



**Austin Independent School District
FACILITIES AND BOND PLANNING ADVISORY COMMITTEE BYLAWS**

Article I: Authority

Section One. Establishment. Under provisions of district policy BDF (LOCAL), the Committee is established by and serves at the will of the Board of Trustees. The administration shall designate an appropriate staff member to serve as the Committee Coordinator (the Coordinator).

Section Two. Limitations. The Committee shall be a standing, advisory body and shall serve to provide guidance and counsel to the Board of Trustees, Superintendent and District administration. The Committee 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 Coordinator, and upon any direction given by the Board of Trustees, to establish and amend the Committee bylaws. The Committee shall observe the bylaws.

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

Article II: Charge

Section One. Purpose. The Board of Trustees appoints individuals to the Facilities and Bond Planning Advisory Committee (FABPAC) to evaluate capital improvement needs of the district and to provide recommendations to the Board of Trustees on long-range facilities planning; amendments to the Facility Master Plan; and the scope of work and timing of future bond programs.

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

- Provide recommendations on long-range facilities planning and amendments to the Facility Master Plan;
- Evaluate current use of district facilities and review critical needs, including overcrowded and under enrolled schools;
- Evaluate technology, transportation and unmet facility needs;
- Refer potential boundary changes needed to optimize the use of district facilities to the Boundary Advisory Committee for consideration;
- Engage the community in dialogue regarding long-range facilities and capital improvement needs in support of the district's strategic plan;
- Assist district-wide community outreach efforts to increase public awareness of the facilities planning process, capital improvement plans and proposed bond programs;
- Develop recommendations for long-range capital improvement needs;
- Develop facilities modernization plans;
- Evaluate tax impact and long-term investments of taxpayers; and
- Develop recommendations for the scope of work for potential future proposed district bond program(s).

In developing its recommendations, the Committee shall consider all information provided by the district administration. In its deliberations, the Committee considers the comprehensive needs of the district including, but not limited to:

- Facility Equity – A global assessment of the equity of facilities among district campuses.
- Student population projections – Annual projections by the district’s demographer of the number of students living in each school’s attendance area.
- Impact to maintenance and operations costs – How changes in current instructional programming or facilities would impact the local maintenance and operations budget.
- Strategic priorities – Priorities that are articulated in the district’s Strategic Plan.
- Student transportation – A needs assessment of the district’s transportation fleet that considers the age and condition of the fleet.
- Technology – Technology for instructional and administrative uses is funded through bond programs. The Technology Officer for Learning and Systems will be responsible for developing recommendations for the committee’s consideration.
- Current and Planned Academic Programming – An assessment of necessary facility changes based on current and planned academic programming to support the District’s long-term goals, including the AISD Strategic Plan, as well as annual Board Priorities. The district’s real estate portfolio– A description of the property and land owned by the district. A real estate assets plan is in development and feedback by the committee will be part of its work.
- Educational Suitability Assessment – An assessment of a facility to evaluate how well the campus is physically equipped to deliver the instructional program. District staff and consultants will engage with the FABPAC, school leadership, and Campus Advisory Councils (CACs) as part of the assessment process to review and identify any additional facility needs for possible inclusion in a future bond program.
- Facility Condition Index (FCI) – An indicator of a facility’s condition obtained by dividing the repair costs by the replacement cost of the same building.
- Facility Condition Assessment – An evaluation of a school facility that identifies current site and building system deficiencies. District staff and consultants will engage with the FABPAC, school leadership, and Campus Advisory Councils (CACs) as part of the assessment process to review and identify any additional facility needs for possible inclusion in a future bond program.
- Educational Specifications – A document that describes the current standards for program areas, equipment needs, technology needs, square footage, and other considerations for a new or modernized school. Used to compare existing school facilities and identify areas that vary from current standards to identify potential future projects.
- Target Utilization Plans (TUPs) – A document developed by campus leadership and approved by district administration that identifies strategies to improve facility utilization at under-enrolled schools by 1) increasing enrollment mostly with students not enrolled in AISD and/or 2) optimizing building use through partnerships by generating revenue to mitigate costs.

