

# **DISTRICT ADVISORY COUNCIL BYLAWS**

## **ARTICLE I NAME OF COUNCIL**

The name of this council shall be the Pasadena Unified School District Advisory Council.

## **ARTICLE II PURPOSE OF THE PASADENA UNIFIED SCHOOL DISTRICT ADVISORY COUNCIL**

The objectives and purpose of the Pasadena Unified School District Advisory Council, hereafter referred to as the DAC, shall be to advise the district and support schools in the use of local control funding and categorical funds in the local control and accountability process. In achieving this purpose, the DAC shall perform the following functions:

- A. Advise the district in the overall planning, development, implementation, evaluation and dissemination of information relative to the objectives and activities of the school district's local control and accountability plan (LCAP) and categorical programs.
- B. Be aware of performance objectives for current and proposed LCAP and categorical programs and review evaluation information on programs listed in the local Single Plans for Student Achievement (SPSAs).
- C. Act as a hearing board for any individual or group that may have concerns with or want to propose additions to or changes in the school district's LCAP and categorical programs.
- D. Present to the Board of Education, at least annually, in relation to the district's LCAP and categorical programs and on the goals and accomplishments of the DAC.
- E. Support and mentor School Site Councils (SSCs) and School Advisory Councils (SACs) at schools throughout the district.
- F. Participate in the development and review of the LCAP and Local Education Agency (LEA) or District Plan.
- G. Participate in the development and review of the district wide Parental Involvement Policy.
- H. Review and advise on the Consolidated Application, including providing meaningful consultation on centralized services for LCAP and categorical programs.

This section of the bylaws shall in no way be construed as giving the DAC a veto over Title 1 or over any LCAP or categorical program. The DAC shall have no power to enter into contracts of any nature or to spend public funds. No committee member shall be required to provide any sum of money, property, or services, other than services described herein, to the DAC. The DAC shall have no power to bind any member of the Pasadena Unified School District to any debt, liability, or obligation in the absence of an expressly written authorization from the Pasadena Unified School District Board of Education. The DAC shall have no powers beyond those expressly set forth herein.

## **ARTICLE III MEMBERSHIP**

### **SECTION 1    Membership**

The needs and resources of the school district require that membership be obtained from a broad range of interested persons and that there be a maximum effort to involve the parents of children who will participate in the categorical

program. In order to satisfy this requirement, the minimum standards for representation on the DAC shall be as follows:

- A. Of the total appointed to the DAC, more than a simple majority shall be elected parents of children who are unduplicated pupils, including parents of participating children who attend nonpublic schools.
- B. Membership of the DAC shall be composed as follows:
  - 1. A representative for each PUSD school who is a current member of the school's SSC or SAC.
  - 2. Up to six (6) members-at-large defined as individuals who are not currently SSC or SAC members but have been on those councils in the last two years.
  - 3. Interested parents of unduplicated pupils who attend private or charter schools within the PUSD boundaries.
- C. Members shall serve for two years and are eligible to be nominated again.
  - 1. School members shall be appointed by their SAC or SSC.
  - 2. Persons may become members-at-large to the extent of available seats by indicating their interests in serving, providing that the DAC votes its approval. -This provision makes it unnecessary to drop a parent after his/her child leaves the district.
- D. All DAC members shall enjoy full rights and obligation of membership.

## SECTION 2 Voting Rights

All voting members shall be entitled to one (1) vote.

## SECTION 3 Termination of Membership

Membership should automatically terminate for any member who is absent from all regular and special meetings for a period of three consecutive months, unless a valid excuse is given. After the third consecutive missed meeting, the member will be automatically dropped from the DAC Roster.

## SECTION 4 Alternates

A SAC or SSC may send an alternate. An alternate shall have a vote, in the absence of a member. There shall be one (1) designated alternate from each school.

## SECTION 5 Resignation

Any member may resign by filing a written resignation with the school district, directed to the Chairperson of the DAC.

## SECTION 6 Vacancy

Any vacancy on the DAC shall be filled for the remainder of the un-expired term through appointment by a local SAC or SSC where the vacancy exists. Member-at-large slots will be filled as applied for up to six positions.

## **ARTICLE IV OFFICERS**

### **SECTION 1     Officers**

The officers of the DAC shall be a Chairperson, Vice-Chairperson, Secretary, and Assistant Secretary, Parliamentarian and such other officers the DAC may deem desirable. Any candidate for the Chairperson or Vice-Chairperson must have been a member of the DAC in good standing for at least one year.

### **SECTION 2     Elections and Term of Office**

The officers of the DAC except for the Parliamentarian shall be elected to a two-year term, not to exceed 2 consecutive terms without the approval by a vote of a majority of the voting members. Elections of officers will be staggered with the Chairperson and Assistant Secretary being elected in years ending in an even number and the Vice-Chairperson and Secretary being elected in years ending in an odd number. The Parliamentarian shall be appointed by the Chairperson and shall serve at his/her discretion. Regular election of officers shall occur in April with the term of office beginning immediately with May as a transition month. The nominating process will be announced in January. The Chairperson will ask for volunteers to serve on the nominating committee or appoint members, as necessary. The nominating committee will have three (3) to seven (7) members and membership will be finalized in February. The nominating committee will nominate a slate of nominees, which will be brought before the DAC in March. Nominations may also be made from the floor, provided the nominee has given his/her permission. The Parliamentarian shall guide the nominating process.

