

BYLAWS

of the

Sacramento City Unified School District (SCUSD)

DISTRICT ADVISORY COUNCIL

ARTICLE I – NAME

Announces the full legal name of the organization.

The name of this committee shall be District Advisory Council, hereinafter referred to as DAC.

ARTICLE II – PURPOSE

States why the organization exists.

The purpose of the DAC shall be to advise the SCUSD Board of Education, Administration and the School Site Councils (SSC) on issues affecting the education of the students in SCUSD including, but not limited to, all matters pertaining to parental involvement in the review, planning and improvement of Title I and State Compensatory Education (SCE) programs.

ARTICLE III – MEMBERS

Explains who can be a member, how to join; and explains rights, duties and obligations of membership.

A. COMPOSITION

1. Representative: One SSC member may be elected from each SCUSD public/nonpublic school site council.
2. Member: Any person who is interested in DAC's purpose.

B. RIGHTS AND LIMITS

1. Representatives and Members may serve as DAC officers and on all committees.
2. Representatives may vote on all business that comes before the DAC. Members may not vote.
3. Title I/SCE mandated responsibilities will be voted on by Representatives who are parents/guardians of children who participate in the SCUSD's public/nonpublic Title I/SCE programs.

C. TERM

Representative members may serve consecutive terms.

D. TRANSFER OF REPRESENTATION

Representation is not transferable.

E. ALTERNATE

One alternate representative may be designated by each SSC. An alternate shall have a vote in the absence of a Representative but this does not relieve the Representative of the commitment of regular attendance.

F. VACANCIES

Representative vacancies shall be filled by the respective SSC election process.

G. RESIGNATION

A Representative may vote only if membership with the represented group is maintained. A Representative may resign by submitting a written resignation to the DAC Secretary prior to a regular executive board meeting. Representation shall be automatically considered resigned by any person who is absent from three consecutive regular meetings.

ARTICLE IV – OFFICERS

Provides for officers, how they are chosen, how long they serve, and their duties.

A. OFFICERS

The officers of DAC shall be President, First Vice President, Second Vice President, and Secretary.

B. NOMINATIONS

The Nominating Committee shall be elected at the regular meeting in March. The committee shall report the nominees to the members at the April meeting. No name shall be placed in nomination without the consent of the nominee.

C. ELECTIONS

Elections shall be held at the regular meeting in May by ballot. A majority shall elect. In the event there is but one nominee for any officer, the vote for that office may be taken by voice vote.

D. TERM OF OFFICE

All officers shall serve for a term of two years or until their successors are elected. Terms shall begin on July 1. Officers may serve consecutive terms.

E. VACANCIES

A vacancy in the office of President shall be filled by the First Vice President for the unexpired term of the President. A vacancy in any other office shall be filled by a recommendation by the Board with the approval of the DAC at the next available opportunity, for the unexpired term.

F. REMOVALS

Officers may be removed from office at any regular or special meeting of the DAC by a two-thirds vote of Representatives present, provided that written notice has been provided at the prior DAC regular meeting and the action item is on the agenda.

G. DUTIES OF OFFICERS

Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the DAC.

1. The **President** shall be the official representative/spokesperson of the DAC. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall serve on the Bylaws Committee.

2. The **First Vice President** shall preside in the absence of or at the request of the President and perform other duties as may be requested by the President, and shall serve on the ConApp and Budget Advisory Committee.

3. The **Second Vice President** shall preside in the absence of or at the request of the President and the First Vice President, perform other duties as may be requested by the President and the First Vice President, and shall serve on the LEAP Committee.

4. The **Secretary** shall prepare meeting agendas, record and maintain meeting minutes, shall be the custodian of the official copies of the SCUSD reports applicable to DAC activities and shall serve on the Membership Committee.

ARTICLE V – MEETINGS

Describes when regular, annual and special, meetings are held, how they are called, and the quorum required.

A. MEETINGS

1. The **regular meeting** of the DAC shall be held on the second (2nd) Tuesday of the month, unless otherwise ordered by the DAC.

2. The **annual meeting** shall be in September. Business at the annual shall include the introduction of the officers, the annual DAC calendar, and the presentation of the LEAP.

3. The **orientation meetings** shall be in July and August. The business of the orientation meetings shall be limited to board orientation, including parliamentary procedure, a review of the current LEAP and the preparation of the annual DAC calendar. All members may attend the orientation meetings.

4. **Special meetings** may be called by the President, a majority of the Board, or at the request of twenty (20) Representatives, provided that ten (10) days previous written notice is given.

