



**DISTRICT ADVISORY COUNCIL
BYLAWS**

Revised
by the AISD Board of Trustees
June 11, 2007

Article I: Authority

Section One. Statute and Policy. Each school district in the state is required in Chapter 11, Subchapter F, of the Texas Education Code, to establish and maintain a district-level advisory council. The District Advisory Council (DAC) of the Austin Independent School District is specifically authorized by the Board of Trustees in policies BQA(Legal) and BQA(Local).

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. The DAC 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 Board of Trustees, upon the advice and counsel of the DAC, to establish and amend the Bylaws.

Article II: Purpose and Responsibilities

According to state law, district policy, and the direction of the Board of Trustees, the DAC shall have the following responsibilities:

1. To hold regular meetings.
2. To meet periodically with the Board of Trustees.
3. To provide input into decisions pertaining to the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.
4. To provide input into the establishment of the administrative procedure that defines the respective roles and responsibilities pertaining to planning and decision making at the district and campus levels.
5. To address all pertinent federal planning requirements.
6. To provide assistance in the development, evaluation, and annual revision of the District Improvement Plan.
7. To hold one public meeting per year after receipt of the annual district performance report from the Texas Education Agency (TEA) for the purpose of discussing district performance and performance objectives.
8. To consult regularly with the Superintendent and administration regarding the planning, operation, supervision, and evaluation of the district educational program.
9. To consult with the Superintendent and administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
10. To ensure that systematic measures are in place to obtain input from the community, parents, and staff, and to provide information to those persons and organizations regarding the work of the DAC.
11. To analyze information related to dropout prevention.
12. To provide comments on district-level waiver requests to the Board of Trustees prior to Board approval of such waiver requests to the Commissioner of Education.

13. To provide advice and counsel in the development of the process and performance criteria for appraising teachers, if the district chooses not to use the appraisal process and performance criteria developed by TEA.
14. To review and approve the district-wide staff development plan for final review and approval by the Board of Trustees.
15. To review and approve the membership of the Textbook Advisory Committee for final review and approval by the Board of Trustees.
16. To provide advice and counsel in the development of a student code of conduct.
17. To provide advice and counsel to the Board of Trustees in establishing and amending Campus Advisory Council Bylaws.
18. To provide an annual report to the Board of trustees on or before June 30 of each year.

Article III: Meetings

Section One. Regular Meetings. The DAC shall conduct a minimum of nine regular meetings per year, as well as one retreat per year, which shall be held on the third Tuesday of the month unless otherwise announced. The regular meeting in June shall be considered the first meeting for the year.

Section Two. Public Hearings. Public hearings or any other meeting conducted with the public must be approved in advance by the Board of Trustees.

Section Three. Committees. The DAC may establish committees from time to time on any matter as deemed necessary or appropriate. Committee members may elect a chair to facilitate subcommittee meetings. Committee meetings shall be held at the discretion of the subcommittee members. Committees shall report findings or recommendations to the DAC.

Section Four. Open Meetings. All regular meetings of the DAC shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The Co-Chairs may limit the time given to speakers.

Section Five. Quorum. For all DAC meetings, a quorum shall be the majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

Section Six. Attendance. Member attendance shall be monitored by the Co-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. Members are encouraged to contact one of the Co-Chairs or the DAC Coordinator if they know they cannot attend a meeting.

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. Each member shall be entitled to one vote per motion. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

Section Eight. Agendas. Agenda items shall be determined by the Executive Committee. A majority of the DAC may request that an item be considered by the Executive Committee. Items of an urgent nature may be placed on the agenda by the DAC Coordinator in consultation with the Co-Chairs (see Article VIII, Section Two).

Article IV: Membership

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

1. Parents must live within the district, and must be a custodial parent or guardian of a student currently enrolled in a district school. Parents may not also be employees of the district.
2. Teachers refer to classroom teachers. State law requires that at least two-thirds of the professional staff representatives on the DAC be classroom teachers. Only if this requirement has been met may teacher positions be filled by instructional specialists, librarians, coaches, or counselors.
3. The business representative need not live or work within the district. The business representative may also be a parent.
4. Community representatives must live within the district and be at least 18 years of age. Community representatives may not also be parents or district employees.
5. The district-level professional employee must have responsibilities involving at least two campuses.

Section Two. Membership Criteria. Membership of the DAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the district. The membership of the DAC shall consist of the following:

1. Two parents from each vertical team, to be selected by the Executive Committee from a pool of interested applicants and referrals by school principals and maintained by the Office of Planning and Community Relations.
2. Three elementary school principals, from different vertical teams, to be selected by the Associate Superintendent for Elementary Schools.
3. Two middle school principals, from different vertical teams, to be selected by the Associate Superintendent for Middle Schools.
4. One high school principal to be selected by the Associate Superintendent for High Schools.
5. Two teachers from each vertical team, to be selected by the Executive Committee from a pool of interested applicants and referrals by school principals and maintained by the Office of Planning and Community Relations.
6. One classified employee representative, to be selected by the Executive Committee, from a pool of interested applicants and referrals by school principals and maintained by the Office of Planning and Community Relations.
8. One business representative to be selected by the Executive Committee from a pool of interested applicants maintained by the Office of Planning and Community Relations.
9. Two community representatives to be selected by the Executive Committee from a pool of interested applicants maintained by the Office of Planning and Community Relations.
10. One district-level professional employee representative, other than the Executive Liaison or DAC Coordinator, to be appointed by the Superintendent.

