

~~School Board of Broward County, Florida~~
~~TECHNOLOGY ADVISORY COMMITTEE (TAC)~~

~~BY-LAWS~~

TECHNOLOGY ADVISORY COMMITTEE BYLAWS

ARTICLE I. NAME

The name of this Committee shall be the TECHNOLOGY ADVISORY COMMITTEE (TAC).

ARTICLE II. PURPOSE

Advisory committees are established by The School Board to provide recommendations to it on issues within certain standing areas of responsibility. Advisory committees are intended to provide recommendations from a community perspective on specific areas as directed by The School Board or Superintendent and may inform The School Board of issues that are brought to the attention of committees by members of the community. The recommendations and opinions of advisory committees are not binding upon The School Board and do not necessarily reflect the positions and opinions of The School Board or of individual School Board Members or the Superintendent.

The ~~Technology Advisory Committee will~~ primary objectives of the TECHNOLOGY ADVISORY COMMITTEE as outlined in School Board Policy 5306.1 shall be to:

- Provide strategic input, advice, assistance and recommendations in the procurement ~~and implementation~~ of technology.
- Ensure alignment with The School Board of Broward County, Florida's Mission and Goals along with all documents that govern the use of technology in The Broward County Public School (BCPS) system.
- Maintain strategic relationships and/ communications with all BCPS departments and divisions involved in systemic technology related initiatives and ~~procurements~~ purchases, as identified in district flowcharts.
- Play a significant role in the planning and evaluation of current and new technology initiatives, especially those related to all documents that govern the use of technology in BCPS (i.e. District Technology Strategic Plan) ~~in order~~ to provide recommendations to The School Board of Broward County, Florida.

The Committee functions shall include:

- A. The Technology Advisory Committee will serve in an advisory capacity to The School Board of Broward County, Florida. The objectives, duties and actions of the Technology Advisory Committee may not conflict with any of the powers and duties reserved by law to The School Board or to the Superintendent of schools.
- B. The Committee will make recommendations regarding the alignment of technology initiatives and the District's Technology Plan.

The responsibilities and duties of the Committee will be in accordance with The Florida Statutes and Broward County School Board Policies.

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~~Article III. MEMBERSHIP OF THE TECHNOLOGY ADVISORY COMMITTEE~~

~~Section 1. Voting Membership~~

The Committee shall be representative of the ethnic ~~and gender~~ diversity of the school's/~~d~~District's student population. All members as per policy 5306.1 should have an expertise in technology and its uses and issues related to teehnologyeducation. ~~The requirement of "expertise in technology" shall be satisfied as set forth below: In order to satisfy this requirement, the minimum standards for representation shall be as follows:~~

- ~~3 ETS representatives will be elected/appointed by ETS.~~
- ~~1 District Technology Standards Committee representative will be elected/appointed by the Standards Committee.~~
- ~~1 BECON representative will be elected/appointed by BECON.~~
- ~~1 Supply Management & Logistics representative will be elected/appointed by SM&L.~~
- ~~1 Curriculum representative will be elected/appointed by Curriculum and Instruction.~~
- ~~1 Instructional Technology representative will be elected/appointed by Instructional Technology.~~
- ~~1 Facilities representative will be elected/appointed by Facilities.~~
- ~~3 Area Instructional Technology Specialists. One from each Area Office will be appointed.~~
- ~~3 Teacher representatives. (Each Area Office will be responsible for electing/appointing the teacher for this representation.)~~
- ~~1 HRD representative will be elected/appointed by HRD.~~
- ~~1 Enterprise Resource Planning (ERP) representative will be elected/appointed by ERP.~~
- ~~2 Union representatives. One from the Broward Teachers Union Education Professions (BTU-EP) and one from Broward Teachers Union Technical Support Professionals (BTU-TSP) will be elected/appointed by BTU.~~
- ~~6 School District Administrators or designee(s) consisting of the following where each Area Office selects two administrators:~~
 - ~~_____ 1 High School~~
 - ~~_____ 1 Middle School~~
 - ~~_____ 1 Elementary School~~
 - ~~_____ 1 Technical School~~
 - ~~_____ 1 Center~~
 - ~~_____ 1 Adult Community School~~
- ~~9 Board member representatives. Each Board Member will appoint one representative.~~
 - ~~1 Diversity Committee representative will be elected/appointed by the Diversity Committee.~~
 - ~~1 Business representative will be appointed by the Broward County Alliance.~~
 - ~~1 Broward County Government (preferably in the technology area) representative will be appointed.~~

