

# District Advisory Committee Bylaws

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## Article I -Name of the Committee

The Hesperia Unified School District has established the Hesperia Unified School District - *District Advisory Committee*. Hereinafter, this district advisory committee may be referred to as the DAC. The DAC is an advisory committee to the board of education.

## Article II - Role of the Committee

The DAC is required to advise the district staff in meeting the needs of students who are educationally disadvantaged, English learners, and economically disadvantaged. The district advisory committee has responsibility for the following duties:

- ❑ Participate in the planning, implementation, and evaluation of the Title I/School Compensatory Education (SCE) programs
- ❑ Advise the district in the development of its intra-district allocation plan
- ❑ Review and approve the Consolidated Application pages related to compensatory education (Title I, Economic Impact Aid - School Compensatory Education [EIA-SCE], non-public)
- ❑ Advise the district about a school's participation in the Low Achievement Schoolwide Program
- ❑ Advise the district about participation in EIA alternative programs
- ❑ Provide input to the Local Education Agency (LEA) plan and LEA addendums, if appropriate
- ❑ Carrying out all other duties assigned to the DAC by the district governing board and by state or federal law

## Article III - Members

### *Section 1: Size and Composition*

The district advisory committee will be composed of twenty-eight (28) members. These members will consist of at least one representative from each school site (25 representatives), along with the committee chairperson, the coordinator and the secretary for curriculum and categorical programs. The majority of the members may be parents of students who are English learners, economically disadvantaged or educationally disadvantaged.

Below is the number of members by group (as of October 6, 2014):

Parents:        twenty one (24)

Staff:           forty one (41)

### *Section 2: Term of Office*

All members of the DAC shall serve for a term of one (1) year.

### *Section 3: Selection/Election of Members*

Selection of a site representative that shall serve as a DAC member will be decided by each site's School Site Council.

### *Section 4: Voting Rights*

Each DAC member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the DAC. Absentee ballots shall not be permitted.

### *Section 5: Termination of Membership*

A DAC member shall no longer hold membership should he or she cease to be a resident of the district or no longer meets the membership requirements under which he or she was selected.

Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three (3) consecutive meetings.

The DAC, by an affirmative vote of two-thirds of all members, can suspend or expel a member.

### *Section 6: Transfer of Membership*

Membership on the DAC may not be assigned or transferred.

### *Section 7: Resignation*

Any DAC member may terminate his or her membership by submitting a written letter of resignation to the DAC chairperson.

### *Section 8: Vacancy*

Any vacancy on the DAC that occurs during the term of a member shall be filled by returning the vacancy to the site for selection of a new member.

## **Article IV - Officers**

### *Section 1: Officers*

The DAC officers shall include a chairperson, secretary, and any other officers the DAC shall deem as desirable.

### *Section 2: Election of Officers and Terms of Office*

The DAC officers shall be elected annually and shall serve a term for one year or until a successor has been elected.

Any DAC member shall serve in any officer capacity.

### *Section 3: Removal of Officers*

Any DAC officer may be removed from their office by two-thirds vote of all DAC members.

### *Section 4: Vacancy in an Officer Position*

A vacancy in any office because of resignation, removal, disqualification, death or otherwise shall be filled for the remainder of the officer's term.

A vacancy in any office shall be filled by election of the DAC.

This election will be included in the posted meeting agenda.

### *Section 5: Officer Duties*

The chairperson shall:

- ❑ Preside at all DAC meetings
- ❑ Sign all letters, reports, and other communications of the DAC
- ❑ Perform all duties incident to the office of the chairperson
- ❑ Assume other such duties as prescribed by the DAC

The secretary shall:

- ❑ Keep minutes of all regular and special meetings of the DAC
- ❑ Promptly transmit to each of the DAC members and district representative true and correct copies of the minutes of such meetings
- ❑ Provide all notices in accordance with the provisions of these bylaws
- ❑ Serve as custodian of the records
- ❑ Maintain a register of the address, phone number and term of office of each DAC member
- ❑ Perform all duties incident to the office of secretary
- ❑ Perform such duties that are assigned by the chairperson or the DAC

## **Article V - Committees**

### *Section 1: Standing and Special Committees*

The DAC may from time to time establish standing or special committees to perform various functions as prescribed by the DAC. All appointed individuals and committees serve at the pleasure of the DAC and are advisory to it. No standing or special committee may exercise the authority of the DAC. A standing or special committee may be abolished by a vote of the DAC.