B. DISCUSSION ITEMS

All agenda items for consideration and recommendation by the DAC shall be presented first as a discussion item to allow further discussion by SSCs as desired. Whenever, because of a time urgency, an agenda item is to be presented for discussion/action consideration, DAC will receive no less than ten (10) calendar days prior to the scheduled meeting; information concerning the discussion/action agenda item and the reason for the discussion/action consideration.

C. QUORUM

A quorum shall be a minimum of one-third Representatives in attendance providing the majority are parents.

ARTICLE VI – BOARD OF DIRECTORS

Describes the composition and meetings of the board, quorum, duties, power and actions without a regular meeting.

A. COMPOSITION

The Board of Directors (Board) shall consist of the four officers, the chairs of standing committees and the immediate past DAC President.

B. MEETINGS

1. The regular meeting of the Board shall be held on the first (1st) Tuesday of the month.

C. QUORUM

Five members are a quorum for decisions.

D. DUTIES

The Board shall have the power to carry out the everyday activities, concerns, purposes, trainings and evaluations of the DAC, its bylaws and provide recommendations. The Board shall act on behalf of the DAC in matters of immediate importance through special meetings called by the President.

ARTICLE VII – COMMITTEES

Provides for standing and special committees and the power to appoint them.

A. STANDING COMMITTEES

The **standing committees** shall be: 1) the Budget Advisory 2) Bylaws, 3), ConApp, 4) LEAP, and 5) Membership. The **standing committees** shall be appointed by the President subject to approval of the Representatives.

1. The Budget Advisory Committee shall consist of three (3) Representatives/Members, one (1) which shall be the DAC First Vice President and one (1) Representative. The third member of the committee may be a Member. The Representative shall be the chair of the committee. The committee shall examine

SCUSD fiscal data related to the ConApp, LEAP, and other issues affecting student achievement and parent engagement. The committee shall report to the DAC at each regular meeting.

2. The Bylaws Committee shall consist of three (3) Representatives/Members, one (1) which shall be the DAC President and one (1) Representative. The third member of the committee may be a Member. The Representative shall be the chair of the committee. The committee shall recommend bylaw amendments or revisions, special rules, and standing rules, and review the bylaws. The committee shall report to the DAC at least annually at a regular meeting.

3. The ConApp Committee shall consist of three (3) Representatives/Members, one (1) which shall be the First Vice President and one (1) Representative. The third member of the committee may be a Member. The Representative shall be the chair of the committee. The committee shall examine the ConApp – both ConApp Part I and II – and shall make recommendations to the DAC regarding DAC responsibilities pursuant to California Education Code. The committee shall report to the DAC at least twice annually at a regular meeting.

4. The LEAP Committee shall consist of three (3) Representatives/Members, one (1) which shall be the Second Vice President and one (1) Representative. The third member of the committee may be a Member. The Representative shall be the chair of the committee. The committee shall examine the LEAP. The committee shall report to the DAC at each regular meeting.

5. The Membership Committee shall consist of three (3) Representatives/Members, one (1) which shall be the DAC Secretary and one (1) Representative. The third member of the committee may be a Member. The DAC Secretary shall be the chair of the committee. The committee shall assist the Secretary in ensuring that Members voting are eligible, be focused on increasing attendance at regular and committee meetings, and evaluating the needs of the DAC. The committee shall report to the DAC at each regular meeting.

B. SPECIAL COMMITTEES

The **special committees** may be appointed by the President, subject to approval of the Representatives at a regular meeting.

C. ORGANIZATION

With the consent of nominees, committee chairs and members shall be nominated by the President and recommended by the Board with the approval of the DAC. Removal of a chair or member shall follow this same process.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Prescribes the parliamentary authority.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the DAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, SCUSD Board Policy and Administrative Regulations, California Code of Regulations, California Education Code, and United States Federal Education Law and Regulations.

ARTICLE IX - AMENDMENTS

Establishes the method to change bylaws

These bylaws may be amended at any regular meeting of the DAC by a two-thirds vote, provided that the written amendment has been provided at the prior regular DAC meeting and the action item is on the agenda.

ARTICLE X – OPEN MEETINGS

Establishes Compliance with Cal. Ed. Code § 35147.

DAC, Board and Committee meetings shall be open to the public. Meetings shall provide for public comment. All meetings shall be held at regular intervals except for special meetings. Agendas, times, places and quorums as determined by DAC shall be properly noticed.