

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

DISTRICT ADVISORY COUNCIL BYLAWS

DRAFT Approved by DAC January 14, 2015

ARTICLE I: NAME OF COUNCIL

The name of this council shall be the District Advisory Council of the School Board of Broward County, Florida and shall be known as the District Advisory Council (DAC). Authority for the establishment of the District Advisory Council shall be School Board Policy 1.2 as currently amended.

ARTICLE II: PURPOSE

Section 1:

The primary objective of the District Advisory Council (*DAC*) *as outlined in* School Board Policy 1.2 *shall be to:*

1. Assist the School Board and the Superintendent of Schools in the identification and assessment of the needs of the Broward County School system.
2. Foster and promote communication among School Advisory Forums, School Advisory Councils, Area Advisory Councils, the District Advisory Council, the Superintendent of Broward County Schools, and the Broward County School Board. The District Advisory Council shall act as a forum for Area Advisory Councils and others to propose recommendations and discuss issues that are germane to the District. The DAC shall bring these recommendations before the School Board and Superintendent of Schools based on this intercommunication.
3. Promote and encourage parent and community involvement in the schools.
4. Assess and translate needs into district wide long and short ranges plans and evaluate programs, which are designed to meet assessed needs.

Section 2:

In achieving these objectives, the District Advisory Council may provide advice and assistance to the School Board and the Superintendent of Schools in:

1. Coordinating community input on key issues from a wide variety of citizen and parent groups;
2. Acting as a hearing board for the community and various organizations from the community such as but not limited to concerned citizen groups, School Advisory Councils (SAC), School Advisory Forums (SAF), Area Advisory Councils, Exceptional Student Education (ESE) Advisory Council ~~or~~ English of Other Languages (ESOL) Leadership Council (as per Consent Order), or Gifted Advisory Council, who propose additions or changes to educational programs;
3. Alerting the School Board and Superintendent of vital issues which affect the quality of education.

Section 3:

1. ***The responsibilities and duties of the District Advisory Council will be in accordance with Florida State Statutes and all applicable Broward County School Board Policies.***
2. Duties of the District Advisory Council shall be advisory in nature. (Replaced by Section 3.1 above as per template). As the District Advisory Council and its subordinate organizations are apolitical, officers and members are prohibited from using their titles and/or their positions to endorse, or give the impression of endorsing, candidates for public office. However an officer or member may recite such membership or office when he/she is a candidate for public office.

ARTICLE III: MEMBERS

Section 1: Composition of District Advisory Council

(Replaced with statement below as per the template)

The Council/Committee shall be representative of the ethnic diversity of the school's/District's student population. In order to satisfy this requirement, the minimum standards for representation shall be as follows:

- a) 5-The officers of the District Advisory Council: The Chair*, Vice-Chair*, Recording Secretary, Corresponding Secretary and Communication Chair. ***The District Advisory Council Chair and Vice-chair shall be a parent of a student in the Broward County School System.***
- b) 3 - The Chair from each of the Area Advisory Councils; if the Chair is unable to serve as the District Advisory Council representative, membership is delegated to the next eligible elected officer and shall not be an employee*. This position is considered elected to the DAC.
- c) 3 - Teachers: One teacher from each area elected by the Area membership at-large from teacher nominations submitted by individual schools.
- d) 3 - Students: The Student Advisor to the School Board (or his/her designee). The Broward County Association of Student Councils selects one student from each area.
- e) 3 - Parents: One parent (with a student in the BCPS system) from each area elected by each Areas at-large membership from parent nominations submitted by individual schools.
- f) 9 - Three parent representatives (one from an elementary school, one from a middle school and one from a high school elected from each Area's at-large membership. Parent representatives must have a student in the level and the area they are representing.
- g) 3 - One citizen-at-large from each area elected by the Area's at-large membership. These representatives will not have any children enrolled in grades K-12 in the Broward County Public School System and shall not be an employee* of the Broward County School District
- h) 3 - One business representative from each area elected by the Area's at-large membership. These representatives shall not be an employee* of the Broward County School District.
- i) 3 - One facilities representative from each area elected from the Area's at-large membership. These representatives shall not be an employee* of the Broward County School District.
- j) 3 - One legislative representative from each area elected from the Area's at-large member-ship. These

representatives shall not be an employee* of the Broward County School District.

