

Douglas County School District RE-1

**BYLAWS OF THE
MILL BOND EXPLORATORY AD HOC
COMMITTEE**

Article I. Name

The name of the Douglas County School District RE-1’s (“DCSD” or “District”) mill bond exploratory committee shall be the “Mill Bond Exploratory Ad Hoc Committee,” hereinafter referred to in these Bylaws as the “MBEC” or “Committee.”

Article II. Charge of the MBEC

The charge of the Mill Bond Exploratory Committee (MBEC) shall be to explore the needs of the District, both ongoing operational and capital needs, and options to meet those needs; and to assess the interests of the school community in submitting one or more ballot issues; evaluate the feasibility of success if a Mill Levy Override (MLO) and/or Bond issue were on the November 2022 ballot, and to otherwise advise the Board of its findings and recommendations.

The purpose of the formation of the advisory Exploratory Ad Hoc Committee is for information purposes only and should not be interpreted or construed as official action by the District’s Board of Education (“BOE”) to participate in the November 2022 election or as the Board taking official action to set a ballot title.

Article III. Term of MBEC

The MBEC will sunset July 31, 2022, with an option to extend if needed, as determined by the District’s Board of Education (BOE).

Article IV. Responsibilities of MBEC

A. General Responsibilities of MBEC

The responsibilities of MBEC shall be implemented consistent with Board Governance Policy 1.7.6. These responsibilities include:

- Work with the Superintendent to study the needs of the School District and the current budgetary constraints of the district to meet those needs.
- Assist in maintaining public trust and confidence in the district through active involvement in MLO/Bond communications.
- Provide a comprehensive advisory presentation at a board meeting prior to the end of April 2022, on its findings and recommendations, to include information gathered from the Master Capital Plan and recommendations from all Board Committees.

B. Responsibilities of Staff Appointed to MBEC

District staff appointed to support MBEC shall be directed by the Superintendent to implement their

responsibilities, which may include preparation of reports, collection of data, and general support to the Committee.

Article V. Membership

This committee shall be composed of members as described in these Bylaws, to include at least six (6) community members and the chair of each existing board committee (i.e. District Accountability Committee, Fiscal Oversight Committee, Long Range Planning Committee, Student Advisory Committee, and Mill Bond Oversight Committee).

Initially, the BOE shall appoint a Chair of the MBEC. Thereafter, the Chair shall select the community members, via an application process open to the entire community. The BOE shall approve the final committee composition at a board meeting following the appointment of a Chair. The BOE may not appoint a nominee and may remove any committee member if, in the BOE's discretion, that action would be in the best interest of the District.

It is expected that the voting members will represent a broad background of viewpoints and interests including, but not limited to public education, financial management, human resources, information technology, development/construction, architecture/engineering, and facility operations.

Vendors, architects, engineers and contractors who are eligible to submit quotes or bid on services to be paid for via the MLO and/or Bond are not eligible to serve on MBEC.

A. Voting Members

Voting members of MBEC shall include up to twenty-two (22) voluntary community representative members as follows:

1. Chair of Fiscal Oversight Committee (FOC)
2. Fiscal Oversight Committee (FOC) Representative
3. Chair of Long Range Planning Committee (LRPC)
4. Long Range Planning Committee (LRPC) Representative
5. Chair of District Accountability Committee (DAC)
6. District Accountability Committee (DAC) Representative
7. Chair of Mill Bond Oversight Committee (MBOC)
8. Mill Bond Oversight Committee (MBOC) Representative
9. DCSD Employee
10. DCSD Employee
11. Parent/Community Member High School Feeder: Castle View
12. Parent/Community Member High School Feeder: Chaparral
13. Parent/Community Member High School Feeder: Douglas County
14. Parent/Community Member High School Feeder: Highlands Ranch
15. Parent/Community Member High School Feeder: Legend
16. Parent/Community Member High School Feeder: Mountain Vista
17. Parent/Community Member High School Feeder: Ponderosa
18. Parent/Community Member High School Feeder: Rock Canyon
19. Parent/Community Member High School Feeder: Thunder Ridge
20. Parent of DCSD Charter School Student
21. A representative of the District's Charter Schools
22. Business Community Member At-Large

Board committee representatives may also serve as feeder representatives.

B. Non-Voting Members

Non-voting members of MBEC shall include:

- Chair of Student Advisory Committee
- Student Advisory Group Representative
- BOE Director(s) designated as a BOE Liaison(s) to the MBEC
- District administrative staff appointed by the Superintendent to serve on the MBEC
- Any other person appointed to the MBEC by the BOE after consideration of the recommendation from voting members of the Committee.

