

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

BY-LAWS

ARTICLE I. NAME

The name of this committee shall be the Technology Advisory Committee (TAC).

ARTICLE II. PURPOSE

The primary objective of the Technology Advisory Committee shall be to: Provide input, advice, assistance and direction in the implementation of the School and District Technology Usage Policy.

The Committee functions shall include:

- A. To be advisory in nature to the Chief Information Officer and the School Board of Broward County. 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. 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 Florida State Statutes and Broward County School Board Policy. (contract)

Article III. MEMBERSHIP

The 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:

19	Teachers: three (3) teachers from each Area, one (1) each from the high, middle, and elementary school; three (3) Media Specialists one (1) each from high, middle and elementary school; three (3) technology specialists; one (1) each from high, middle and elementary school; and one (1) vocational instructional person. Each Area Office will be responsible for electing/appointing the teachers for this representation.
12	Parents; three (3) each from the four (4) current parent organizations- DAC, PTA, ESE, and ESOL. Each organization will have the responsibility of electing/appointing their three (3) representatives.
3	Students: two (2) high school students elected/appointed by the Broward County Association of Student Councils and/or Student Technology Leadership Program, and one (1) adult vocational student elected/appointed by the Technical Centers.
4	Area Instructional Technology Specialists: Each Area Technology Specialist will serve as a member of the TAC.

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2	TLCs: Two (2) TLC's will be elected/appointed by the TLC representatives.
9	School Board Appointees: Each School Board Member will appoint one (1) representative to TAC, residing in said Board Member's district.
5	Curriculum Specialists: The five (5) areas of curriculum- reading, language arts, mathematics, social studies and science will elect/appoint a representative to TAC.
4	School-Based Administrators: Each area will select a school-based administrator to serve on TAC.
5	Post-Secondary Administrators: The Broward County Consortium will select five (5) members representing the post secondary educational schools in Broward County.
3	Community Business Reps: The Broward County Alliance will elect/appoint three (3) members to TAC.
2	Broward County Government: Broward County will select one (1) member from the County technology area and one (1) member from the Public Library System.
5	ETS staff: Five (5) members from the various areas of ETS will be selected to serve as members of TAC.
4	Four (4) Union Representatives, One (1) from each of the following bargaining units: Broward Teachers Union, Technical Support Professionals, Broward County Paraprofessionals Association, and Federation of Public Employees.
8	District Office Departments: One (1) member from each of the following departments will be selected to serve as a member of TAC: Budget, BECON, Facilities, HRD, Strategic Planning, Research and Evaluation, Maintenance and Purchasing.
1	Superintendent Designee

Section 1.

- A. Voting: When a consensus cannot be reached, a vote of the membership will be taken. All members of the Committee shall have one vote each. A voting member must be present to vote.

Section 2.

- A. Terms of Membership: Members of the Technology Advisory Committee should attend meetings on a regular basis. A member will be removed from membership after three (3) ~~unexcused~~ consecutive or 4 ~~unexcused~~ absences in one calendar year from properly noticed meetings. Vacancies will be filled as per School Board policy.
- B. Any member may resign by filing a written resignation addressed to the Chairperson of the Technology Advisory Committee.

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- C. Any vacancy of the Technology Advisory Committee shall be filled for the remainder of the unexpired term through appointment/election/selection, by the appointing/electing/selecting body or agency with the approval of the Steering Committee.
- D. No member can be a vendor or be a party personally affiliated with someone doing business with the Broward County School Board.

Section 3: 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. The membership shall serve staggered terms with only half the membership in any given year eligible for re-appointment/re-election or termination. The first year will result in the need to have half the membership serve for one-year terms while the other half serve two-year terms. A term shall begin July 1 and end on June 30 of the following year.

Section 4. One non-voting senior staff person or designee, who will work with the ~~person~~ Chair on setting the agenda and conducting the business of the Committee.

Section 5. Each new member shall receive training on the Committee's history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff.

Section 6. Each member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct (~~Robert's Rules of Order, Newly Revised~~) and, actively support the mission, purpose, and related Council/Committee and School Board Policy statements. Also, the statement will acknowledge that the member has received staff training on Robert's Rules of Order, Newly Revised, and the Florida Sunshine Laws.