Per dissolution of the Charter School Task Force; approved 12.3.2013

9 - Moved to nonvoting position Section 2 (d).

- k) 1 - One representative appointed by Career Source Broward
- l) 4 5 - Four school-based principals or designees, representing, respectively, elementary, middle, high schools, centers and Career, Technical, Adult, Community Education (CTACE) appointed by their respective groups.
- m) 1 - One assistant principal appointed by the Broward Assistant Principals Association (BAPA).
- n) 1 - One representative appointed by the president of the Educational Support & Management Assoc. of Broward Inc. (Meet and Confer Group)
- o) 1 - One representative from Broward County Council Parent Teacher Association appointed by the Broward County Council PTA.
- p) 1 - One representative appointed by the Broward Teachers' Union (BTU).
- q) 3 - The Chair (or their designee) from each of the following councils: English Speakers of Other Languages Leadership Council (ESOL), Exceptional Student Education (ESE) and Gifted Advisory Council. These positions are considered elected to DAC.
- r) 1 - The immediate past District Advisory Council Chair will be an appointed member of the Council for a term of one year.
- s) 1 - One representative selected by Title I Parent Executive Advisory Council
- t) 3-Membership may also include community organizations since the needs and resources of the school district require that membership be obtained from a broad range of interested community representatives. The chair will include interested representatives on the agenda to be voted on by the District Advisory Council members. (Ex. Broward League of Cities, Broward Alliance, Urban League of Broward County, Children's Services Council of Broward County, Kids in Distress, etc.) Procedures for approval will follow Article III, Section 3.

Section 2: Non-voting positions:

- a) Staff Liaison
The District Advisory Council will be assigned a staff liaison to facilitate the committee's activities. The staff liaison will collaborate with the committee chair to schedule and publicly notice all committee meetings and shall provide other similar administrative support. The Superintendent or her/his designee shall determine the appropriate amount of staff support to be provided to each individual School Board-Established Advisory Committee.
- b) 1 - Parliamentarian appointed by the Chair of the DAC – support provided as necessary by district staff.
The Parliamentarian shall be responsible for advising the Chair on matters of parliamentary procedure according to Robert's Rules of Order, Newly Revised current edition. The Parliamentarian maintains

the bylaws. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position

- c) 1. Office of Student Performance and Accountability director. Chief Academic Officer or designated director of Office of School Performance and Accountability (OSPA) or equivalent department.
- d) School Board Members shall designate their appointments and/or reappointments to School Board-Established Advisory Committees for the upcoming school/fiscal year prior to June 30th of the prior school/fiscal year or as soon as possible thereafter. Each appointment and/or reappointment shall conclude at the end of the fiscal year (June 30th) for which the appointment was made unless the appointee is unable to complete the term of appointment for any reason or the appointment is concluded earlier in accordance with this Policy 1.7. This is a nonvoting position.

*Denotes the requirement – that these individuals shall not be an employee of the School Board of Broward County, Florida, per the criteria of that position in accordance with applicable School Board Policy; except for a person whose employment is as a temporary substitute teacher.

Moved to Article III, Section 1 (a)

Section 3:

All members of the DAC shall be officially approved by the School Board. Council members shall enjoy the full rights and obligations of membership. Only those that hold an elected position to the District Advisory Council in the current year, or are the newly elected members of the DAC are eligible to run for an office of the District Advisory Council.

Section 4: Voting Rights

- a) All School-Board Established Advisory Committees shall have a finite and set number of members.
- b) All voting must comply with Sections 286.012 and 112.3143 (3)(a) of Florida Statutes. Word smith 2 sections

i. FS 286.012 Voting requirement at meetings of governmental bodies.—No member of any state, county, or municipal governmental board, commission, or agency who is present at any meeting of any such body at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143. In such cases, said member shall comply with the disclosure requirements of s. 112.314

ii. FS 112.3143(3)(a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for

recording the minutes of the meeting, who shall incorporate the memorandum in the minutes

- c) All members must vote, unless there is a voting conflict.
- d) All abstentions require the form for voting conflicts to be completed. (Form 8B memorandum of Voting Conflict for County, Municipal, and other Local Public Officers)
- e) Each position shall be entitled to one voice and one vote on each matter submitted to a vote of the District Advisory Council. An individual may hold only one position on the DAC, except for officers who may also hold one (1) current term elected/appointed position from the group they represent. Each individual, including officers holding two (2) positions, whether elected or appointed, shall cast only one vote on each matter submitted to a vote of the DAC.
- f) A member must be a member in Good Standing and the member must be present to vote.
- g) When necessary, the Recording Secretary shall tally the votes according to the roll call of members present.
- ~~h)~~ Moved to Article 3, Section 4 (b)