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~~1 Higher Education representative will be selected/appointed by the Broward County Educational Consortium.~~

~~5 District Advisory/Parent Representatives consisting of the following where each organization has the responsibility of electing/appointing its representative:~~

~~1 District Advisory Council representative~~

~~1 Exceptional Student Education Advisory Council representative~~

~~1 English Speakers of Other Languages Leadership Council representative~~

~~1 Gifted Advisory Council representative~~

~~1 Broward County Council Parent Teacher Association representative~~

~~2 Students with strong technology background chosen by Student Government.~~

~~Additional subcommittees will include teachers with a technological background for topics pertaining to curriculum when required.~~

~~Section 2. Non-Voting Membership~~

~~In addition to the Committee's voting members:~~

~~1 Executive Leadership Team member or designee shall attend all TAC General Meetings in a non-voting capacity.~~

~~2 One non-voting senior staff person or designee, who will work with the Chair on setting the agenda and conducting the business of the Committee.~~

~~3 Parliamentarian, a non-voting member, shall be a part member of the committee. The staff member assigned to the committee shall be trained in parliamentary procedures and serve as parliamentarian when deemed necessary.~~

~~Section 3. Term of Membership~~

~~A. Length of Term: Technology Advisory Committee members shall be elected and/or appointed for one (1) year and may be elected and/or appointed for additional terms. Members nominated by the various selection/source groups should have an expertise in technology and its uses and issues related to technology. A term shall begin July 1 and end on June 30 of the following year or as directed by School Board Action. Each designated group listed in Section 1 (Voting Membership) shall elect or appoint its representative to this Committee no later than August 31st of the current year.~~

~~B. Members of the Technology Advisory Committee should attend meetings on a regular basis. A member will be removed from membership after three(3) consecutive or 4 absences in one calendar year from properly noticed meetings.~~

~~C. Any member may resign by filing a written resignation addressed to the Chair of the Technology Advisory Committee.~~

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~~D. Any vacancy of the Technology Advisory Committee shall be filled for the remainder of the unexpired term through appointment/election, by the electing/appointing body or agency which member represents.~~

~~E. All members shall abide by the "Conflict of Interest Policy" as described in the Technology Advisory Committee Policy # 5306.1, Section B, Paragraph 6.~~

~~Section 4. Each new member shall receive training on the Committee's history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff, Sunshine Laws and Public Records Act and Robert's Rules of Order.~~

~~Section 5. Acknowledgement: Each member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct, abide by the Nondiscrimination Policy Statement (4000.1) and actively support the mission, purpose, and related Committee and School Board Policy statements. In addition, the statement will acknowledge that the member has received staff training on Robert's Rules of Order, Newly Revised, the Florida Sunshine Laws, Public Records Act, and School Board Policies that affect the Committee's functions. (See Appendix #1 Broward County Public Schools' District Committee Training Acknowledgement Statement)~~

Section 1: Voting: All School-Board Established Advisory Committees shall have a finite and set number of members. This number shall include all School Board-appointed representatives to the TECHNOLOGY ADVISORY COMMITTEE and all individuals entitled to vote, as outlined in the enacting Policy #53606.1. All voting must comply with Sections 286.012 and 112.3143 (3)(a) of Florida Statutes. All members must vote, unless there is a voting conflict. All abstentions require the form for voting conflicts to be completed.