C. Term of Members

Initial members approved by the BOE may serve through the date the MBEC sunsets on July 31, 2022. Should the BOE exercise an option to extend the existence of MBEC beyond such sunset date, the means to extend membership terms will be evaluated and determined at such time by the BOE.

D. Resignation

Any MBEC member may resign by giving written notice to the Chairperson or Vice-Chairperson, who will then submit the notice of resignation to the BOE.

E. Vacancies

Any vacancy, regardless of cause, shall be filled by the BOE acting upon the recommendation of the remaining voting members of MBEC after implementation of the Notice, Nomination and Recommendation procedures described in Article VI below and shall assure that the desired composition as outlined in Article V is honored.

F. Removal from Committee

Because members are appointed by and serve at the pleasure of the BOE, members are subject to removal, with or without cause, upon the recommendation of a member of the BOE and a majority vote of the BOE.

Article VI. Notice, Nomination and Recommendation to Fill Vacancy on MBEC

- A. **Notice of MBEC Vacancy.** Notice to the public shall be given advising of a particular representative vacancy on MBEC and inviting individuals to nominate him or herself and/or nominate another person to fill the vacancy. Notice shall be given for a period of at least seven (7) calendar days through means set by the Chairperson and District administrative staff appointed to MBEC, but shall include notice provided on the District’s website.

- B. **Nominations to Fill Vacancy.** After the initial appointments by the BOE, the MBEC shall manage the nomination process to fill a vacancy on MBEC. Any person may nominate him or herself and/or nominate another person to fill any vacancy for a voting voluntary community representative position.
- C. **Recommendation to BOE.** The MBEC shall review the nominations, conduct interviews it deems necessary or appropriate, select a candidate or candidates, and forward to the BOE its recommendation for appointment to any vacancy for a voting voluntary community representative position.

Article VII. Officers of the MBEC and Appointed Staff

A. Elected and Appointed Officers

The MBEC shall acknowledge and approve the initial appointment of the Chairperson by the Board. Thereafter, the Chairperson shall continue to preside over all MBEC meetings and events. The MBEC shall elect from its membership a chairperson, vice-chairperson, and such other officers as may be determined to be necessary or appropriate. Since the committee lifespan is short, the term for elected officers shall initially be the duration of the committee's existence.

Chairperson. The Chairperson shall preside over all MBEC meetings and events. The Chairperson will be responsible for setting the MBEC's agenda. Other officers of the MBEC, District staff and BOE liaison(s) may participate in and assist the Chairperson in the agenda setting process. The Chairperson is required to provide the agenda to MBEC members at least three (3) business days prior to any meeting or event. In all regards, the Chairperson is required to assure that the MBEC complies with these Bylaws.

Vice-Chairperson. The Vice-Chairperson assumes the duties of the Chairperson when the Chairperson is unavailable to perform the duties of the Chairperson and otherwise assists the Chairperson to assure the MBEC complies with these Bylaws.

Recorder. The recorder ensures the timely distribution of meeting agendas, minutes, and the warehousing by the District of files containing all MBEC business and otherwise assists the Chairperson and Vice-Chairperson to comply with these Bylaws.

Communications. The communications officer coordinates community input and outreach activities and otherwise assists the Chairperson and Vice-chairperson to comply with these Bylaws.

B. Appointed Staff to Support MBEC

An employee of the School District appointed by the Superintendent assists the officers of the MBEC to perform their duties as the liaison with the school district staff.

Article VIII. Subcommittees

The MBEC may establish any subcommittee as appropriate to its needs in meeting the Committee's charge and responsibilities.

Article IX. Meetings

A. Regular Meetings

1. Regular meetings of the MBEC shall be held weekly. **MBEC meetings shall be held either in person or remotely by electronic means, as determined by the Chair.**
2. Subcommittees may meet outside of the MBEC meeting times in order to fulfill their assigned duties provided that updates or summaries of these meetings are included at the next regular meeting of the MBEC.

B. Special Meetings

Special meetings may be called by the MBEC Chairperson and/or appointed District staff, with a minimum of three (3) business days' advance notice given to all MBEC members.

C. Notice of Meetings

Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted at the District offices and on the MBEC website at least 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.

