

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 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 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 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) 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.

Article III. MEMBERSHIP

The Committee shall be representative of the ethnic diversity of the school's/District's student population. All members as per policy 5306.1 should have an expertise in technology and its uses and issues related to education.

- 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 #5306.1. 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 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.
- 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 Advisory Committee.
- Section 5: Each member of the TECHNOLOGY ADVISORY COMMITTEE is required to complete the annual training program for School Board-Established Advisory Committees 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 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 Conflict of

Interest form for School Board-Established Advisory Committees before serving on any advisory committee.

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. 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.

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 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 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 during his/her absence, and shall perform such other duties from time to time as may be assigned to him/her by the Chair.
- 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 the staff-assigned liaison true and correct copies of the official minutes of such meetings (staff-assigned liaison will ensure proper posting of minutes to the District’s website and other documentation repositories). The recording secretary will be responsible for keeping the official attendance records. 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 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, 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.
- 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.

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.

Ratified _____
(Date)

Amended _____
(Date)