



**ENVIRONMENTAL STEWARDSHIP ADVISORY
COMMITTEE**

BYLAWS

Article I: Authority

Section One. Establishment. Under provisions of district policy BDF (LOCAL), the Environmental Stewardship Advisory Committee (ESAC) is established by the Superintendent and serves at the will of the Superintendent. The Superintendent shall designate an appropriate staff member to serve as the ESAC committee coordinator.

Section Two. Limitations. The ESAC is responsible to, and serves at the discretion of, the Superintendent. Any ESAC recommendations to the Board of Trustees must go through the Superintendent. The ESAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Staff Support. The administration shall designate an appropriate staff member to serve as Coordinator of the ESAC (the Coordinator).

Section Four. Bylaws. Under provisions of district policy BDF (Local), the ESAC bylaws shall be developed by the Coordinator of District Advisory Bodies in consultation with the ESAC Coordinator. The ESAC shall observe the bylaws.

Article II: Purpose and Responsibilities

Section One. Purpose. The purpose of the ESAC is to engage AISD students, staff, parents, and community members in advancing environmental education and sustainable operations that enhance learning and support resilient, healthy, and equitable school communities.

Section Two. Responsibilities.

To accomplish its purpose, the ESAC shall:

- Serve as an advisory body to the Superintendent, who is responsible for administrative decisions and for providing administrative and policy recommendations to the Board for approval.
- Foster communication and collaboration among members, including partnerships that result from governments and non-governmental organization participation.
- Serve as a means for members and the public to remain current in the status of sustainability and related initiatives at AISD.
- Support the [2011 Environmental Sustainability Policy \(CL\)LOCAL](#) and ongoing efforts to reach new heights for sustainability in infrastructure and operations, teaching and learning, and community engagement.

The purview of the ESAC may include but is not limited to education, operations, and community engagement in the following areas:

- Energy conservation and renewable energy
- Water conservation and quality
- Sustainable transportation and outdoor air quality
- Climate change mitigation and resilience
- Indoor air quality in schools and facilities
- Environmentally and ethically responsible purchasing

- Waste minimization, recycling, reuse, and composting
- Sustainable food systems and outdoor learning
- Environmental & social justice

ESAC members, including governments and non-governmental organizations, are encouraged to collaborate with the district on grants and other sources of non-district funding, in order to meet district educational and sustainability objectives.

Article III: Meetings

Section One. Regular Meetings. The Coordinator and Chairs shall establish an annual schedule for regular meetings. The schedule of regular meetings shall be conveyed to members and posted on the ESAC website.

Section Two. Cancellation of Meetings. If necessary, the Coordinator and Chairs may cancel any meeting of the ESAC 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 canceled or rescheduled meetings.

Section Three. Subcommittees.

The Coordinator and Chairs may establish subcommittees from time to time as necessary or appropriate to focus on a particular topic. The below applies to subcommittees:

- *Members.* Subcommittees shall strive to include a variety of members that reflect the ESAC membership criteria (students, parents/guardians, classroom teachers, etc.). Subcommittees shall not constitute a quorum of the ESAC. Subcommittees include current members and may engage non-members. Members may serve on more than one subcommittee.
- *Leaders.* The Coordinator and Chairs may designate subcommittee leaders and subcommittees may also select their own leaders. Subcommittee leaders provide direction, support, and coordination to their subcommittee. There may be more than one leader to share the responsibilities of guiding the subcommittee.
- *Meetings.* Unless otherwise directed by the Coordinator and Chairs, subcommittees shall meet at their own discretion and are not required to take minutes of meetings. Subcommittees are encouraged to meet regularly, although a regular meeting schedule is not required. Subcommittee leaders may determine whether subcommittee meetings are open to the public and guests.
- *Communication.* Subcommittees are encouraged to post their purpose, goals, contact information, and meetings times on the ESAC website. Subcommittees shall report findings and recommendations to the ESAC through the Coordinator and Chairs.

Section Four. Community Meetings. From time to time, the Coordinator and Chairs, or a majority of the voting members, may call for a special plenary meeting to be held to share information with and gain perspectives from the community at large. Such meetings may be held in various formats, such as community conversations or conferences.

Section Five. Open Meetings. All regular meetings of the ESAC shall be open to the public, and the public shall have opportunity to provide comment. The Chairs shall ensure conformance with the district's [Communications and Visitor Requirements](#).

Section Six. Quorum. For regular and other plenary meetings of the ESAC, a quorum is a majority of the current voting membership, not counting any vacancies that may exist.

