

**Douglas County School District RE-1
BOARD COMMITTEE BYLAWS
[FORM for COMMITTEES OTHER THAN SAG AND DAC]**

ARTICLE I: NAME

The name of the Douglas County School District RE-1 (“DCSD”) Board of Education (“Board”) _____
Committee will be the “_____”
Committee,” hereinafter referred to in these Bylaws as the “_____” or “Committee.”

ARTICLE II: AUTHORITY AND PURPOSE

The Committee is an advisory committee to the Board of Education (“Board”) of the District. The Committee has the authority granted by these Bylaws and Board policy, including information gathering, fact-finding, and making recommendations to the Board.

The purpose of the Committee is to focus on the charges assigned to it by the Board.

ARTICLE III. CHARGE, DUTIES AND RESPONSIBILITIES

The Board’s Policy Governance Book in GP 1.7 specifies the Committee’s charge.

ARTICLE IV: MEMBERSHIP

A. Composition:

As this is a Board Committee, the Committee will be comprised of members described in these Bylaws.

1. Voting Members:

The Committee will determine the specific representative makeup of Voting Members and shall aspire to have a minimum of nine (9) and not more than twenty-six (26) individuals serving as Voting Members each school year which runs from July 1 through June 30.

Voting Members of the Committee should generally be representative of stakeholders across the four regions of the District, including at least one staff member and at least one student.

The Committee will nominate Voting Members based on its self-determined representative makeup to serve on the Committee, to replace Voting Members whose terms will expire, or who resign or are removed prior to the end of their term, by submitting the recommendations to the Board for consideration. The Board finally appoints all Voting Members. The terms of Voting Members will be staggered by making appointments so that approximately one third of the Voting Members’ terms expire each year.

2. Non-Voting Members:

Non-Voting Members contribute to the efforts of the Committee and include:

- a. Board Liaison(s): The Board of Directors will designate Board Liaison(s) to the Committee.
- b. DCSD Staff Liaison(s): The Superintendent or designee will determine the Staff Liaison(s) to serve and support the efforts of the Committee.

B. Term of Service:

A Voting Member's term of service will be three (3) years, each year beginning on July 1 and continuing to June 30 (unless such Voting Member resigns in accordance with these Bylaws or is removed by the Board).

A Voting Member's term may be renewed and each renewal term will also be for a three (3) year term. A Voting Member who wishes to renew a term of service shall be nominated by a simple majority of Voting Members in attendance at a Committee meeting (quorum required) and will continue to serve as a Voting Member subject to the discretion of the Board.

C. Resignation:

Any Committee member may resign by giving written notice to the Chair or Secretary of the Committee. The resignation of any Committee member shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the Committee shall not be necessary to make it effective.

D. Removal:

Because they are appointed by and serve at the pleasure of the Board, Committee members also are subject to removal, with or without cause, by a majority vote of the Board.

E. Vacancies:

A seat as a Voting Member of the Committee shall be deemed vacant if (i) a member's term expires and the member is not reappointed; or (ii) a member resigns or is removed. The term of the individual appointed to replace such Voting Member shall be for the balance of the term of the outgoing Voting Member.

ARTICLE V: APPOINTMENT OF VOTING MEMBERS

The Committee shall recommend candidates for the Board's consideration. The Board finally appoints all Voting Members of the Committee. Notwithstanding anything in these Bylaws to the contrary, the Board may appoint anyone whom the Board, in its sole discretion, believes to be in the best interest of the District.

ARTICLE VI: OFFICERS

A. Officers:

At the first regular meeting of each school/fiscal year, the Committee shall elect, by majority vote of its Voting Members, a Chair, Vice-Chair, and Secretary. Each officer of the Committee will serve up to a two (2) year term set at the discretion of the Committee. The Chair or Vice-Chair will preside at all Committee meetings.

B. Officer Responsibilities:

- The **Chair** sets the agenda; and assures that the agenda is sent out to Committee members in advance of each meeting through a process determined by the Committee; and, presides over each meeting.
- The **Vice-Chair** sets the agenda when the Chair is absent; assumes the duties of the Chair when the Chair is absent; and, assumes the duties of the Chair for the remainder of the term in the event of a resignation or removal of the Chair and until a successor Chair is elected.
- The **Secretary** takes minutes of each meeting; submits meeting minutes for distribution to all Committee members prior to the next meeting; and, maintains a file containing all Committee business. To the extent the elected Secretary is not available for a meeting, the Secretary may notify the Chair and Vice-Chair of such absence and a substitute will be selected in advance or at the meeting from the Committee's Voting Members who will be or are in attendance (for avoidance of doubt, a "permanent" substitute may be appointed by majority vote of the Committee). The Substitute Secretary will be responsible to take and prepare minutes for the meeting which the Secretary did not attend.