11. Up to two members to be selected by the Austin Council of PTAs (ACPTA).
12. Up to three at-large members, who may be selected by the Executive Committee with the purpose of ensuring a balanced representation and/or depth of experience on the DAC. At-large representatives may be supplemental to any of the above membership categories.
13. The Superintendent, and one representative of the Board of Trustees, who shall serve in an *ex officio* (i.e., non-voting) capacity.
14. Two high school student representatives to be selected by the Executive Committee from a pool of interested applicants and referrals by high school principals and maintained by the Office of Planning and Community Relations.

Section Three. Term of Service. The term of service for an appointment shall be for two years, beginning the first DAC meeting in June. To the maximum extent practicable, member terms should be staggered. Members may serve multiple terms.

Section Four. Approval by Board of Trustees. The Board of Trustees shall annually approve all member selections that are made to be effective prior to the first DAC meeting in June.

Section Five. Vacancies. The Board of Trustees delegates to the DAC Executive Committee, under the provisions of Section Two of this Article, the responsibility to fill any vacancies that may occur after the Board of Trustees has annually approved the DAC membership.

Section Six. Change in Member Status. If the status of a member changes, the Executive Committee may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Executive Committee may allow the member to continue to serve in the current position, if not otherwise prohibited under Section One of this Article.

Section Seven. The Role of the Superintendent. The Superintendent and the DAC will work cooperatively and collaboratively. The Superintendent will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the DAC.

Section Eight. The Role of the Board Representative. The Representative of the Board of Trustees on the DAC (Board Representative) is to observe without vote the deliberations and activities of the DAC. The Board Representative shall not speak for the Board of Trustees unless a majority of the Board in a public meeting in accordance with The Texas Open Meetings Act has so directed the Board Representative to do so. The Board Representative may actively participate in discussions by providing guidance and responding to questions as may be appropriate. The Board Representative will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees provided by the DAC.

Section Nine. Conflict of Interest. No individual shall be nominated for or hold a position on the DAC if that individual has a direct pecuniary interest in the recommendations of that committee 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.

Section Ten. Conduct. DAC members shall conduct themselves at all times with courtesy and respect to other members and district staff. Members are encouraged to speak freely during meetings, but must provide other members with the same opportunity.

Article V: Co-Chairs

Section One. Term of Service. The DAC shall elect two Co-Chairs from its voting members, each to serve two-year staggered terms. One shall be an employee of the district and one shall not. Co-Chairs may be re-elected and serve multiple terms. Co-chair elections shall be held at the first regular meeting of the year in June.

Section Two. Responsibilities. The responsibilities of the Co-Chairs shall include:

1. Presiding at all meetings of the DAC. The Co-Chairs may delegate timekeeping responsibility to a member.
2. Determining if and when to take agenda items out of order, or allow additional items to be considered, as necessary or appropriate.
3. Enforcing commonly accepted parliamentary procedure (i.e., the latest version of Robert's Rules of Order), or delegating this responsibility to a member to serve as parliamentarian.
4. Signing all letters, reports, and other communications on behalf of the DAC.
5. Performing other responsibilities as may be prescribed by the DAC.

Article VI: Executive Committee

Section One. Membership. The membership of the Executive Committee shall consist of the following:

1. The two Co-Chairs, who shall also serve as Co-Chairs of the Executive Committee.
2. Seven members to be elected by the DAC from its voting members.
3. Three members from DAC voting members to be appointed by the Co-Chairs, with the purpose of ensuring a balanced representation and/or depth of experience on the Executive Committee.

Section Two. Term of Service. The term of service for Executive Committee members shall be for one year. Executive Committee members may be re-elected and serve multiple terms. Executive Committee elections shall be held at the first regular meeting of the year in June.

Section Three. Meetings. The Executive Committee shall conduct a minimum of ten meetings per year, which shall be held on the first Tuesday of the month unless otherwise announced.

Section Four. Responsibilities. The responsibilities of the Executive Committee shall include:

1. Reviewing items for placement on the DAC agenda.
2. Appointing members to the DAC in accordance with Article IV, Section Two.
3. Performing other responsibilities in accordance with state statute, district policy, or as may be directed by the Board of Trustees or the DAC.

Article VIII: Executive Liaison and Coordinator

Section One. Executive Liaison. The Executive Director of the Office of Planning and Community Relations shall serve as liaison between the DAC and the Superintendent and his Cabinet.

Section Two. Coordinator. The District Planner of the Office of Planning and Community Relations shall serve as Coordinator for the DAC. Responsibilities of the Coordinator shall include:

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 prior to meetings.
3. Serving as custodian of all DAC records.
4. Keeping minutes of regular and special called meetings, public hearings, and work sessions, and keeping summary notes of Executive Committee and subcommittee meetings.
5. Ensuring that agendas and approved minutes are appropriately posted.
6. Ensuring that orientation information and training are provided to new members.
7. Promoting public awareness of the DAC and maintaining a database of persons interested in serving as members on the DAC.
8. Informing the Co-Chairs of member vacancies and attendance problems.
9. Scheduling agenda items as necessary, in consultation with the Co-Chairs.
10. Providing an annual report on DAC activities and statutory compliance.
11. Informing the Co-Chairs and General Counsel of possible member conflicts of interest.