Section 5: Terms of Membership

- a) Terms of Membership: Members of the District Advisory Council should attend meetings on a regular basis. The appointment of any appointee or member shall automatically conclude and a vacancy upon the advisory committee shall exist if that appointee or member is absent from three (3) consecutive meetings of the District Advisory Council or is absent from a total of four (4) meetings of the District Advisory Council during the school year of the appointment. Vacancies will be filled pursuant to School Board Policy #1.2. Term shall begin July 1 and end on June 30 of the following year.

b) Member In Good Standing: If a member has three (3) consecutive or 4 absences in one school calendar year from properly noticed general DAC meetings, the member is no longer considered a member in Good Standing. The Corresponding Secretary, at the direction of the Chair, shall send notice of termination to the individual and the appointing agency/electing body. The agency/body must then appoint/select/elect or reappoint/reselect/re-elect a representative to the District Advisory Council. (See Vacancy, Section 8).

i. An absence is considered excused only for pre-planned District events that cannot easily be changed and attending the meeting is important to the member's position.

c) In the event a member's action or circumstance is found to be in conflict with state laws, policies and/or bylaws of the District Advisory Council or any of its subordinate organizations the member may be removed from office for the current year and/or one additional year. Notice shall be sent to the member, the represented entity and the School Board with all grounds stated in writing, in the event of termination. All sides shall be heard. The Council, by affirmative vote of two-thirds of all the members present may suspend or expel a member. (See District Advisory Council's Standard Operating Procedures).

Section 6: Length of Term

Length of Term: No term limits shall be imposed upon any individual's service as an appointee or member of the District Advisory Council.

Section 7: Annual DAC Training

Each member of the District Advisory Council is required to complete the school district's annual training program for School Board-Established Advisory Committees prior to the second

meeting following their appointment to the District Advisory Council. The training will cover the following topics: ethics standards for public officers, The Sunshine Law, public records laws and Robert Rules of Order. This does not preclude members of the public from attending District Advisory Council meetings.

Section 8: State Ethics Requirements

Each member of the District Advisory Council is a public officer as defined in Sections 112.313(1) and 112.3143(1), Florida Statutes, and is subject to state ethics requirements and The Sunshine Law. Accordingly, each member of the District Advisory Council is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.

- a. 112.313 (1) DEFINITION.—As used in this section, unless the context otherwise requires, the term “public officer” includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.
- b. 112.3143 Voting conflicts.—

(1) As used in this section:

(a) “Principal by whom retained” means an individual or entity, other than an agency as defined in s. 112.312(2), that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one’s client, employer, or the parent, subsidiary, or sibling organization of one’s client or employer.

(b) “Public officer” includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

(c) “Relative” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

(d) “Special private gain or loss” means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:

1. The size of the class affected by the vote.
2. The nature of the interests involved.
3. The degree to which the interests of all members of the class are affected by the vote.
4. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

The degree to which there is uncertainty at the time of the vote as to whether there would be any economic benefit or harm to the public officer, his or her relative, business associate, or

principal and, if so, the nature or degree of the economic benefit or harm must also be considered.

Replaced by Article VI Section 8

Replaced by Section 8

Section 9: Standing Committee on Training

Training for DAC members and SAF Chairs shall be provided in conjunction with a Standing Committee in charge of training issues.

Replaced with section 8 & 9

Section 10: Transfer of Membership

Membership in the District Advisory Council is not transferable or assignable except as noted under Article III, Composition of District Advisory Council, (b), (d), and (g).

Section 11: Resignation

Any member may resign by submitting a written resignation addressed to the Chair of the District Advisory Council, with copies to the School Board and the appointing, electing, selecting body or agency. If an appointee must resign from office during his/her term, then the position will be filled by the person/group who originally selected the affected person. The new appointee shall complete the original term of office. See Policy 1.2

Section 12: Vacancy

Any vacancy of the District Advisory Council shall be filled for the remainder of the unexpired term through appointment/election/selection, by the appointing/electing/selecting body or agency. If the term exceeds six (6) months, this will be considered having served a full term. See Policy 1.2

ARTICLE IV: OFFICERS

Officers of each School Board-Established Advisory Committee shall be elected by the membership, as outlined within its enacting policy. At a minimum, each such advisory committee shall annually elect a Chair and Vice Chair.

