



COMMUNITY BOND OVERSIGHT COMMITTEE

Bylaws

*Last Revised
December 15, 2017*

Article I: Authority

Section One. Establishment. Under provisions of Policy BDF(Local), the Community Bond Oversight Committee (CBOC) is established by and serves at the will of the Board of Trustees.

Section Two. Limitations. The CBOC shall be an advisory body, and shall serve to provide guidance and counsel to the Board of Trustees, Superintendent, and district administration. The CBOC 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, upon the advice and counsel of the CBOC Coordinators, and upon any direction given by the Board of Trustees, to establish and amend the CBOC bylaws. The CBOC shall observe the bylaws.

Article II: Charge

Section One. Purpose. The Board of Trustees appoints individuals to the CBOC to ensure that bond projects remain faithful to the scope of work approved by Austin voters. All bond projects will be overseen by the CBOC.

Section Two. Responsibilities. To accomplish its purpose, the CBOC shall have the following responsibilities:

1. Providing a written report and any recommendations for corrective actions to the Board on the overall implementation of bond programs. The report is presented orally and/or in writing twice each year, and provides feedback and issues related to staff's presentation to the CBOC on the following topics:
 - a. Overall budget status
 - b. Oversight of quality and schedule
 - c. Contingency
 - d. Stakeholder satisfaction
 - e. HUB utilization
 - f. Any proposed substantive changes
 - g. Issues and risks
 - h. Communication strategies and methods
2. Utilizing the report to provide perspective on key decisions and actions that have been taken by staff and the Board since the last report submitted to the Board.
3. Maintaining a record of work and findings to inform the Board should another bond election be undertaken.
4. Reviewing information from staff on expenditures of bond funds, and on the timelines and progress of the bond programs.
5. Working with staff in assessing the levels of satisfaction of key campus stakeholders with the quality of work and rating of customer service.
6. Reviewing and evaluating the survey results provided by staff.
7. Evaluating any proposed changes to the individual scope of work to the voter-approved bond programs and communicating any noted concerns to the Board.

Article III: Meetings

Section One. Regular Meetings. The CBOC Coordinators and CBOC Tri-Chairs shall establish an annual schedule for regular meetings. The schedule of regular meetings shall be conveyed to members and posted on the CBOC website. The CBOC shall meet as often as needed, but no less than four times per year.

Section Two. Subcommittees. The CBOC may form subcommittees from time to time on any matter deemed necessary or appropriate, and may provide specific charges or procedures for those subcommittees. Subcommittees shall not constitute a quorum of the CBOC. Subcommittee meetings shall be held at the discretion of the subcommittee. The CBOC Tri-Chairs shall determine whether subcommittee meetings are open to the public. Subcommittees shall report findings and recommendations to the CBOC for consideration.

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

Section Four. Quorum. For regular and other plenary meetings of the CBOC, a quorum shall be the majority of the current membership. Regular and other plenary meetings may 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 CBOC Tri-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 Board Officers.

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.

Section Seven. Agendas. Unless otherwise directed by the Board of Trustees, agenda items for regular and other plenary meetings of the CBOC shall be determined by the CBOC Coordinators and CBOC Tri-Chairs. A majority of the CBOC may identify items for placement on the agendas of future meetings. Agendas for regular and other plenary meetings shall be posted at AISD headquarters and on the CBOC website at least 72 hours in advance.

Section Eight. Minutes. Minutes shall be kept for all regular and other plenary meetings of the CBOC. Minutes may be kept for subcommittee and other meetings at the direction of the CBOC Tri-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; times the meeting was called to order and adjourned; the outcomes of any votes or other actions; and brief synopses of the meeting proceedings. Minutes for regular and other plenary meetings shall be approved by the CBOC and posted on the CBOC website.

Article IV: Membership

Section One. Diversity and Representation. Trustees shall strive to attain a CBOC membership that reflects the geographic, ethnic, gender, and economic diversity of the district, as well as a broad range of interests that includes sufficient subject matter expertise to address the issues commonly before the CBOC.

Section Two. Selection. Each Trustee shall appoint two individuals to serve as members on the CBOC. Trustees may consult with the Coordinator of District Advisory Bodies to identify member candidates and to obtain their applications for consideration.

