



AE-R - DISTRICT ADVISORY BOARD BYLAWS

ARTICLE I: NAME

The name of this organization shall be District Advisory Board.

ARTICLE II: PURPOSES

The purposes of this organization are to:

1. Serve as a communication link among all members of the Poudre School District (PSD) community.
2. Identify common goals and concerns to the PSD community.
3. Function as a community advisory team in presenting information, suggestions, requests, or resolutions to the Board of Education and the PSD administration.
4. Support the betterment of public education in the Poudre School District.

ARTICLE III: MEMBERSHIP

1. Voting Representation
 - a. One representative from each school (or school within a school) in the district will serve on the DAB and will have one vote representing the respective school. It is strongly encouraged that the representative be the parent or guardian of a child attending the school represented. A site may also choose an alternate who may vote in the absence of the primary representative. The principal of each site will decide how the representatives will be chosen. It is not desirable that a single person represent multiple schools. If such a situation nevertheless exists, that person still only gets one vote – not one vote per school.
 - b. Up to 4 community representatives may serve on the DAB. These community representatives will be nominated by the Membership Committee and voted on by the then current membership of the DAB. It is desirable that the community representatives reflect a broad cross section of the areas and populations served by PSD. Each community member gets one vote.
 - c. Up to 5 high school student representatives may serve on the DAB. These members will be nominated by the Membership Committee and voted on by

the then current membership of the DAB. It is desirable that each of the students comes from a different high school. Each student representative gets one vote.

- d. One certified and one classified PSD employee may serve on the DAB. These members will be nominated by the Membership Committee and voted on by the then current membership of the DAB. Each employee representative gets one vote.

2. Non-voting Representation

- a. One Board of Education member will be appointed by the Board of Education to serve on the DAB.
- b. The PSD superintendent shall appoint a liaison to facilitate the work of the DAB.

3. Vacancies

If a vacancy occurs on the DAB, the vacancy shall be filled as soon as possible through the following actions:

- a. The school site will replace a school representative or alternate.
- b. Replacements for community, employee, or student representatives will be nominated by the Membership Committee and voted on by the then current DAB membership.
- c. The PSD liaison will be replaced by the superintendent.
- d. The Board of Education representative will be replaced by the Board of Education.

4. Length of Term

- a. There is no specified length of term for school representatives or alternates. Sites should nevertheless seek individuals who are willing to serve at least the full year during which they are appointed.
- b. Community and employee members serve for two years and may be re-nominated for subsequent terms by the Membership Committee.
- c. Student representatives serve for one year and may be re-nominated for subsequent terms by the Membership Committee.

ARTICLE IV: OFFICERS

1. Terms

The officers of DAB will be the Chair, Chair-elect and Secretary.

- a. Each officer will serve up to a one year term, ending in May of the school year with the election of new officers. The election of officers will occur no later than May 31 in each school year.
- b. The officers shall be nominated from the school representatives to the DAB by the Membership Committee and voted on by the then current DAB membership. Nominations of school representatives may also be made and seconded from the floor with the consent of the nominated person. Except in the case of a vacant office (section d below), all nominations must be made by the meeting prior to the meeting at which the election will be held.
- c. The Chair-elect must have served on the DAB for one school year prior to election to that post. The Chair must have served on DAB two school years (including possibly the one year as Chair-elect) prior to assuming the Chair. Ordinarily, the Chair is not eligible for re-election to that post or Chair-elect without first having been an ordinary member again for a year. If the Chair serves less than a full term by means of having been elected to fill the remainder of a vacant term, the Chair is eligible for reelection providing that the abbreviated term began on or after February 1. The presumption is that the Chair-elect will assume the Chair position when the Chair steps down, but the elevation to Chair shall nevertheless be voted on by the then current DAB membership.
- d. Any vacant office shall be filled by an election to be held no later than the second meeting following occurrence of the vacancy. Nomination for persons to fill the vacancy shall be made no later than the first meeting following the occurrence of the vacancy. Nominations may come from the Membership Committee and may also be made and seconded from the floor with the consent of the nominated person.
- e. Officers shall assume their duties upon election.
- f. The Chair shall relinquish his/her representation of an individual school.

2. Duties

- a. Officers shall serve on the Steering Committee in an advisory role to DAB.

