

Poudre School District District Advisory Board Bylaws

The Poudre School District (PSD) District Advisory Board (DAB) has been established in accordance with PSD Board Policies AB and GP 3.6.

Duties and Responsibilities:

The District Advisory Board ("DAB") shall represent the interests of and communicate with the Board of Education and superintendent on behalf of, current District students and their parents/guardians in a cooperative effort to help improve and support Poudre School District programs and operations.

I. Meetings

1. The DAB shall meet at least eight times during the school year (August through May).
2. All meetings will be held in accordance with the Colorado Open Meetings Law, C.R.S. §§ 24-6-401, et seq., as amended from time to time.
3. Meeting dates, location, and times will be chosen by the Chair.
4. Notice of each meeting date, location, time and agenda shall be posted on the DAB website and communicated via email to the membership, building principals, Board of Education Directors, district liaison, and the Superintendent.
5. The Chair may call special meetings, giving at least 48 hours notice to the members.
6. Meetings may be conducted informally, but any member may move (and a vote taken) that a meeting shall be conducted in accordance with Robert's Rules of Order, Newly Revised.
7. The Secretary shall take minutes at each meeting. They shall be maintained and posted to the DAB website after approval.
8. A simple majority of voting members is required for adoption of a motion.
9. Visitors wishing to address the DAB must contact the Chair in advance.

II. Membership

1. Each school will have one primary voting representative who will serve a minimum term of one academic year. Sites are encouraged to select a secondary representative who may vote in the absence of the primary representative.
2. Each site will determine selection criteria for its representative(s). Sites are encouraged to select representatives who are parents or guardians of a child currently enrolled at the site and serve on the School Accountability Committee (SAC). Secondary representatives are encouraged to attend DAB meetings even if the primary representative is attending. Term limits do not apply.
3. Members are encouraged to serve on at least one DAB Committee each year.
4. Members may only represent one school as a voting DAB representative even if they serve on multiple school SACs/have children at multiple schools.
5. Any DAB member or Executive Board member may nominate up to seven community representatives to be voted upon by the current DAB membership. Community representatives should reflect a broad cross-section of the areas and populations served by PSD. Each community member selected will have one vote and serve a minimum of one academic year.
6. Per policy AB, the Board of Education will appoint one Director to serve as liaison to the DAB and one of its members to serve as an alternate representative in the absence or inability to serve of the liaison. The Director will not have a vote.

7. The Superintendent will appoint a liaison to work with the DAB. The district liaison will not have a vote.
8. Vacancies shall be filled in the same manner for each representative named above as soon as possible.

III. Elections

1. Nominations and Elections
 - DAB members will nominate officers from the school representatives.
 - Nominations should be made at the meeting prior to the meeting at which the election will be held. Nominations may also be made via email to the Chair or from the floor with the consent of the nominee any time prior to the election.
 - Vacancies shall be filled by election held no later than the second meeting following the occurrence of the vacancy. The DAB Membership shall nominate person(s) to fill the vacancy no later than the first meeting after the vacancy occurs. Nominations may also be made via email to the Chair or from the floor with the consent of the nominee any time prior to the election.
2. Terms
 - Each officer serves a one-year term beginning July 1st and ending June 30th of the next year.
 - Officers are required to be present at a minimum of 75% of meetings. If an officer is unable to meet the obligation the executive board can vote to remove the officer from their position. The vacant position shall be filled by election.
 - The Chair is eligible for re-election after serving as a school representative for one year prior to re-election. If the Chair is elected after February 1st to fulfill the remainder of a term, the Chair is eligible for immediate re-election.

IV. Executive Board

1. Voting members of the Executive Board shall be the DAB Chair, DAB Chair Elect, DAB Past Chair, Secretary, Membership and Training, the District Accountability Committee Representative, Board Legislative Subcommittee Representative (s), and Academic Committee Chair.
2. The Executive Board is responsible for communication with the Board of Education and district, agenda setting, and workflow planning. It may form ad hoc committees as needed. Ad hoc committees shall be bound by the same policies and procedures as all DAB committees.
3. The Executive Board shall meet on a regular basis as determined by the Chair. Meeting dates, times, and locations shall be posted on the DAB website as well as published on agendas. The Chair upon 48 hours' notice may call special meetings. All meetings will be held in accordance with the Colorado Open Meetings Law, C.R.S. §§ 24-6-401, et. seq., as amended from time to time.
4. The Chair has final agenda setting authority.
5. The Secretary shall record meeting minutes.
6. The Executive Board will require periodic updates from each of the other representative/committees on a regular basis.
7. The Executive Board may meet and act without a quorum (quorum defined as 4 people) provided all Executive Board members were given notice of the meeting as provided by the Bylaws.