Section Three. Term of Service. The term of service for a member shall be for two years from the date of appointment, and Trustees may allow members to serve multiple terms. In such case, a Trustee shall notify the CBOC Coordinators through the Board Secretary.

Section Four. New Trustees. A new Trustee may allow an existing CBOC member to continue to serve or make a new member appointment. In such case, a Trustee shall notify the CBOC Coordinators through the Board Secretary.

Section Five. Vacancies. Should a CBOC member resign or be removed, creating a vacancy, a Trustee may make a replacement appointment. In such case, a Trustee shall notify the CBOC Coordinators through the Board Secretary.

Section Six. Conflict of Interest. No individual shall be nominated for or hold a position on the CBOC if that individual has a direct pecuniary interest in the recommendations of the CBOC 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. Any cases of conflict of interest shall be reported to the General Counsel, who may consult with the Board Officers for possible action, including dismissal.

Section Seven. Undue Advantage. CBOC 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 Board Officers. (As examples, it would be considered an undue advantage if an individual included his or her membership in the CBOC 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 an individual to include CBOC membership on his or her resume.)

Section Eight. Conduct. The district welcomes freedom of expression and debate. However, CBOC members shall conduct themselves, in meetings and at all other times, with courtesy and respect toward 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 Tri-Chairs. Members are encouraged to interact with and gain the perspectives of stakeholders outside of the CBOC; however, unless otherwise authorized by the CBOC, Board of Trustees, or administration, as appropriate, members shall not speak for the CBOC or the district. Members, by their comments and/or actions, shall not reflect badly on the CBOC. Violation of this code of conduct may result in dismissal by the Board Officers.

Article V: Tri-Chairs

Section One. Selection. The Tri-Chairs of the CBOC shall be determined by the Board Officers from among the members appointed by Trustees.

Section Two. Term of Service. The Tri-Chairs shall serve, in that capacity, at the will of the Board Officers.

Section Three. Responsibilities. The responsibilities of the CBOC Tri-Chairs shall include:

1. With the CBOC Coordinators, determining agendas for regular and other plenary meetings of the CBOC.
2. Presiding at all regular and other plenary meetings of the CBOC, and ensuring that basic parliamentary procedure is followed.
3. Representing the CBOC, and signing all letters, reports, and other communications on behalf of the CBOC.
4. Presenting progress reports to the Board of Trustees.
5. Performing other responsibilities as may be prescribed by the Board of Trustees.

Article VI: Website

Section One. Content. The CBOC Coordinators and appropriate staff will work with the Coordinator of District Advisory Bodies to provide the following information on the CBOC website:

- Regular meeting schedule
- Agendas for regular and other plenary meetings
- Approved minutes of regular and other plenary meetings
- Current membership
- General information
- Bylaws
- Contact information
- Resources (progress reports, FAQs, fact sheets, links, etc.)
- Announcements
- Other information as appropriate

Section Two. Maintenance. The CBOC Coordinators and appropriate staff will work with the District Webmaster to maintain the CBOC website and keep it current.

Article VII: Coordinators

Section One. CBOC Coordinators. The Chief Financial Officer and Executive Director of Construction Management shall serve as the CBOC Coordinators.

Section Two. Executive Level Liaison. The Chief Financial Officer shall serve as an executive level liaison to communicate CBOC matters directly to the Superintendent and senior administration.

Section Two. Staff Support. The Executive Director of Construction Management shall ensure that appropriate staff provide ongoing support to the CBOC. Staff support responsibilities shall include, but are not limited to:

1. Ensuring that adequate arrangements are made for venues and technical support for regular and other meetings.
2. Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings.
3. Serving as custodian of CBOC records.

4. Keeping minutes of regular meetings and other applicable community meetings.
5. Ensuring that agendas and approved minutes for regular meetings and other applicable community meetings are posted in a timely manner.
6. Serving as point of contact for stakeholders, and conveying online, email, or written comments that may be received to the CBOC.
7. Ensuring that new members are sufficiently oriented to service on the CBOC.
8. Informing the Tri-chairs of attendance problems.
9. Informing the Coordinator of District Advisory Bodies of membership vacancies.
10. Informing the Tri-chairs and General Counsel of possible member conflicts of interest.