

LEON COUNTY SCHOOLS
DISTRICT ADVISORY COUNCIL BYLAWS

Adopted October 8, 2009

ARTICLE I: Name of Council

The name of this council shall be the Leon County Schools District Advisory Council and shall be known as the District Advisory Council (DAC).

ARTICLE II: Purpose of Council

The purpose of the DAC shall be to assist the Superintendent and the School Board in making decisions pertaining to the school district as a whole and to the school system's educational philosophy, goals, programs, and the Florida Program for School Improvement and Accountability.

The DAC's participation in the decision-making process shall be advisory in nature, and it shall accomplish its purpose by: (1) investigating, (2) informing, (3) suggesting, (4) recommending, (5) evaluating county-wide issues and concerns identified by the schools, the Superintendent or the School Board, and (6) performing other such duties as appropriate to the advising process.

Section 1: Governance

- A. The DAC shall be governed by these Bylaws and shall function in accordance with them and with the Policies and Procedures as described in the DAC Handbook.
- B. The Bylaws, once adopted, may be amended through a formal process described in Article VII, Section 1. The DAC Handbook shall be reviewed annually and revised as needed by the Executive Committee.

Section 2: Function

The advisory council's function shall include, but not be limited to:

- A. Participating in the District's decision making processes of:
 - 1. Defining goals,
 - 2. Assessing educational needs,
 - 3. Establishing priorities,
 - 4. Planning educational programs,
 - 5. Budgeting,
 - 6. Evaluating, and
 - 7. Reviewing policies and rules

- B. Facilitating communication among the school system, parents, students and community.
- C. Informing and advising the Superintendent and School Board regarding school/community needs, interests, and concerns.

Section 3: The duties of the members shall include participating in the School Improvement process by:

- A. Supporting the School Advisory Councils (SACs),
- B. Communicating with their SACs to identify issues and concerns that may be district-wide,
- C. Sharing best practices among the schools,
- D. Providing feedback to the Superintendent and School Board relating to the process of school improvement district-wide,
- E. Suggesting changes in procedures, policy, resources or programs.

Duties will be advisory in nature, and will not conflict with any of the powers and duties reserved by law or State Board Rule for the School Board.

ARTICLE III: Membership

The following guidelines shall be used in establishing the District Advisory Council:

Section 1: Composition of Membership

DAC membership shall be comprised of Leon County residents who represent: (1) Parents/guardians of children enrolled in Leon County schools, (2) high school students, (3) teachers and principals and (4) community members at-large, whose selection will be determined as follows:

- A. Each school principal shall ensure that two representatives and one alternate representative are selected from the school's School Advisory Council (SAC), PTA/PTO or other group(s) representative of the school community. At least one of the representatives shall be selected from the School Advisory Council (SAC). If any representative is employed by Leon County Schools, it is understood that the perspective they bring to the DAC will be representative of that site's parent community.
- B. The Student District Advisory Council shall appoint a member to sit on the DAC to provide the student perspective.
- C. The Superintendent, giving first consideration to those recommended by

the Leon Classroom Teacher's Association (LCTA), shall appoint three teachers, one from each level: Elementary, Secondary, and District-wide schools.

In addition, the Superintendent, or his/her designee, shall ensure that one principal from each level is appointed to the District Advisory Council.

- D. The Superintendent and School Board members shall each appoint two persons to serve as at-large members on the DAC. To further broaden the base of representation, one of each official's at-large appointments shall not have children enrolled in Leon County Schools.

Section 2: Appointment of Site Representatives

Appointments of site representatives to the District Advisory Council shall be made annually by the Superintendent and the Leon County School Board based upon recommendations by site administrators. To be appointed, individuals meeting the composition requirements described in Section 1 above must file a DAC membership appointment request approved by the site administrator with the Superintendent or his/her designee.

Section 3: Terms

All members shall be appointed prior to the last day of school to serve a one-year term on the DAC. The terms shall run from September 1st through August 31st of the following year (with the exception of officers – see Article IV, Section 2.) Consecutive terms are permissible, but membership is neither transferable nor can it be reassigned to another individual except by formal appointment as described in Section 2 above.

Section 4: Duties and responsibilities

Each member of the DAC shall be expected to: (1) attend all DAC meetings, (2) regularly report back to and seek input from the group or individual they represent, and (3) serve on any committee or task force when appointed by the DAC Chairperson.

DAC members, when performing their district advisory role, represent the perspectives of the group or individual who made their appointment, but must consider the best interest of all children and families in Leon County schools when suggesting changes in procedures, policies, resources, or programs, and before casting votes.

Section 5: Voting Rights

Each DAC member shall be entitled to one vote and may cast that vote on each item brought before the DAC as a whole. Alternates may vote only when standing in for a regular member not in attendance. A quorum must be present before a vote may be taken by the DAC. For purposes of the DAC, a quorum will exist if a majority of the Leon County schools are represented at the DAC meeting and if a majority of elected officials are represented by at least one of their DAC appointees.