Section 2: Terms of Membership: Members of the TECHNOLOGY ADVISORY COMMITTEE ~~should attend meetings on a regular basis~~ are required, to attend regular meetings. 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 TECHNOLOGY ADVISORY COMMITTEE or is absent from a total of four (4) meetings of the TECHNOLOGY ADVISORY COMMITTEE during the school year of the appointment. Vacancies will be filled pursuant to School Board Policy. A term shall begin July 1 and end on June 30 of the following year or as directed by School Board Action. Each designated group listed in Policy 5306.1, Section B, Item 1a (Voting Membership) shall elect or appoint its representative to this Committee no later than August 31st of the current year.

Section 3: Length of Term: No term limits shall be imposed upon any individual's service as an appointee or member of the TECHNOLOGY ADVISORY COMMITTEE.

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- Section 4: The TECHNOLOGY ADVISORY COMMITTEE 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.
- Section 5: Each member of the TECHNOLOGY ADVISORY COMMITTEE is required to complete the ~~school district's~~ annual training program for School Board-Established Advisory Committees ~~prior to~~before the second meeting following their appointment to the TECHNOLOGY ADVISORY COMMITTEE. 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 (whom are not members of the TECHNOLOGY ADVISORY COMMITTEE) from attending TECHNOLOGY ADVISORY COMMITTEE meetings. Attendees from the public who are not members of the TECHNOLOGY ADVISORY COMMITTEE are not required to participate in this training.
- Section 6: Each member of the TECHNOLOGY ADVISORY COMMITTEE 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 TECHNOLOGY ADVISORY COMMITTEE is required to execute the ~~school district's~~ Conflict of Interest form for School Board-Established Advisory Committees ~~prior to~~before serving on any advisory committee.

~~Section 7: Members nominated by the various selection/source groups should have an expertise in technology, its uses and issues related to technology.~~

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. Neither of those offices may be held by an advisory committee appointee or member for more than two (2) consecutive years. After serving as its Chair for two 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 without a waiver from the School Board.

~~Section 1:~~

- ~~A. Officers of this committee will consist of a Chair, Vice Chair, Recording Secretary, and any other officer deemed necessary by the Committee.~~
- ~~B. The Technology Advisory Committee will elect a Chair, who is a non School Board employee, from the full TAC membership to a term of one year starting on July 1 and end on June 30 of the following year or as directed by School Board Action.~~

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~~C. Any officer elected by the Technology Advisory Committee may be removed by a two-thirds affirmative vote of all members sitting on the Technology Advisory Committee whenever, in the judgment of the Committee, the best interests of the Committee thereby would be served. Two (2) weeks notice must be given to all members with all grounds stated in writing. The officer subject to the removal procedure, and/or representative, shall be provided time, as per district guidelines, to respond to the allegations and to be heard prior to the Committee taking a vote on this matter.~~

~~Section 2. The officers shall be elected annually at the May meeting and shall serve from July 1 and end on June 30 of the following year or as directed by School Board action.~~

~~Section 3. Installation of new officers may be held at the last meeting of the school year or as soon thereafter as possible.~~

~~Section 4. If a vacancy should occur among the offices of the Recording Secretary, Vice Chair or Chair of the Technology Advisory Committee, the office may be filled at the next general meeting. Members shall be notified at least two (2) weeks prior to the meeting that the vacancy (ies) exists. Notices of vacancies shall be published to the general public as part of the meeting agenda. Nominations will be accepted from the floor and the majority vote of the members present at the meeting will elect the person to the vacant position for the remainder of the term.~~

~~Section 5. Nominating Committee:~~

~~A. The Chair will appoint, at least one (1) month prior to the election, a nominating committee composed of an odd number, no less than three (3) and no greater than five (5) members who shall select a Chair for the Nominating Committee. The Chair of the Technology Advisory Committee shall not be a member of the nominating committee. The recommendations (slate) of the nominating committee shall be published two weeks prior to the election meeting to the membership and to the general public as part of the meeting agenda. The Chair shall open the floor for additional nominations.~~

~~B. The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.~~

~~Section 1. Officers of this Committee will consist of a Chair, Vice Chair, and Secretary, and any other deemed necessary by the function of the Committee.~~

A. The TECHNOLOGY ADVISORY COMMITTEE will make every effort to elect a Chair who is a non-SBBC employee from the full TAC membership to a term of one year starting on July 1 and end on June 30 of the following year or as directed by School Board Action.