The purpose of these committees is to:

- ❑ Gather and analyze data
- ❑ Examine materials, staffing, or funding possibilities
- ❑ Propose to the DAC strategies for improving the instruction practices

### *Section 2: Standing and Special Committee Membership*

Unless otherwise determined by the DAC, the DAC chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

### *Section 3: Standing and Special Committee Term of Office*

The DAC shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

### *Section 4: Standing and Special Committee Rules*

Each standing and special committee will establish procedural rules that are consistent with the DAC's bylaws and the district governing board.

## **Article VI - Meetings of the District Advisory Committee**

### *Section 1: Meetings*

The DAC shall hold its regular meetings at 4:00 p.m. on the third Wednesday of each of the following months:

- ☐ October
- ☐ December
- ☐ February
- ☐ April
- ☐ June

Special meetings of the DAC may be called by the chairperson or by a majority vote of the DAC.

### *Section 2: Place of Meetings*

The DAC shall hold its regular meetings at a facility provided by the district, unless the district facilitator determines that a facility's accessibility to the public, including handicapped persons, is unavailable or does not meet health and/or safety codes. Alternative meeting sites shall be determined jointly by the assigned staff member and DAC chairperson.

### *Section 3: Notice of Meetings*

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the district and school sites, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda. The DAC shall not take any action on any item of business unless that item appears on the posted agenda or unless the DAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the DAC subsequent to the posting of the agenda.

Questions or brief statements made at a meeting by DAC members or the public that do not have a significant affect on pupils or employees in the district or can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices shall be delivered to DAC members no less than 72 hours, and no more than 30 days in advance of the meeting, personally, by mail or by e-mail.

The DAC will notice parents and staff of the meetings schedule through:

- ☐ Inclusion in district communications (e.g., bulletins, newsletters)
- ☐ Posted (e.g., in the district office, district website)

### *Section 4: Quorum*

The presence of 25% of the DAC membership in attendance at the meeting will constitute a quorum. No decisions of the DAC shall be valid unless a quorum of the membership is present.

### *Section 5: Conduct of Meetings*

DAC meetings shall be conducted in accordance with the rules of order established by *EC § 35147* and the *Robert's Rules of Order* or an adaptation thereof approved by the DAC.

If a DAC violates any of the procedural meeting requirements found in *EC § 35147*, and upon demand of any person, the DAC shall reconsider the item at its next meeting, after allowing for public input.

### *Section 6: Meetings Open to the Public*

All DAC meetings and its appointed committees shall be open to the public. Any member of the public shall be able to address the DAC during the meeting on any item within the subject matter jurisdiction of the DAC. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the DAC on any item of interest to the public, before or during the DAC's consideration of that item.

The DAC may not take any action on any item of business unless that item appears on the posted agenda or unless the DAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the DAC subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The district advisory committee will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the DAC.

The minutes of the DAC meeting are public records and are available to the public.

Any materials provided to the DAC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act [Chapter 3.5 (Commencing with *EC § 6250*) of Division 7 of Title I].

### *Section 7: Communication with the Local Board of Education*

The DAC may communicate with the board of education at any time.

### *Section 8: Uniform Complaint Procedures*

Annually, the DAC members shall receive training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any DAC member or member of the public believes that the DAC has taken an action that is in violation of their legal authority, the individual may file a uniform complaint form with the district.

## **Article VII - Bylaw Amendments**

An amendment of these bylaws may be made at any regular meeting of the DAC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to DAC members at least five (5) days prior to the meeting at which the amendment is to be considered for adoption.