D. Agenda and Minutes

1. **Regular Meeting Agenda Items.** Members may propose regular meeting agenda items to the Chairperson at least seven (7) business days before the meeting.
2. **Public Comment.** The MBEC agenda shall include time during the meeting for members of the public to address the MBEC on matters related to MBEC. Each speaker shall have up to three (3) minutes to address the MBEC. The Chairperson shall have the discretion to adjust the time allotted for public input as may be necessary to allow the MBEC ample time to conduct its business.
3. **Meeting 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. As soon as practical, approved minutes shall be publicly available on the MBEC website.

E. Attendance

1. **Expectation of Attendance ~~in Person~~.** Voting members of the MBEC are expected to attend all meetings ~~and participate in person~~ unless extenuating circumstances exist. **Only the Chairperson or someone acting in that capacity may allow a voting MBEC member to participate remotely by electronic means to a meeting otherwise set as an in person meeting.**
2. **Notice of Member Inability to Attend.** For regular and special meetings, members shall contact the

Chairperson or Vice-Chairperson if unable to attend.

3. **Scheduled Visitors.** Speakers may be scheduled to address the MBEC on any topic of considerable District and community interest, subject to approval of the topic by the Chairperson. The Chairperson shall schedule and determine the duration of each presentation.
4. **Removal of MBEC Member for Failure to Attend Meetings Without Notice.** A member's failure to attend any three consecutive meetings without notice shall be good cause for recommending to the Board that such member be removed from the MBEC.

F. **Compliance with Colorado's Open Meetings Law**

All regular and special meetings shall be open to the public with the meeting time and location posted in compliance with Colorado's Open Meetings Law, C.R.S. §24-6-401 et seq. Additionally, minutes of any regular and special meeting shall be available for public inspection consistent with Colorado's Open Meetings Law, C.R.S. §24-6-401 et seq.

G. **Quorum**

At any meeting, a quorum shall consist of a majority of the current voting members in order to have an official meeting of the Committee and to take any official action.

H. **Voting**

1. At all meetings, each voting member shall have one vote. If a voting member is believed to be conflicted or is unable to be impartial as it relates to a particular vote, then said member should recuse him/herself from that vote.
2. **Majority Vote.** A majority vote of the quorum present is required to adopt or amend any motion or resolution of the Committee.
3. **Tie Vote.** In the case of a tie vote, the motion being voted upon shall be deemed to have failed.

I. **Participation by Electronic Means:**

1. Any member may participate in a meeting by means of telephone conference or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. However, the member does not count toward the quorum necessary for conducting business and may not vote unless there is a quorum physically present in the meeting room.
2. Members shall make this request to the Chairperson or Vice-Chairperson at least three (3) business days before the meeting, unless there are extenuating circumstances.
3. The MBEC and the District will make every effort to accommodate the request, but if the necessary equipment is not available or not working, the request may be denied.
4. It is preferred that the member is present in person and this option should be utilized only when unusual circumstances prevent the member from traveling to the meeting.
5. The Chairperson has the option to deny the request if the specific member has used this option more than once in a given school year.

Article X. Amendments

- A. **Articles Not Subject to Amendment.** These Bylaws may not be amended, repealed, or altered except by action and approval of the BOE.

- B. **Proposals for Additional Articles and Amendments.** Proposals for additional articles and amendments to these Bylaws may be made by the MBEC, subject to the following procedures and limitations:
 - 1. Proposed amendments **may not conflict with these Bylaws and** must comply with all guidelines and policies established by the District and applicable law.
 - 2. Subject to Article X(A) above, an amendment, repeal or alteration of the Bylaws may be proposed at any regular or special meeting of the MBEC.
 - 3. Members shall be provided with notice at least one (1) meeting in advance prior to any meeting the MBEC plans to discuss and approve any proposed amendment, repeal, or alteration unless unusual circumstances exist and the MBEC must temporarily approve an amendment, repeal or alteration to meet emergency conditions. If such unusual circumstances occur, final ratification of any amendment, repeal or alteration shall occur at the next meeting.
 - 4. To be effective, a proposed amendment, repeal, or alteration of these Bylaws must first be endorsed by a majority of the voting membership of the MBEC before being taken before the BOE for approval.

Bylaws adopted on the 22nd day of February, 2022.

Amendments to Bylaws approved on the _____ day of March, 2022.

DOUGLAS COUNTY SCHOOL DISTRICT

By: _____
Mike Peterson
President, Board of Education

Attest:

Becky Myers
Secretary, Board of Education

