

**EVERGREEN SCHOOL DISTRICT**  
**DISTRICT ADVISORY COMMITTEE BY-LAWS**

**ARTICLE I**

Name of Committee

The name of this committee shall be the Evergreen School District Advisory Committee.

**ARTICLE II**

Objectives

The purpose of the District Advisory Committee shall be to advise the school district in the development of educational programs which receive categorical funding.

In its advisory role to the district, the District Advisory Committee specific functions and responsibilities are as follows:

1. Assist in the overall planning, developing, implementation, evaluation, and dissemination of information relative to the objectives and activities of the school district's categorical programs.
2. Assist in organizing and coordinating community resources in a concerted effort to resolve special needs of children, including the training of evaluators for the self-reviews conducted by the schools.
3. Serve as a forum for the sharing of specific concerns, solutions, and activities relating to the categorical programs at each of the schools.
4. Communicate the purposes of the categorical programs to the community and encourage community support and participation.
5. Develop/revise by-laws for the District Advisory Committee operation and membership.

## **ARTICLE III**

### Membership

#### **Section 1. Composition of the District Advisory Committee**

1. The District Advisory Committee shall be composed of the following voting members.
  - a. One parent representative from the School Site Council of each participating School Improvement school and must include two classroom teachers and 2 principals.
  - b. One secondary student. (optional)
  - c. Two classroom teachers.
  - d. Two principals.
  - e. The Director of Educational Services.
2. Efforts shall be made to assure a broad representation of the community represented in the school district; including English Learners (EL), Special Education, Gifted and Talented Education (GATE), Socio-Economically Disadvantaged (SED).
3. Any parent, student or staff member of a participating school may attend meetings and/or serve as a resource to the committee.
4. One alternate shall be elected by each School Site Council. This alternate may vote in the absence of the school's representative.

## **Section 2. Term of Office**

1. The District Advisory Committee representatives and alternates from each of the School Site Councils shall be elected for a two-year term.
2. The student representative to the District Advisory Committee may be appointed for a one-year term on a rotating basis by the site principal from those secondary school receiving categorical funding.
3. The classroom teachers shall be elected for a one-year term on a school rotating basis. The principal representative shall be elected for a one-year term.
4. The terms of the following members shall be their tenure in the positions:
  - a. The Director of Educational Services.
5. The terms of the District Advisory Committee members shall be staggered so as to ensure continuity on the committee. Each year of membership shall coincide with the school year.
6. Names, addresses, telephone numbers, and email addresses of each elected member and alternate shall be submitted in writing to the Director of Educational Services.

## **Section 3. Voting Rights**

Each member as designed in Article III, Section 1. shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Advisory Committee.

## **Section 4. Termination of Membership**

A member shall no longer hold membership should he/she relocate outside of the district or no longer meet the membership requirements under which he/she was selected. The committee, by affirmative vote of two-thirds of all members, can suspend or expel a member.

## **Section 5. Transfer of Membership**

Membership in the District Advisory Committee is not transferable or assignable.

## **Section 6. Resignation**

Resignations will be accepted upon written notice to the chairperson.

## **Section 7. Vacancy**

Any vacancy of this committee shall be filled for the remainder of the term by the appropriate group which the member represented.

# **ARTICLE IV**

## Officers

### **Section 1. Officers**

The District Advisory Committee shall elect the following offices: chairperson, co-chairperson, and secretary.

### **Section 2. Election and Term of Office**

1. The co-chairperson and the secretary of the Advisory Committee shall be elected annually and shall serve for one year in each office. The co-chairperson shall assume the position of chairperson at the first meeting of the school year following his/her term as co-chairperson.
2. The chairperson shall conduct election of the secretary at the DAC's November meeting by written ballot.
3. The election of the co-chairperson shall be conducted by the chairperson at the DAC's January meeting using a written ballot which includes a statement of interest from each of the nominees. DAC members in their second year as DAC representative may be nominated for the office of co-chairperson if they agree to serve a third year in which they may not necessarily represent a site.

### **Section 3. Removal**

Any officer elected or appointed by the District Advisory Committee shall be removed by a two-thirds vote of all members sitting on the Advisory Committee whenever in the judgment of the committee the best interests of the committee would be served thereby.

#### **Section 4. Duties of the Chairperson**

1. To preside at all meetings of the Advisory Committee.
2. To sign letters, reports, and other communications of the Advisory Committee.
3. To perform all duties incident to the office of chairperson.

#### **Section 5. Duties of the Co-chairperson**

1. To substitute for the chairperson in his/her absence.
2. To perform such duties as may be assigned by the chairperson.

#### **Section 6. Duties of the Secretary**

1. To take complete minutes of the transactions of each District Advisory Committee meeting.
2. To keep all minutes in order for each reference.
3. To ensure that minutes are distributed to the council members one week prior to the next Advisory Committee meeting.
4. To maintain an up-to-date register of the address and telephone number of each member.
5. To be responsible for attendance accounting.
6. To perform such duties as may be assigned to the office by the chairperson.

### **ARTICLE V**

#### Standing and Special Committees

The District Advisory Committee may establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the District Advisory Committee.

## **ARTICLE VI**

### Meetings of the District Advisory Committee

#### **Section 1. Regular Meetings**

The District Advisory Committee shall meet the third Wednesday of October and the second Wednesday of November, January, February, March, and May.

#### **Section 2. Special Meetings**

Special meetings may be called by the chairperson or by majority vote of the Advisory Committee.

#### **Section 3. Place of Meetings**

The Advisory Committee shall hold its regular meetings and its special meetings in a facility provided by the school district.

#### **Section 4. Notice of Meetings**

Members of the District Advisory Committee shall receive mailed and/or emailed notification of all regular and special meetings.

#### **Section 5. Quorum**

A quorum shall consist of a simple majority of the council members.

#### **Section 6. Decision of the District Advisory Committee**

All decisions of the District Advisory Committee shall be made by an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

#### **Section 7. Conduct of Meetings**

All regular and special meetings of the District Advisory Committee shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

#### **Section 8. Open Meetings**

All regular and special meetings of the District Advisory Committee, and of its standing or special committees, shall be open at all times to the public and to representatives from the school district.

## **ARTICLE VII**

### Amendments

These by-laws may be amended at any time by a two-thirds affirmative vote of the members of the District Advisory Committee. The members shall receive written notice of the proposed amendments at least ten (10) days prior to action on said amendments.