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B. Any officer elected by the TECHNOLOGY ADVISORY COMMITTEE may be removed by a two-thirds affirmative vote of all members sitting on the TECHNOLOGY ADVISORY COMMITTEE whenever, in the judgment of the Committee, the best interests of the Committee thereby would be served. Two (2) weeks notice must be given to all members with all grounds stated in writing. The officer subject to the removal procedure, and/or representative, shall be provided time, as per district guidelines, to respond to the allegations and to be heard prior to the Committee taking a vote on this matter.

Section 2. The officers shall be elected annually at the May meeting. Nominations and elections processes shall be conducted as outlined in the current edition Robert's Rules of Order.

Section 3. Installation of new officers will be held at the last meeting of the school year or as soon thereafter as possible.

Section 4. If for any reason, an officer is unable to complete the term of office, a new election will be held at the next meeting.

Section 5. Nominating Committee:

The Chair will appoint, at least one (1) month prior to the election, a nominating committee composed of an odd number, no less than three (3) and no greater than five (5) members who shall select a Chair for the Nominating Committee. The Chair of the TECHNOLOGY ADVISORY COMMITTEE shall not be a member of the nominating committee. The recommendations (slate) of the nominating committee shall be published two weeks ~~prior to~~before the election meeting to the membership and to the general public as part of the meeting agenda. The Chair shall open the floor for additional nominations.

ARTICLE V. DUTIES OF THE OFFICERS

Section 1. The Chair shall preside at all meetings of the Committee and will be an ex-officio member of all committees except the nominating committee. The Chair will prepare and publish an agenda at least seven (7) days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests same.

Section 2: The Chair will meet annually with the Superintendent or her/his designee to collaborate on the goals and objectives for the school year. The TECHNOLOGY ADVISORY COMMITTEE 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

Section 3. Duties of Officers

A. The Chair shall preside at all meetings of the TECHNOLOGY ADVISORY COMMITTEE and may sign all letters, reports, and other communications of the TECHNOLOGY

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ADVISORY COMMITTEE. In addition, he/she shall perform all duties incident to the office of the Chair and such other duties as may be prescribed by the TECHNOLOGY ADVISORY COMMITTEE from time to time. The Chair will be responsible for reporting to The School Board at the regular School Board meetings under committee reports.

- B. The duties of the Vice-Chair shall be to represent the Chair in assigned duties and to substitute for 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 TECHNOLOGY ADVISORY COMMITTEE.
- C. The Recording Secretary shall be the official "Custodian of Records" and keep the minutes of all general and special meetings of the TECHNOLOGY ADVISORY COMMITTEE. Official minutes of any and all committee meetings must be approved by the general membership of TAC prior to transmission to other parties. The Recording Secretary shall promptly transmit to each of the members, to the members of The School Board, to the Superintendent and to such other persons as the committee may direct, true and correct copies of the official minutes of such meetings. The recording secretary will be responsible for keeping the official attendance records for all committees. It is the duty of the Recording Secretary to comply with the Florida Public Records Act.