● Officers and Other Positions

1. Chair
 - Manages the overall objectives of the DAB (per Board Policies AB and GP 3.6).

- Reports to the Board of Education at the times and in the manner determined by the Board and Superintendent.
 - Meets regularly with the Superintendent and/or his/her designee at the Superintendent's discretion.
 - Acts as a liaison between the Board of Education/liaison, and Superintendent/designee and the DAB membership, regarding DAB work, questions, and/or concerns.
 - Creates an agenda and facilitates DAB meetings.
 - Chairs Executive Committee meetings.
 - Cannot represent an individual school while serving as Chair.
 - Votes only in the case of a tie.
 - Serves on Executive Committee as Past Chair for the following year.
 - Qualification: served on DAB for two years (preferably including one year as Chair-Elect)
2. Chair-Elect
- Presides in the absence of the Chair.
 - Serves as a member of the Executive Committee.
 - Knows and understands the Board Policies AB and GP 3.6, the DAB Bylaws and the duties of the Chair.
 - Coordinates committee activity.
 - Fulfills the role of Sergeant-at-Arms when Robert's Rules of Order are in use.
 - Becomes Chair for the next school year.
 - Qualification: preferably served on DAB for one year prior to election
3. Past-Chair
- Serves as a member of the Executive Committee.
 - Assists Chair and Chair-Elect as needed.
4. Secretary
- Records minutes of each meeting.
 - Corrects minutes as indicated by membership.
 - Distributes minutes after approval.
 - Updates Bylaws (if revisions are made).
 - Serves as a member of the Executive Committee.
5. Membership and Training Chair
- Solicits DAB representatives through principals at each site.
 - Trains members from each site.
 - Reviews and updates handbook information annually.
 - Maintains the membership roster and email list.
 - Serves as a member of the Executive Committee.
6. Academic Committee Chair
- Elected by DAB members to serve a one year term.
 - Serves as a liaison between DAB and PSD.
 - Serves as a member of the DAB Executive Committee.
 - Qualifications: Preferably one full year term on DAB
7. District Accountability Committee (DAC) Representative
- Elected by DAB members to serve a two- year term.
 - Serves as a liaison between DAB and DAC.
 - Attends the District Accountability Committee Meetings.
 - Serves as a member of the DAB Executive Committee.

- Qualifications: Preferably one full year term on DAB.
8. Board Legislative Subcommittee Representative(s)
 - Elected by DAB members to serve a one year term.
 - Serves as a liaison between DAB and BOE Legislative Subcommittee.
 - Attends the Board of Education's Board Legislative Subcommittee Meetings.
 - Serves as a member of the DAB Executive Committee.
 - Qualifications: Preferably one full year term on DAB.
 9. Other Committee Representatives included but not limited to Budget Advisory Committee, Calendar Committee, and Faith Advisory Board.
 - Selected by the DAB Chair or elected by DAB members to serve for at least one year or the duration of the committee.
 - Serves as a liaison between DAB and PSD.
 - Serves as a member of the Executive Committee.
 - Qualifications: Preferably one full year term on DAB.

V. DAB Committee Policy and Procedures / DAB Ad Hoc Committees

1. Members of DAB Committees shall include any interested DAB representatives. Board of Education Directors and/or district administrative personnel may serve as non-voting members.
2. The DAB Committee shall elect a Chair and Recorder.
3. The Chair shall determine the meeting schedule. Meeting dates, times, and locations shall be made available to all DAB members. All meetings will be held in accordance with the Colorado Open Meetings Law, C.R.S. §§ 24-6-401, et. seq., as amended from time to time.
4. A simple majority vote of committee members is required for committee work to move forward.
5. The Recorder shall take minutes and forward them to the DAB Secretary. The minutes from the Committee will be posted on the DAB website.
6. The DAB Committee shall keep the Executive Committee updated regarding work topics, timelines, and progress on a regular basis.
7. DAB Committees shall submit final reports to the full DAB.

VI. Bylaws Revision

1. Any voting DAB representative may propose amendments to the DAB Bylaws by submitting them in writing to the Chair.
2. Notice and content of proposed Bylaws amendment must be given to all voting members prior to vote.
3. The Bylaws may be amended at any regular or special meeting by a majority vote of the members present.
4. Revision of the DAB Bylaws shall require Board of Education approval.

Updated April 7, 2025