Section 1: Officers

Officers of this Committee will consist of a Chair, Vice-Chair, Communications Chair, Recording Secretary, and Corresponding Secretary.

Section 2: Election and Term of Office

The Officers of the District Advisory Council shall be elected annually at the final meeting of the school year, a quorum being present. Elected members shall serve a period of one (1) year and may be reelected annually. No *Chair or Vice Chair may hold the office for more than three (3) consecutive*

years. ***The Communications Chair, Recording Secretary and Corresponding Secretary*** shall ***not*** serve more than three (3) consecutive terms in any one office. The term shall be from July 1 to June 30 of the following year. ***Neither of those offices may be held by an advisory committee appointee or member for more than three (3) consecutive years. After serving as its Chair for three years, an advisory committee appointee-or member may not serve as an officer of that advisory committee for a period of at least two (2) years.***

Section 3: *Installation of new officers may be held at a transitional meeting.*

Section 4: Removal

Any officer elected by the District Advisory Council may be removed by a two-thirds affirmative vote of members present at a meeting of the District Advisory Council whenever, in the judgment of the Council, the best interests of the Council thereby would be served. Two weeks' notice must be given to all members with all grounds stated in writing. All sides shall be heard.

Section 5: Nominating Committee

The Chair will appoint, at least one (2) month(s) prior to the election, a nominating committee composed of one (1) District Advisory Council representative from each of the areas of the district. The nominating committee will elect a chair. The nominating committee chair, or designee from the nominating committee, shall open the floor for additional nominations and conduct the elections. The Chair of the District Advisory Council shall not be an ex-officio member of the nominating committee.

Section 6: Vacancy

If a vacancy should occur in the office of the Chair, the Vice-Chair shall automatically fill the position. If a vacancy shall occur in the offices of the Vice-Chair, Recording Secretary, Corresponding Secretary, or Communications Chair, the position (vacancy) shall be filled by election at the next general meeting. Members shall be notified at least two (2) weeks prior to the meeting that the vacancy (ies) exists. Nominations will be accepted from the floor and the majority vote of the members present at the meeting shall elect the person to fill the vacant position for the remainder of the term. If the remaining term of the position to be filled is for a period of less than six (6) months the newly elected officer shall not be precluded from three (3) consecutive terms thereafter. If the term exceeds six (6) months, this will be considered as having served a full term

ARTICLE V: DUTIES OF THE OFFICERS

Chair

Section 1: Meetings & Agenda

The Chair shall preside at all meetings of the District Advisory Council and may sign all letters, reports, and other communications of the District Advisory Council. The Chair shall share with the School Board verbally all motions, whether passed or not, and shall ***include*** a written report ***of DAC minutes*** to the School Board. In addition, he/she shall be an ex-officio member of all committees except the nominating committee and shall perform all duties incident to the office of the Chair and such other duties as may be prescribed by the District Advisory Council from time to time. The Chair will form two Standing Committees, one to deal with training issues and one to deal with legislative affairs. The Chair will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to

anyone who requests same. As per School Board policy 1.2, the Chair shall not be an employee of the Broward County School District. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

Section 2: Setting Goals

The Chair will meet annually with the Superintendent or her/his designee to collaborate on the goals and objectives for the school year. The District Advisory Council will finalize its goals and objectives for the school year by its second meeting of the school year. Subsequently, the goals and objectives will be provided to the School Board through the Superintendent.