### **SECTION 3     Removal**

Officers are expected to attend all monthly meetings of the DAC. Officers who are absent from two consecutive meetings will be notified in writing. If a third consecutive meeting is missed, the officer is automatically dropped. Exceptional excuses will be considered.

Any officer elected or appointed by the DAC may be removed by a two-thirds vote of all members on the DAC, whenever, in the judgment of the DAC, the best interests of the DAC would be served thereby.

### **SECTION 4     Vacancies**

A vacancy in any office because of resignation, removal, disqualifications, death, or otherwise, may be filled by the DAC for the un-expired portion of the term.

### **SECTION 5     Chairpersons**

The Chairperson shall preside at all meetings of the DAC, and may sign all letters, the Consolidated Application, reports and other communications of the DAC. In addition, he/she shall perform all duties incidental to the office of Chairperson and other duties as may be prescribed by the DAC from time to time.

### **SECTION 6     Vice-Chairperson**

The duties of the Vice-Chairperson shall be to represent the Chairperson in assigned duties, to substitute for the Chairperson during his/her absence, and he/she shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or by the DAC.

### **SECTION 7     Secretary**

The Secretary shall keep all minutes of the meetings, both regular and special; be custodian of the DAC records; keep a register of the mailing address and telephone number of each member of the DAC which shall be furnished to the Secretary by such member; and in general, perform all duties incidental to the office of Secretary and such other duties as from time to time may be assigned to the office by the Chairperson or by the DAC.

SECTION 8     Assistant Secretary

The duties of the Assistant Secretary shall be to represent the Secretary in assigned duties and to substitute for the Secretary in his/her absence.

SECTION 9     Parliamentarian

The Parliamentarian shall advise the Chairperson on the rules governing the DAC, and the conduct of its meeting. These rules will be found primarily in the DAC's Bylaws, State Guidelines, and the Federal Regulations and Robert Rules of Order. The Parliamentarian shall guide the nominating process.

**ARTICLE V  
MEETINGS OF THE DAC**

SECTION 1     Regular Meetings

The DAC shall meet regularly once each month, August through June.

SECTION 2     Special Meetings

The DAC may choose its meeting place from the school or community facilities available to it.

SECTION 3     Notice of Meetings

All members shall be notified of all DAC meetings not less than five days prior to regular meetings and not less than two days before special meetings. There shall be public notice of all DAC meetings posted on the District webpage and in the meetings announcement box at the front and side entrances of the Ed Center, located at 351 South Hudson Avenue, Pasadena California 91101.

SECTION 4     Decisions and Voting Procedures

All decisions of the DAC shall be by vote of a majority of its voting members. A quorum will be a majority of the current voting members of the DAC.

SECTION 5     Conduct of Meetings

All regular and special meetings of the DAC are open to the public and shall be conducted in accordance with Robert Rules of Order, Revised.

SECTION 6     Agenda Formation

Prior to the adjournment of each regular meeting, suggestions for agenda items for the next regular meeting shall be entertained. Other agenda suggestions may be sent to the DAC Chairperson no later than ten (10) days prior to the next regular meeting. Final determination of the agenda shall be made by the DAC officers.

## **ARTICLE VI COMMITTEES**

### SECTION 1     Alliance with Other District Committees

Alliance with the District English Language Advisory Council (DELAC) will be established. Annually the DAC Chairperson shall appoint a representative to the DELAC committee who will attend the respective meeting and shall be the official link between the DAC and the DELAC. The DAC will encourage its members to attend other district-level parent meetings and share any information from those meetings with the DAC.

### SECTION 2     Standing Committees

The two standing committees of the DAC are the nominating committee and bylaws committee.

### SECTION 3     Sub-committees

- A.     Formation: When circumstances arise in which a sub-committee is needed, the DAC may establish a sub-committee according to the following steps:
1. Providing there is a quorum present at any regular meeting, the DAC members in attendance may vote to consider the establishment of a sub-committee.
  2. Upon such approval, the Chairperson shall appoint a minimum of three (3) members to the potential committee.
  3. The appointed members shall meet prior to the next DAC meeting and prepare a report to be presented at the DAC meeting. The report will outline the purpose of the sub-committee and will state how the sub-committee will function in harmony and to the betterment of the total DAC.
  4. Providing there is a quorum present at the meeting in which the report is given, the DAC members in attendance may vote to establish the sub-committee in question.
- B.     Termination: Upon completion of one calendar year, any DAC sub-committee shall be considered for continuation based on majority vote of DAC members present at the regular monthly meeting, providing there is a quorum. Without such approval, the committee in question ceases to exist.

### SECTION 4     Committee Procedures

- A.     Terms of Office: Each member shall serve for one calendar year, from date of appointment and/or date of establishment of committee.
- B.     Vacancy: A vacancy in the membership of any committee may be filled by an appointment by the DAC Chairperson.
- C.     Rules: Any committee established by the DAC shall operate under Roberts Rules of Order in conjunction with the DAC bylaws.

## **Article VII BYLAWS**

SECTION 1     Review of Bylaws

DAC bylaws will be reviewed annually by the Bylaws Committee. The DAC Chairperson will ask for volunteers for this committee or will appoint members as needed. The committee will consist of a minimum of four (4) members.

SECTION 2     Modification of Bylaws

DAC bylaws can be modified by the Bylaws Committee. The committee will meet to determine whether changes are needed to the bylaws. If the committee determines that changes are needed, these changes will be prepared and proposed to the entire DAC membership.

SECTION 3     Approval of Bylaws

Modifications to the DAC Bylaws must be approved by a majority vote of the DAC voting members.