Article III: Meetings

Section One. Regular Meetings. The Coordinator and Tri-Chairs shall establish a schedule for regular meetings. The schedule of regular meetings shall be conveyed to members and posted on the Committee website. The Committee shall meet as often as needed in order to develop its recommendations in a timely manner. The regular meeting schedule may be revised as necessary by the Coordinator and Tri-Chairs. If necessary, the Coordinator and Tri-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 Tri-Chairs 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 may not constitute a quorum of the Committee. Unless otherwise directed by the Coordinator and the Tri-Chairs, subcommittee meetings shall be held at the discretion of the subcommittee. The Coordinator and Tri-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 Nine of this Article). Subcommittees are not required to have a regular meeting schedule. Unless otherwise directed by the Coordinator and Tri-Chairs, subcommittees are not required to take minutes of meetings. Subcommittees shall report findings and recommendations to the Committee for its consideration.

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

Section Four. Quorum. For regular and other plenary meetings of the Committee, 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 Coordinator and 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. 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 and Tri-Chairs shall consider the factors in each individual case and recommend to the Board Officers whether continued service on the FABPAC is practicable.

Section Six. Virtual Attendance. Members may virtually participate in meetings through various means, to the extent they are readily available to the Coordinator.

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 and absentee ballots shall not be permitted.

Section Eight. Email Voting and Polling. In lieu of a meeting, from time to time the Coordinator and Tri-Chairs may request members to vote or take a poll on a certain matter via email. However, this should not be a common practice.

Section Nine. Agendas. Unless otherwise directed by the Board of Trustees, agenda items for regular and other plenary meetings of the Committee shall be determined by the Coordinator and Tri-Chairs. A majority of the Committee may identify items for placement on the agendas of future meetings. Agendas for regular and other plenary meetings shall be posted at the Carruth Administration Center and on the Committee website at least 72 hours in advance.

Section Ten. Minutes. Minutes shall be kept for all regular and other plenary meetings of the Committee. 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 Committee and posted on the Committee website.

Article IV: Membership

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

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

Section Three. Initial Membership. Trustees shall make appointments through provisions of Article V, Sections Four through Six.

Section Four. Term of Service. The term of service for a member shall be for two years, with each term beginning in September. Members appointed after September shall serve for the remainder of the term period. Trustees may allow members to serve multiple terms. In such case, a Trustee shall notify the Coordinator through the Board Secretary.

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

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

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. Undue Advantage. Committee 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 Committee 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 Committee membership on his or her resume.)

Section Nine. Conduct. The district welcomes freedom of expression and debate. However, committee members shall conduct themselves, in meetings and at all other times with courtesy and respect toward fellow members, district parents/guardians, district students, district staff, Trustees, visitors, and members of other district advisory committees. In meetings, members must be recognized by the Tri-Chairs before speaking, and otherwise respect the order maintained by the Tri-Chairs. Unless otherwise authorized by the Committee, Board of Trustees, or administration, as appropriate, members shall not speak for the Committee or the district. Members, by their comments and/or actions, shall not reflect badly on the Committee. 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 Committee shall be determined by the Board Officers from among the members appointed by the 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 Committee Tri-Chairs shall include:

1. With the Coordinator, determining agendas for regular and other plenary meetings of the Committee.
2. Presiding at all regular and other plenary meetings of the Committee and ensuring that commonly accepted parliamentary procedure is followed (refer to the district's Information for Chairs of Advisory Committees, and the district's Communications and Visitor Requirements).
3. Signing all letters, reports, and other communications on behalf of the Committee.
4. Serving as the spokespersons for the Committee for inquiries by print or broadcast journalists.
5. Presenting progress reports to the Board of Trustees.
6. Performing other responsibilities as may be prescribed by the Board of Trustees.

Article VI: Website

Section One. Content. The Coordinator and appropriate staff will work with the Coordinator of District Advisory Bodies to provide the following information on the Committee 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 Coordinator and appropriate staff will work with the District Webmaster to maintain the Committee website and keep it current.

Article VII: Staff Support

Section One. Executive Level Liaison. The Chief Financial Officer shall serve as an executive level liaison to communicate Committee matters directly to the Superintendent and Senior Cabinet.

Section Two. Role of the Coordinator. The Coordinator's 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 Committee records, including the status of member terms.
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 Committee.
7. Ensuring that new members are sufficiently oriented to service on the Committee.
8. Coordinating with the Coordinator of District Advisory Bodies as necessary or appropriate.