;
9. One district-level professional employee;
10. One or two members to be selected by the Austin Council of PTAs (ACPTA);
11. 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;
12. Two or more high school students; and
13. If practicable, one professional staff member with the primary responsibility of educating students with disabilities.

Section Three. Ex Officio Members. The Superintendent and members of the Board of Trustees may serve on the DAC in an *ex officio* (i.e., non-voting) capacity.

Section Four. Term of Service. The term of service for an appointment shall be two years, beginning the first DAC meeting of the school year. Members may serve one additional term, but renewed membership is not automatic. Members interested in serving an additional term must follow the process for appointment to the DAC which will require a new application.

Section Five. Vertical Team Teacher/Parent Representatives. Teachers and parents shall be selected to serve on the DAC utilizing a campus rotation within each vertical team. The term of service for a teacher or parent representative shall be two years, beginning the first DAC meeting of the school year. If more than one parent submit an application the district advisory bodies coordinator will use Article 4, Section 6 to determine placement.

Section Six. Business, Community, At-large Members, Professional Staff, and Student(s). The DAC Coordinator along with the DAC co-chairs and Chief Officer of Intergovernmental Relations & Board Services will select the remaining members for the business, community, at-large members, professional staff, and students of the DAC. These recommendations will be reviewed by the Superintendent for final approval.

Section Seven Member Placement. Other than the teacher, principal, and members selected by the ACPTA as described in Section Two of this Article, the DAC Coordinator shall be responsible for the collection of applications for the members described in Section Six.

Section Eight Mid. Term Vacancies. If a vacancy occurs after any member's term has commenced, including professional staff members, if a year or more remains in the vacated term, the position shall be filled within a reasonable time in the same manner provided in the sections above for the applicable membership category.

Section Nine. Change of Member Status. If the status of a member changes, the member may fill an appropriate vacancy. 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 Ten. Continued Operation. Any vacated terms left unfilled under provisions of Sections eight and nine of this Article shall not cause the DAC to discontinue its operations.

Section Eleven. Conflict of Interest. Conflicts of interest shall include, but are not limited to, the following:

- Having a pecuniary interest in any discussion 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 conflict of interest, appropriate action may include:

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

Section Twelve. Code of Conduct. The district welcomes freedom of expression and debate. However, DAC 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 DAC, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect

badly on the DAC. Violations of this code of conduct may result in reprimand or dismissal by the DAC Coordinator.

Section Thirteen. Undue Advantage. DAC members shall not use their positions to gain or attempt to gain an undue advantage for themselves or anyone else. Violations of this requirement may result in reprimand or dismissal by the DAC Coordinator. (As examples, it would be considered an undue advantage if a person included his or her membership in the DAC attempting to allow 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 the majority of one school year on the DAC with reasonably acceptable 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. The DAC Coordinator shall announce a period during which members may self-nominate, with a firm deadline. If there is no competition, an election shall not be necessary. If there is competition, the Coordinator shall prepare a final ballot for election by the DAC. After the established deadline, the following are not allowed: further self-nominations, nominations from the floor, or write-in votes.

Section Three. Terms of Service. Each co-chair shall serve two-year staggered terms. co-chairs may be re-elected and serve one additional term, co-chair elections shall be held during the second regular DAC meeting of the school year.

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. Establish an agenda for DAC meetings in collaboration with the DAC Coordinator.
2. Preside at all plenary meetings of the DAC, facilitating open discussion and participation of all members.
3. Ensure that commonly accepted parliamentary procedure is followed. (Refer to the district's information for Advisory Committee Chairs.)
4. Formally represent the DAC.

Section Six. Removal of Co-Chairs. The co-chairs serve at the will of the DAC. A two-thirds majority of the DAC may at any time remove a co-chair. Removal of a co-chair does not result in the co-chair's dismissal from the DAC.

Article VI: Coordinator

Section One. Role of the Coordinator. The Superintendent shall designate an appropriate professional staff member to serve as Coordinator for the DAC. Responsibilities of the DAC Coordinator shall include, but are not limited to:

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;
3. Serving as custodian of DAC records. Agendas and minutes of regular meetings must be maintained for a minimum of two years. In addition, the DAC Coordinator shall keep a record of member term expirations and length of member service;
4. Maintaining minutes of regular and other plenary meetings of the DAC;
5. Ensuring that agendas are properly posted;
6. Ensuring that the DAC website is maintained;
7. Ensuring that orientation information is provided to new members;
8. Maintaining a database of persons interested in serving as members of the DAC.
9. Creating and maintaining the rotating vertical team system for teacher and parent representatives;
10. Scheduling agenda items of an urgent nature, in consultation with the co-chairs; and
11. Providing an annual report on DAC activities and statutory compliance by June 30 of each year.

ATTACHMENT

Subcommittee Guidelines

1. Applicability

- a. These guidelines apply to subcommittees formed under Article III, Section Three.

2. Formation

- a. The DAC Coordinator and co-chairs may form a subcommittee, if the DAC or the administration deems a subcommittee is necessary or advisable.
- b. The DAC Coordinator will call for volunteers to serve on the subcommittee.
- c. To provide diverse and fresh perspectives, DAC members who have not previously served on subcommittees are encouraged to volunteer.
- d. The co-chairs and DAC Coordinator may attend and take part in subcommittee meetings.

3. Responsibility

- a. Subcommittees do not constitute a quorum of the DAC, and therefore do not take any formal vote or action.
- b. Subcommittees do not speak on behalf of the DAC or the district.
- c. The DAC Coordinator and co-chairs will develop a charge for each subcommittee.
- d. The DAC Coordinator and co-chairs will designate subcommittee co-chairs, who shall:
 - 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 DAC Coordinator; and
 - vi. Bring committee recommendations to the DAC Coordinator.
- e. The DAC 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 DAC Coordinator and co-chairs may direct the subcommittee to accelerate, conclude, or extend its work.
- 4. Meetings**
- a. The DAC 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 shall provide meeting schedules and highlights to the DAC Coordinator.
 - d. The subcommittee may invite non-DAC 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 DAC Coordinator, who may consult with the co-chairs.
 - f. The subcommittee may request staff support or other district resources; through the DAC Coordinator.
 - g. In addition to making recommendations, the subcommittee may also conduct research and provide findings or reports.