ARTICLE VI. MEETINGS

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

The TECHNOLOGY ADVISORY COMMITTEE 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 Committee issues. Members of the public may not participate in the Committee discussions unless permission to speak is specifically granted to the individual who requests to speak by the Chair.~~

~~Section 2. — Attendance~~

~~Attendance of members will be kept for all meetings. The Secretary or a designee will take attendance.~~

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~~Technology Advisory Committee meetings will be scheduled at times and locations convenient for all stakeholders. All meetings must be scheduled and officially advertised in advance in compliance with the Sunshine Law (Chapter 286, Florida Statutes). Any change in the established date, time or location shall be re-advertised in compliance with the Sunshine Law.~~

~~A quorum necessary for the transaction of the business of the Technology Advisory Committee consist of simple majority (50% + 1) of the total membership as listed in Article III. An official quorum of committee members must be physically present at the meeting location for the committee to conduct official business. Individuals participating from remote locations through the use of technology may not be counted for the purpose of establishing a quorum for the committee to conduct official business.~~

~~Section 3. Agendas~~

~~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 and in compliance with the Robert's Rules of Order.~~

~~Any matter that is scheduled to come before the Committee for a vote must be on the agenda.~~

~~Section 4. Minutes~~

~~Minutes of all meetings will be recorded by the Recording Secretary or a designee and maintained in compliance with the Public records Act (Chapter 119, Florida Statutes). Approved minutes will be kept on file on the TAC website and posted 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 the motion, the results of the vote and action taken).~~

~~Section 5. Voting Rights~~

~~Each member shall be entitled to cast a vote and to speak on each item submitted for a vote before the Technology Advisory Committee. An individual holding more than one (1) position on the TAC, either elected or appointed, shall cast only one (1) vote on each matter submitted. A member must be present to vote. When necessary, the Recording Secretary shall tally the votes according to the roll call of members present. Vendors and other interested may participate as allowed by the Chair and contribute to committee discussions, but have no voting rights. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law).~~

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~~Section 6. Special Meetings~~

~~Special meetings may be called by the Chair or by a majority vote of a quorum of members of the Technology Advisory Committee having voting rights. All special meetings will be advertised at least three (3) calendar days in advance.~~

- Section 1. Guests: All meetings are open to the public under the Florida Sunshine Law; however, non-members/guests may not vote on Committee issues. Members of the public may not participate in the Committee discussions unless permission to speak is specifically granted to the individual who requests to speak by the Chair.
- Section 2. Attendance of members will be kept for all meetings. The Secretary or a designee will take attendance. Attendance records will be sent to the assigned staff liaison.
- Section 3. 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. Special meetings may be called by the Chair or by notice of any three (3) members in writing to the Chair.
- Section 5. 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.
- Section 6. All meetings will be scheduled at times and locations convenient for all stakeholders. All meetings must be scheduled and officially advertised in advance and in compliance with Sunshine Law. Any change in the established date, time or location shall be re-advertised. 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. 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. A majority of the membership of the TECHNOLOGY ADVISORY COMMITTEE (50% plus one or a simple majority) constitutes a quorum.

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- Section 8. 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 and in compliance with Robert's Rules of Order.
- Section 9. Each member shall be entitled to cast a vote and to speak on each item submitted for a vote before the TECHNOLOGY ADVISORY COMMITTEE. An individual holding more than one (1) position on the TAC, either elected or appointed, shall cast only one (1) vote on each matter submitted. A member must be present to vote. When necessary, the Recording Secretary shall tally the votes according to the roll call of members present. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law).

ARTICLE VII. COMMITTEES

Section 1: The Chair shall create such committees as may be required in School Board Policy to promote the objectives of the Committee.

~~B. The Technology Advisory Committee may, from time to time, establish and abolish strategic task force committees as it may desire. No standing task force shall exercise the authority of the Technology Advisory Committee. The Chair of TAC will appoint a Chair for each task force.~~

ARTICLE VIII. AMENDMENTS

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

Section 2: Amendments to the By-Laws will be approved by a majority of the membership, as outlined in the enacting Policy #5306.1. 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 Committee.

~~These Bylaws and all amendments thereto shall become effective on the date of the School Board approval.~~

~~Approved: 1/21/03~~

~~Amended: 4/29/03, 12/07/04, 06/06/06, 08/03/10~~

Ratified _____
(Date)

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Amended _____
(Date)