Vice-Chair

The duties of the Vice-Chair shall be to represent the Chair in assigned duties and to substitute and act as the Chair during his/her absence, and shall perform such other duties as from time to time may be assigned to him/her by the Chair or by the District Advisory Council. The Vice-Chair shall not be an employee of the Broward County School District. If the Chair position becomes vacant the Vice-Chair shall automatically assume the position. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

Communications Chair

The Communications Chair shall be responsible for assisting the Chair with communication and outreach to the county, state and national communities, shall maintain the District Advisory Council website and any other technology used by the District Advisory Council for communication, and shall assist the Corresponding Secretary in using electronic communication programs such as a Yahoo Group or any similar type communication tool. The Communications Chair also shall perform other duties from time to time that may be assigned to him/her by the Chair, the District Advisory Steering Committee or by the District Advisory Council. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

Recording Secretary

The Recording Secretary shall keep the minutes of all general and special meetings of the District Advisory Council and of all meetings of the steering committee. The recording secretary shall retain minutes of any committee or sub-committee where applicable. The Recording Secretary shall prepare and transmit to each of the members, to the Superintendent and to such other persons as the council may direct, true and correct copies of the minutes of such meetings. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

Corresponding Secretary

The Corresponding Secretary shall see that all notices are duly given in accordance with the provisions of the Sunshine Laws of the state of Florida and of these bylaws and shall write letters and other correspondence as directed by an action of the District Advisory Council, by an action of the steering committee or by the Chair. The Corresponding Secretary shall keep attendance for all meetings and will develop a register of contact information for each member of the council. These shall be furnished as necessary to the Recording Secretary, other members of the DAC, School Board Members, or the Superintendent. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

Moved to Article III , Section 2

ARTICLE VI: MEETINGS

The District Advisory Council shall meet regularly and the schedule of meetings for the year will be determined and published in August for the current school year. Notification of all regular meeting places will be included in the minutes.

Section 1: Guests:

All meetings are open to the public under the Florida Sunshine Law; however, nonmembers/guests may not vote on DAC issues.

Section 2: Attendance

Attendance of members will be kept for all meetings. The Recording Secretary or a designee will take attendance. Attendance records will be sent to the assigned staff liaison.

Section 3: Minutes

Minutes of all meetings will be recorded by the Secretary or a designee. Approved minutes will be sent to the assigned staff liaison, kept on file, and be made available for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted. Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions reached by consensus.

Section 4: Meetings

- a) **Special Meetings:** Special meetings may be called by the Chair, *Or by majority vote of the membership present of the District Advisory Council notice of twelve (12) members in writing to the Chair.*
- b) **General Meetings:** The District Advisory Council shall meet regularly once each month during the regular school year, and will operate pursuant to Florida Sunshine Laws. The District Advisory Council shall hold its monthly general and steering committee meetings and its special meetings in a facility provided by the school district. A quorum must be present to open a general meeting of the council in order to conduct business of the District Advisory Council.

Section 5: Notice of Meetings

- a) *All scheduled meetings, meeting times, and places must be appropriately noticed in accordance with applicable statutory requirements. The Chair will work through the assigned staff liaison to coordinate all meeting notices with the Superintendent's Office. Members must be advised of a change in the established date, time or location. All special meetings also require appropriate notice. (F.S 286.011(1) Public meetings and records; public inspection; criminal and civil penalties).*

Section 6: Meeting Times

All meetings will be scheduled at times and locations convenient for all stakeholders. Meetings shall not be conducted in July without receiving prior approval from the Superintendent, as public participation and staff support for committee meetings in July will be limited in availability.

Section 7: Quorum

A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. Thirty-three percent (33%) of the membership of the Council constitutes a quorum.

Section 8: Agenda

- a) The agenda shall be released seven days in advance with available back up material, including motions.
- b) Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. Meeting discussions will be restricted to those topics on the agenda.

Section 9: Voting

- a) Voting will be by show of hands. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (pursuant to Florida's Sunshine Law 286.012).
- b) A member of District Advisory Council who is present at a meeting may not abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, unless, with respect to any such member, there is, or appears to be, a possible conflict of interest.
- c) If the only conflict or possible conflict is one arising from the additional or more stringent standards adopted pursuant to s. 112.326, the member shall comply with any disclosure requirements and submit Form 8B. The form must be completed and filed within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting and the form must be read publicly at the next meeting after the form is filed.

Section 10: Decisions of the District Advisory Council

All decisions of the District Advisory Council shall be made only after an affirmative vote of a majority of the members in good standing in attendance for the regular business of the council.

Section 11: Conduct of Meetings

- a) All general, steering and special meetings of the District Advisory Council are open to the public and shall be conducted in accordance with Robert's Rules of Order, newly revised, Current Edition and in accordance with an appropriate adaptation and operate pursuant to Florida Sunshine Law 286.0014.
- b) Meetings will follow the approved agenda

Section 12: Sunshine Laws

The District Advisory Council shall operate pursuant to and in compliance with the Florida Sunshine Laws.