- b. The Chair will preside over all meetings of the DAB and all meetings of the Steering Committee and will report to the Board of Education no less than twice a year. The Chair will perform all other duties and exercise such powers as are delegated to the Chair in these bylaws.
- c. The Chair will be a non-voting member of the DAB. In the case of a tie in voting, the Chair will cast the deciding vote.
- d. The Chair will serve on the Superintendent's Council and report back to DAB.
- e. The Chair-elect will perform the duties of the Chair in the absence of the Chair and will assist the Chair as requested.
- f. The Secretary will record and prepare minutes of the meetings. The Secretary will maintain a current roster of members and will take roll at all meetings. The Secretary shall notify the Chair and the Membership Committee of vacancies.

ARTICLE V: MEETINGS

- 1. All meetings of the DAB will be open to the public and held within PSD in accordance with Colorado state open meetings law.
- 2. A vote of a simple majority of voting members present will be required for adoption of a motion.
- 3. DAB will meet in full membership at least eight times during the year. The time and place will be set by the Chair. Notice of the time, place, and agenda of the meeting shall be posted on the DAB web site and communicated via email to the membership list. Special meetings may be called by the Chair upon 48 hours' notice to the members.
- 4. All meetings will be conducted according to Robert's Rules of Order.

ARTICLE VI: WORKING TEAMS

- 1. The membership of DAB will be divided into Working Teams. The teams will study issues of importance to DAB membership, to PSD administration and to the Board of Education. Working Teams will be advisory to the DAB and PSD administration.
- 2. Each working team will select a chair.
- 3. Upon joining DAB, each representative will choose at least one Working Team (or the Membership Committee – see Article VII.2) on which to serve.

Membership on the Working Teams will be flexible and can reflect the interest of the DAB member or the interest and needs of the individual school site represented.

4. Each Working Team will meet as needed during the year. All DAB members will be notified of each Working Teams' meetings. All meetings are open to the public.
5. Each Working Team's Chair or designee will report at each of the DAB full-membership meetings.
6. The Working Team may provide a written report or recommendation to PSD administration or Board of Education regarding the topic under review. For consistency in DAB representation to the Board of Education, the DAB Chair or a designee will present any Working Team recommendation, report, or decision to the Board of Education.

ARTICLE VII: COMMITTEES

1. Steering Committee

- a. The members of the Steering Committee shall be the DAB officers, the outgoing DAB Chair, and the Chairs of each DAB Working Team (see Article VI).
- b. The Steering Committee shall only be advisory to the DAB.
- c. The Steering Committee shall meet on a regular basis. Special meetings of the Steering Committee may be called by the Chair upon 48 hours notice to members of the Steering Committee members. All meetings of the Steering Committee shall be open to the public and will be recorded by the Secretary.
- d. The Steering Committee may meet and act without a quorum providing all members of the Steering Committee were given notice of the meeting being held as provided by these bylaws.

2. Membership Committee

The Membership Committee shall be an ongoing committee charged with ensuring the vitality of the DAB. The Membership Committee shall consist of no fewer than three members. Any voting DAB member may join the Membership Committee.

- a. It shall be the duty of this committee to strive for full participation in the DAB by all schools in the district. The committee shall, for example, contact

principals of schools without representation to encourage those sites to appoint representatives to the DAB.

- b. It shall be the duty of this committee to nominate officers, community members, and student representatives as described above. The Membership Committee shall contact nominees prior to presentation to obtain their acceptance of nomination and their assurance of willingness and ability to serve.
- c. The committee will select a chair and a recorder. The recorder will take minutes of the committee's meetings and distribute the information to every DAB member.
- d. The committee will meet as needed during the year. All DAB members will be notified of all meetings. All meetings are open to the public.

ARTICLE VIII: AMENDMENT OF BYLAWS

- 1. These bylaws may be amended at any regular or special meeting of the DAB by a majority vote of the members present, provided notice of the proposed amendment has been given during the previous regular meeting of the DAB and in the notice of the meeting at which the vote will be taken.
- 2. All bylaw changes will require approval of the Board of Education.

ARTICLE IX: VISITORS

All committees and teams that have been established by DAB value the active involvement and interest of any school or community member. Visitors are welcome to observe meetings. Any visitor who desires to meet with the DAB for purposes of presenting information, making requests, or to be placed on the agenda, must first contact the Chair for approval. Visitors will be asked to introduce themselves and will be provided with a written set of guidelines describing the DAB procedures and an agenda.

Approved: February 23, 1993

Revised to conform with practice: May, 1995

Revised: June 10, 1996

Revised: January 1998

Revised: June 12, 2000

Revised: April 10, 2006

LEGAL REFS:

C.R.S. 22-7-106

C.R.S. 24-6-402

CROSS REF:
BEDA, Notification of Board Meetings