Section 6: Vacancies

A vacancy on the District Advisory Council shall be filled for the remainder of the term (but not less than one month) by the Superintendent or designee following the appointment procedures outlined in Section 2.

- A. If a DAC member is appointed by a school and the member's child(ren) for any reason no longer attend(s) such school, the school principal will ensure that a replacement is appropriately chosen to serve on the DAC in accordance with section 1.
- B. A DAC member may officially resign at any time by filing with the DAC Secretary a written letter of resignation and supplying a copy of the resignation letter to the appointing official and Superintendent or his/her designee.
- C. Any DAC member who has two consecutive, unexcused absences from a District Advisory Council (DAC) meeting shall be replaced on DAC. (Please refer to the Handbook referenced in Article II, Section 1.) Upon such an occurrence, the district office shall notify the member and the official who made the initial appointment. The member shall be replaced using the membership process, outlined above in Article III, Section 1.

ARTICLE IV: Officers

The officers of the District Advisory Council shall be: a Chairperson(s), a Vice-Chairperson(s), a Secretary/Treasurer, and other such officers as the council may deem necessary. All officers shall serve on the DAC Executive Committee.

Section 1: Duties

- A. Chairperson(s)

The Chairperson(s) shall preside at all meetings of the Executive Committee and the DAC.

The Chairperson(s) shall also:

1. Sign all official letters, reports and other DAC communications;
2. Act as the "official spokesperson" of the DAC to maintain open communication with the Superintendent, school board and school system;
3. Formally appoint the chairpersons of all DAC committees and the assignment of DAC members to other (external) committees and task forces;
4. Perform other duties as may be periodically prescribed by the DAC, Superintendent and school board; and

5. Appoint a parliamentarian.

B. Vice-Chairperson(s)

The Vice-Chairperson(s) shall:

1. Serve as a member of the Executive Committee and substitute for the Chairperson(s), during his/her absence from such meetings;
2. Serve, in addition to the Chairperson(s), as the Council's DAC official liaison to the School Board; and
3. At the request of the chair, assist the chairperson in the duties and responsibilities described in Section 1. A.

C. Secretary/Treasurer

The Secretary/Treasurer, with assistance from the Superintendent's staff, shall record the minutes and attendance at all DAC meetings.

The Secretary/Treasurer shall also:

1. Serve as a member of the Executive Committee.
2. Collect, record and distribute all monies collected by the DAC;
3. Maintain a monthly budget of such funds; and
4. Arrange for an annual public audit of all collected funds as appropriate.

In addition, the Secretary/Treasurer shall maintain current DAC membership information. The Superintendent's staff will provide clerical, secretarial, typing, printing, and other assistance as the Secretary/Treasurer may require to ensure the timely recording and appropriate distribution of all DAC minutes and other public records.

Section 2: Election and Term of Officers

- A. The election of officers shall take place at the regular May meeting, or at such other regular meeting as deemed appropriate. Election shall be made by a two-thirds vote of the members present from a slate of officers presented by the Nominating Committee (see Article VI. Section 2). Floor nominations will be permitted prior to the close of nominations, at which time all nominees may address the DAC concerning their interests in and qualifications for office. (The vote shall be forwarded to the Superintendent for School Board ratification.)
- B. Officers shall serve from the conclusion of the regular May meeting to facilitate planning for the upcoming year. Officers may serve two consecutive one-year terms.

Section 3: Removal and Vacancy

- A. Any officer elected by the DAC may be removed from the Executive Committee by a two-thirds vote of all DAC members whenever, in the judgment of the members, the best interests of the DAC are not being served.
- B. A vacancy in any office because of death, resignation, removal, disqualification, or any other reason for which an officer is unable to complete the term of office, shall be filled by appointment of the Superintendent or designee based upon recommendations from DAC immediately until such time as an election is held for the post vacated.

ARTICLE V: Meetings (and procedures)

All meetings of the DAC and its committees shall be open to all interested parties. Moreover, input from the community-at-large shall be actively solicited by Council members for inclusion in DAC meetings.

Section 1: Schedule

- A. The DAC shall meet on the first Thursday after the first Monday of each month. There will be no July or August meetings unless determined necessary by the Executive Committee. These Regular Meetings shall begin promptly at 6:00 p.m. and adjourn no later than 8:00 p.m. The time and date of a Regular Meeting may be changed by the Executive Committee with seven days notice to all DAC members.
- B. The DAC may from time to time hold Special Meetings, subject to call by the Chairperson(s), and the Superintendent or his/her designee or by a two-thirds vote of the membership upon petition by any member. Unless waived by two-thirds vote of the members present, the agenda of any Special Meeting, regardless of its origin of call, shall be limited to one item only.