Section 7. ~~Each member shall receive training in the Florida Sunshine Laws and Robert's Rules of Order, Newly Revised.~~

Section 7. Parliamentarian, non-voter, shall be a part of the council/committee.

ARTICLE IV. OFFICERS

Section 1.

- A. Officers of this committee will consist of a Chair, Vice Chair, and Secretary, ~~person, parliamentarian~~ and any other deemed necessary by the function of Committee.
- B. The Technology Advisory Committee will elect a Chairperson who is a non-School Board employee from the full TAC membership to a term of one year.
- C. The officers shall not be voting members of any sub-committee.

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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) week notice must be given to all members with all grounds stated in writing. All parties involved shall be heard prior to the vote.

Section 2. The officers shall be elected annually at the May meeting.

Section 3. Installation of new officers will be held at the last meeting of the school year.

Section 4. If a vacancy should occur among the offices of the Recording Secretary, Vice Chairperson, or Chairperson 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. 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 Chairperson 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. One (1) member from the Steering Committee shall serve on the nominating committee. The Chairperson 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. 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.

ARTICLE V. DUTIES OF THE OFFICERS

- A. The ~~person~~ Chair shall preside at all meetings of the Committee and will be an ex-officio member of all committees except the nominating committee. The ~~person~~ 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 it.
- B. The Chairperson 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 Chairperson and such other duties as may be prescribed by the Technology Advisory Committee from time to time. The Chairperson shall not be an employee of the School Board of Broward County. The Chair will be responsible for reporting to the Broward School Board and to the Chief Information Officer.

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- C. The duties of the Vice-Chairperson shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during his/her absence, and shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or by the Technology Advisory Council.

- D. The Recording Secretary shall keep the minutes of all general and special meetings of the Technology Advisory Committee and of all meetings of the Steering Committee. The recording secretary shall retain minutes of any committee or sub committee. Minutes of any committee or sub committee meeting 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 minutes of such meetings. The recording secretary will be responsible for keeping the official attendance records for all committees.

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, nonmembers / guests may not vote on Council/Committee issues.

- 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 Chairperson.

- Section 3. Minutes of all meetings will be recorded by the Secretary or a designee. Approved ~~Minutes~~ minutes will be sent to the Office of the Chief Information Officer, 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 and the results of the vote) and any decisions reached by consensus.

- Section 4. Special meetings may be called by the ~~person~~ Chair or by notice of any three (3) members in writing to the ~~person~~ Chair.

- Section 5. All scheduled meetings, meeting times, and places will be announced at least one week in advance. Any matter that is scheduled to come before the Council/Committee for a vote requires at least 3 days advance written notice to all members. Members must be advised of a change in the established date, time or location. All special meetings will require notification.

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- Section 6. Technology Advisory Committee meetings will be scheduled at times and locations convenient for all stakeholders. All General, Steering, and Sub-Committee meetings must be scheduled and officially advertised in advance. Committee members must be advised of any change in the established date, time or location.
- 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 Council/Committee (50% plus 1) 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.
- Section 9. Voting will be by roll call. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law).

ARTICLE VII. COMMITTEES

- A. The ~~person~~ Chair shall create such committees as may be required in School Board Policy to promote the objectives of the Council/Committee.
- B. Composition of the Steering Committee will include the elected officers of the Technology Advisory Committee, the Chairpersons for the three standard sub-committees, one (1) parent representative, one (1) teacher representative, one (1) administrative representative, one (1) School Board representative, one (1) student representative, and an additional five (5) members elected at large. Each member of the Steering Committee is entitled to one (1) voice and one (1) 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.
- C. The General TAC membership is assigned to participate in at least one (1) Sub-Committee. The current sub-committees are: Instructional/Administrative, Technical Support, and Infrastructure.

ARTICLE VIII. AMENDMENTS

- A. Bylaws must conform with the State of Florida statutes School Board Policy.
- B. Amendments to the bylaws will be approved by a majority of the ~~SAC~~-members. Bylaws will be reviewed every two years or at such time that legislation or School Board action occurs that would require a review.
- C. All bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Council/Committee.

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D. ~~_____ All Council/Committee bylaws shall be School Board approved prior to implementation by the Council/Committee.~~

Ratified _____
 Date

Amended _____

Board Approved: 1/21/03, 4/29/03, 12/07/04