C. Election:

Each officer will be elected by a majority vote of the Voting Members and will serve up to a two (2) year term set at the discretion of the Committee. Individuals may be re-elected for two (2) additional terms by a majority vote of the Voting Members. Each officer position must be filled with a Voting Member of the Committee.

D. Resignation:

Any officer may resign by giving written notice to the Chair or Secretary of the Committee. The resignation of any officer will take effect upon receipt of notice thereof or at such later time as specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the Committee is not necessary to make it effective.

E. Removal:

Any officer may be removed from office by a two-thirds majority of the Committee's Voting Members. In addition, an officer may be removed by a majority vote of the Board.

F. Vacancy:

A vacancy occurring in any office will be filled for the unexpired term by a person elected by a majority vote of the Committee's Voting Members.

ARTICLE VII: MEETINGS

A. Regular Meetings:

The frequency of regular meetings of the Committee will be set at the discretion of the Committee as necessary to fulfill the charges and responsibilities assigned by the Board. A regular meeting schedule will be established during the first Committee meeting of the school year.

B. Special Meetings:

Special meetings may be called by the Chair or Co-Chair or at the request of at least four (4) members of the Committee, with a minimum of three (3) business days' advance notice (which may be sent electronically to member email addresses) given to all members of the Committee.

C. Quorum Required to Have Official Meeting:

A quorum must be present in order to have an official meeting of the Committee.

D. Notice of Meetings:

Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted on the District's website at least twenty-four (24) hours in advance. The notice shall include the meeting time, location, a description of any matters for which member action may be requested, and a description of the purpose or purposes for which the meeting is called.

E. Waiver of Notice:

When notice is required to be given to any Committee member under these Bylaws, a waiver in writing signed by the person entitled to that notice, whether before or after the time stated therein, is the equivalent of giving such notice. Attendance at any meeting constitutes a waiver of notice unless the member attends solely to object that the meeting has not been properly called.

F. Minutes:

Meeting minutes shall be produced and distributed to members at least three (3) business days before the next scheduled regular meeting. Minutes shall be publicly available following their approval at a subsequent meeting.

G. Attendance; Electronic Participation:

Members should notify the Chair or Vice-Chair if they are unable to attend a meeting. A member missing three (3) consecutive meetings may be subject to a recommendation for removal to the Board of Education. Upon approval of the Chair, a member may attend a meeting electronically by means of telephone or audio conferencing equipment by which all persons participating in the meeting can hear each other at the same time. A member who participates in a meeting by electronic means shall have access to any materials that are presented and available to members who are physically present. A member who participates in a meeting electronically will be considered present in the same manner as if the member was physically present at the meeting.

H. Public Participation:

The Committee will include a period of public comment subject to reasonable time, place, and manner restrictions at any meeting.

I. Rules of Order:

Except as set forth in these Bylaws, the Committee shall operate by the rules prescribed in Robert's Rules of Order.

ARTICLE VIII: QUORUM AND VOTING

A. Quorum:

A quorum shall be a simple majority of the Committee's Voting Members.

B. Majority Vote:

At all meetings, each Voting Member shall have one vote. A majority vote of the quorum is required for action. In the case of a tie vote, the motion being voted upon shall be deemed to have failed.

ARTICLE IX. MISCELLANEOUS

A. Sub-Committees:

The Committee may form sub-committees to carry out the Board directed duties of the Committee and to address matters as requested by the Board as well as needed to more effectively carry out the duties and responsibilities. Sub-committee membership shall be open to any member of the Committee.

B. Committee Member Appointments to Other Committees/Groups:

From time to time a request may be received from another Board or District committee or outside group for one or more Committee member(s) to be appointed to that committee or group. Any Committee member(s) may self-nominate for such open position(s). A vote shall be taken by the Committee to select the member(s) to be appointed.

C. Operational Procedures

The Committee has the discretion to develop and implement Operational Procedures deemed necessary to assist the Committee in meeting their charge and directives as assigned to it by the Board. The Committee's Operational Procedures need not be approved by the Board of Education to be effective but should be publicly available on the Committee's website.

ARTICLE X: AMENDMENTS

These Bylaws may not be amended, repealed, or altered except by Board action.

Proposals for amendments to these Bylaws may be recommended by the Committee, subject to the following procedures and limitations:

1. Proposed amendments must not conflict with Articles I through IX of these Bylaws and must comply with applicable law and all other policies and guidelines established by the District.
2. Amendments to the Bylaws may be proposed at any regular meeting or special meeting of the Committee for recommendation to the Board.
3. Members will be provided with notice at least one (1) meeting in advance prior to any meeting at which amendments to the Bylaws will be proposed.

CERTIFICATE OF BYLAWS

I HEREBY CERTIFY that the foregoing are the Bylaws that were approved and adopted by the Board of Education on the _____th day of _____, 2024.

Secretary, Board of Education

Third Reading