Section 2: Conduct

- A. All DAC meetings shall be conducted in accordance with the latest available edition of "Robert's Rules of Order". The Chairperson(s) shall ensure an official parliamentarian is present for all meetings.
- B. An agenda for each Regular Meeting will be developed by the DAC Executive Committee in consultation with the district support staff and then distributed, together with all support material and minutes of the previous meeting(s) and any subsequent Special Meeting held in the interim, to all DAC members at least seven (7) days prior to the next Regular Meeting. The agenda shall be sufficient for the conduct of business

by the DAC and shall include an informational/program component for each meeting.

ARTICLE VI: Committees

The DAC shall have an Executive Committee and other Committees as necessary to conduct its business. Membership on committees will be for a period of one year beginning with the September Regular Meeting.

Section 1: Executive Committee

Membership on the Executive Committee will be for a period of one year beginning at the conclusion of the May Regular Meeting.

- A. Composition: All elected officers and chairpersons of Committees and liaisons designated by the School Board and Superintendent, respectively, will serve as the DAC Executive Committee.
- B. Duties, Responsibilities and Authority:
 - 1. The Executive Committee, in coordination with District staff shall develop the agenda for each DAC Regular Meeting (see Article V, Section 2).
 - 2. Under the leadership of the DAC Chairperson(s) (see Article IV, Section 1 A), the Executive Committee shall have the authority to represent and to act on behalf of the DAC between all Regular Meetings, principally on any issue, concern or item previously presented to the DAC for information, discussion and/or action.
 - 3. The Executive Committee also shall have authority to act upon any emergency request(s) by the School Board and/or Superintendent, which needs immediate attention. Such matters will then be presented for information and/or other appropriate action at the next regularly scheduled DAC meeting.

Section 2: Special Committees

- A. DAC Committees
 - 1. Nature and Composition
 - a. Special Committees and/or subcommittees may be established by the DAC Chairperson(s) or another officer designated by the Chairperson(s) when necessary to assist the Executive Committee or to deal with specific matter(s) requiring immediate attention on matters beyond the purview of the

Executive Committee.

- b. These committees and/or subcommittees shall be comprised of representatives knowledgeable about and interested in the matter at hand. Appointment to such committee may extend beyond the membership of the DAC. The DAC Chairperson(s) may make particular appointments to specific committees if necessary (e.g. to achieve numerical balance).
- c. Each Special Committee, established above, shall:
 - 1. Have a defined task to accomplish and a specified timeline for completion of that task;
 - 2. Submit their findings, conclusions and/or results in writing at the next scheduled meeting of the Executive Committee and make a summary report of their work to the Executive Committee and/or DAC as a whole; and
 - 3. Disband upon completion of their task.

2. Council Nominating Committee

- a. One Committee, which shall be formed annually, is the Nominating Committee. This committee shall be comprised of no fewer than five and not more than seven DAC members appointed by the DAC Chairperson at the regular DAC meeting in March.
- b. The sole purpose of the Nominating Committee shall be to bring to the DAC's regular April Meeting a slate of well-qualified DAC members nominated to serve as officers for the coming year.
- c. The election of new officers will be conducted at the DAC's regular May Meeting. Election will require a two-thirds vote of members present.

B. External Assignments

- 1. DAC members occasionally may be asked to serve on district-wide committees or community groups formed to deal with specific issues or functions. These external assignments may include (but not be limited to) Capital Outlay, Citizens for Better Schools, Rezoning (either district-wide or grade-level specific), Testing & Evaluation, Textbook Selection, Transportation, Safety, and/or others.
- 2. On such occasions, at the request of the Superintendent or designee, the DAC Chairperson will appoint an appropriate DAC member(s), subject to approval by the DAC membership. The appointments will be for a specified period (usually one year) and may be consecutive.

3. DAC members appointed to external assignments shall be expected to perform those duties in addition to their continuing involvement on the DAC and to report on the work of the external assignment at every DAC meeting.

In instances in which the DAC has established a policy position on an issue related to the purpose of an external assignment, the DAC member so appointed shall accurately represent that DAC position.

ARTICLE VII: Amendments

Section 1: Amendment Process

- A. DAC Bylaws may be amended using the following process:
 1. At least one (1) week's prior notice of the proposed amendment(s) must be given to all DAC members.
 2. A two-thirds affirmative vote of the DAC members present at a DAC meeting at which the amendment(s) is/are formally presented shall be necessary to effectively amend the Bylaws. Bylaws, as adopted by the DAC, shall be passed to the Superintendent for School Board ratification in order for the amendment(s) to stand.
- B. Any amendment to the Bylaws must conform to the State of Florida guidelines for Advisory Committees and may not be in conflict with any School Board Policy.