Section Seven. Attendance. Member attendance shall be monitored by the Coordinator, who shall work with members to try and resolve any attendance problems. More than two 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 in advance or within 48 hours of the missed meeting, 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 ESAC is practicable.

Section Eight. Virtual Attendance. The ESAC shall conduct at least half of its meetings in-person and may hold virtual meetings otherwise. Hybrid meetings can be made available to the extent that they engage members meaningfully and that the resources are readily available to the coordinator.

Section Nine. 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. Members in virtual attendance may vote, but proxy voting is not allowed. In accordance with open meetings procedures, any voting must be done openly during meetings, normally by a show of hands (zoom poll or google doc)— any non-open voting methods, such as paper ballots or email, are not allowed.

Section Ten. Agendas. Agenda items for regular meetings and other plenary meetings shall be determined by the Chairs in consultation with the Coordinator. A majority of the ESAC may also place items on future agendas. Agendas for regular meetings and other plenary meetings shall be posted in a place accessible to the public and on the ESAC website at least 72 hours in advance.

Section Eleven. Minutes. Minutes shall be kept for all regular and other plenary meetings. Minutes may be kept for subcommittee meetings at the direction of the 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 ESAC and posted on the ESAC website.

Article IV: Membership

Section One. Membership Criteria. Membership of the ESAC intends to reflect the geographic, ethnic, gender, and economic diversity of the district. In addition, the membership of the ESAC shall aim to represent a broad range of interests, knowledge, perspectives, and lived experiences. The membership of the ESAC shall consist of the following members.

Members shall strive to include:

- Six high school students that are currently enrolled in an AISD high school.
- Six parents or guardians of a student currently enrolled in a district school. Parents or guardians may not also serve the ESAC as employees of the district.
- Six AISD classroom teachers.
- Six non-classroom AISD employees. This can include district-level staff and campus-based professional staff, such as instructional specialists, librarians, instructional coaches, counselors, etc.
- Twelve additional members that are over 18 years of age and meet any of the following

criteria:

- Business or non-profit representatives. The business or non-profit member need not live or work within the district.
- Community members that live within the district
- Six representatives from local government.
- The two co-chairs representing the membership criteria above.

The total number of members is 42.

Section Two. Restrictions. The following restrictions apply to the ESAC 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 business members need not live or work within the district; The business member may also be a parent.
- Any community members must live or work within the district; and be at least 18 years of age. Community members may not also be parents or district employees.
- The following persons may not serve on the ESAC at the same time:
 - Both parents or guardian of a student
 - A sibling and the sibling's parents or guardian
 - Sibling students
 - Other close relatives [See DK(LOCAL)]

Section Three. Ex-Officio Members. Committee coordinating staff shall serve as ex-officio, non-voting members.

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

Section Five. Term of Service. In accordance with BDF (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. In their final year, voting members are expected to recruit a replacement to apply to fulfill the membership criteria listed above.

A voting member may serve on only one standing district advisory committee, with the exception of serving simultaneously on a standing District advisory committee and an ad hoc committee, a campus advisory committee, or other campus-based committee.

Section Six. Vacancies. If a member resigns or is dismissed, the position shall be promptly filled 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 and Chairs.

Section Seven. Change in Member Status. If the status of a member changes as defined under Section One of this Article, the Coordinator may: allow the member to fill an appropriate vacancy; expand upon the minimum membership to accommodate the member; or allow the member to continue to serve in the same capacity if less than one year is left in the term. Otherwise, the member shall no longer continue to

serve.

Section Eight. Continued Operation. Any vacated terms left unfilled shall not cause the ESAC to discontinue its operations.

Section Nine. 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 Ten. Undue Advantage. ESAC 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 termination of membership by the Chairs and Coordinator. (As examples, it would be considered an undue advantage if a person included his or her membership in the ESAC 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 ESAC membership on his or her resume.)

Section Eleven. Conduct. The district welcomes freedom of expression and debate. However, ESAC 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 Chairs before speaking, and otherwise respect the order maintained by the Chairs. Unless otherwise authorized by the ESAC, members shall not speak for the ESAC; 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 ESAC. 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.

Article V: Co - Chairs

Section One. Selection. The ESAC shall elect two co-chairs from its membership. Chairs are encouraged to mentor student members in the ESAC related responsibilities of leading the committee.

Section Two. Term of Service. Chairs shall serve two-year terms. Chairs may serve multiple terms and are subject to the same ESAC term limitations stated in Article Four, Section Four, Term of Service. Chair elections shall be held in May. Election of chairs will be staggered so that at least one chair holds continuous office through an election.