ARTICLE VII: COMMITTEES:

Section 1: Chair to Create Sub Committees

The Chair shall create such sub-committees as may be required in School Board Policy to promote the objectives of the Committee.

Section 2: Standing and Sub Committees

The Chair of each standing or special committee and at least two other members of each standing or special committee shall be members of the District Advisory Council **as per Article III**. No standing or special committee may exercise the authority of the District Advisory Council.

Section 3: Membership

Unless otherwise determined by the District Advisory Council, the Chair shall appoint the Chair of the various standing and special committees.

Section4: Term of Office

Each member of a committee shall continue as such for the term of his/her appointment and until his/her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 5: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the District Advisory Council.

Section 6: Quorum of Committees

Unless the DAC decides otherwise a majority of the committee shall constitute a quorum and the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 7: Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VIII: THE STEERING COMMITTEE OF THE DISTRICT ADVISORY COUNCIL

Section 1: Membership

Composition of the Steering Committee will include the elected officers of the council and the Chairs for the Areas, standing committees, Gifted, ESE, and ESOL Leadership Council. Each member of the Steering Committee is entitled to one voice and one vote on all matters that come before the Steering Committee. The Superintendent of Schools or his/her designee will serve on the board as an ex-officio member.

Section 2: Duties

- a) The primary purpose of the Steering Committee is to assist the Chair in setting the agenda for the Council meetings and to assist in the presentation of issues that arise from the General Meeting, to the Superintendent.
- b) Steering Committee will publish a calendar specifying the dates of meetings for both the Steering Committee and the Council prior to the first meeting of the Council of each year.
- c) If time permits, the Steering Committee shall assist in establishing the agenda of special meetings called by the Council or Chair.
- d) Additional duties shall be performed as delegated by the Council.
- e) Authority of the District Advisory Council is not granted to the Steering Committee unless authorized.
- f) The Steering Committee shall define and maintain the rules and regulations of the Council, with changes and amendments approved by a vote of the Council.
- g) The Steering Committee shall review all area bylaws for consistency with district policy, District Advisory Council bylaws and the district guideline template before submitting to the School Board of Broward County.
- h) *The minutes of the meeting shall be promptly recorded, and such records shall be presented at the next general District Advisory Council meeting.*

Replaced with Article IX

Replaced with Article IX

ARTICLE IX. AMENDMENTS

Section 1: By-Laws must conform to State of Florida Statutes and School Board Policy.

Section 2: Fourteen days' notice of any proposed bylaws amendments shall be given to the membership. Amendments to the By-Laws will be approved by a majority of the membership, as outlined in the enacting Policy 1.2. By-Laws will be reviewed every two (2) years or at such time that legislation or School Board action occurs that would require review, or there is an amended By-Laws Template created by the District.

Section 3: All By-Laws and subsequent change(s) shall require School Board approval prior to being implemented by the Council/Committee

* School Board employee is defined as a person employed by the School Board of Broward County, Florida, except for a person whose employment is as a temporary substitute teacher.

Amendments of 12/11/96 approved on 12/11/96

Amendments of September 10, 1997

Amendments of August 24, 1999

Amendments of November 10, 1999

Amendments of April 18, 2001

Amendments of February 13, 2002

Amendments of December 8, 2004

Amendments of August 26, 2006

Amendments of April 2010

Amendments of _____ 2014 (DAC Approved January 14, 2015)

Accepting amended bylaws for the District Advisory Council of the School Board of Broward County, Florida

Chair: _____ **Date:** _____

Vice Chair: _____ **Date:** _____

Communications Chair: _____ **Date:** _____

Recording Secretary: _____ **Date:** _____

Corresponding Secretary: _____ **Date:** _____

As the afore written Bylaws of and for the District Advisory council of Broward County have been presented to the membership and approved the council hereby submits their Bylaws to the School Board of Broward County members for their review and endorsement:

School Board Member: _____ **Date:** _____

School Board Member: _____ **Date:** _____

School Board Member: _____ **Date:** _____

School Board Member: _____ **Date:** _____

School Board Member: _____ **Date:** _____

School Board Member: _____ **Date:** _____

School Board Member: _____ **Date:** _____

School Board Member: _____ **Date:** _____

School Board Member: _____ **Date:** _____

DRAFT