Section Three. Responsibilities. The responsibilities of the ESAC Chairs shall include:

1. In consultation with the Coordinator, planning the overall agenda and priorities for the ESAC.
2. In consultation with the Coordinator, establishing specific agendas for regular and other plenary meetings of the ESAC.
3. In consultation with the Coordinator, establishing subcommittees and their memberships.

4. Presiding at all regular meetings and other plenary meetings of the ESAC (refer to the [district's Information for Chairs of Advisory Committees](#)).
5. Enforcing basic, commonly accepted parliamentary procedures or delegating this responsibility to a member to serve as parliamentarian.
6. Representing the ESAC and signing all letters, reports, and other communications on behalf of the ESAC.
7. Performing other responsibilities as may be requested by the Superintendent, AISD Leadership, or Coordinator.
8. Serving as a mentor to student members who would like to participate in ESAC Co-chair activities as a learning and leadership experience.

Section Four. Removal of Chairs. Chairs serve at the will of the ESAC. A two-thirds majority of the ESAC members may at any time remove a Chair. Such action in itself does not equate to dismissal from the ESAC.

Article VI: Website

Section One. Content. The Coordinator shall ensure that the following information on the ESAC website:

1. Schedules for regular and other plenary meetings
2. Agendas for regular and other plenary meetings
3. Approved minutes of regular and other plenary meetings
4. Current membership
5. General information
6. Bylaws
7. Contact information
8. Resources (reports, recommendations, fact sheets, links, etc.)

Section Two. Maintenance. The Coordinator shall ensure that the ESAC website is maintained and kept current.

Article VII: Role of the Coordinator

Section One. Ongoing Administrative Support. Responsibilities of the Coordinator shall include, but are not limited to:

1. Ensuring that adequate facility, material, and staff arrangements are made for all regular and other plenary meetings.
2. Providing members and presenters with agendas and background materials sufficiently in advance of regular and other plenary meetings.
3. Serving as custodian of ESAC records, including the status of member terms.
4. Ensuring minutes are kept for all regular and other plenary meetings and subcommittee minutes if so directed by the Chairs.
5. Ensuring that agendas and approved minutes for regular meetings and other plenary meetings are posted in a timely manner.
6. Serving as a point of contact and information for stakeholders and conveying any pertinent information to the ESAC.
7. Ensuring that new members are sufficiently oriented to service on the ESAC.
8. Informing the Chairs of attendance problems.

9. Consulting with the Coordinator of District Advisory Bodies as needed.

Section Two. Technical and Specialized Support. The Coordinator shall ensure that appropriate technical and specialized support, either internal or external to AISD, are available to the ESAC as needed.

Article VII: Sunset Review

Section One. Review of the Committee. Superintendent appointed-advisory committees that are not required by law shall sunset either on a specific date or upon the conclusion of an action or occurrence as set out in the committee's bylaws, unless specifically reauthorized by the Superintendent. The district advisory bodies coordinator shall consult with the committee coordinator to request a position statement or recommendation as to the reason why the committee shall continue. Based upon the information provided, the Superintendent shall have final approval for the continuation of the EAC committee.

Section Two. Time Frame. The EAC committee shall cease to exist on August 31st, 2025 (Sunset Date), unless the committee is reauthorized by the Superintendent.

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 a subcommittee if the advisory committee or the administration deems a subcommittee is necessary or advisable.
 - b. The ESAC committee coordinator will call for volunteers to serve on the subcommittee.
 - c. To provide diverse and fresh perspectives, ESAC members who have not previously served on subcommittees are encouraged to volunteer.
 - d. The co-chairs and ESAC committee coordinator may attend and take part in subcommittee meetings.
- 3. Responsibility**
 - a. Subcommittees do not constitute a quorum of the ESAC, and therefore do not take any formal vote or action.
 - b. Subcommittees do not speak on behalf of the ESAC or the district.
 - c. The ESAC committee coordinator and co-chairs will develop a charge for each subcommittee.
 - d. The ESAC committee 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 ESAC committee coordinator; and
 - vi. Bring committee recommendations to the ESAC committee coordinator;
- e. The ESAC 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 ESAC committee coordinator and co-chairs may direct the subcommittee to accelerate, conclude, or extend its work.

4. Meetings

- a. The ESAC committee 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 chair(s) provides meeting schedules and highlights to the EAC committee coordinator.
- d. The subcommittee may invite non ESAC 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 ESAC committee coordinator, who may consult with the co-chairs.
- f. The subcommittee may request staff support or other district resources through the ESAC committee coordinator.
- g. In addition to making recommendations, the subcommittee may also conduct research and provide findings or reports.