

Bylaws of Redmond School District Advisory Committee

Article I Name

The name of this organization is the Redmond School District Advisory Committee, created under authority of by the Redmond School District Superintendent (hereinafter referred to as the Superintendent) on September 30, 2016.

ARTICLE II Purpose

The District Advisory Committee shall review aspects of the District policies, practices, and programs presented to the Committee and advise the Superintendent on such policies, practices and programs in writing at least annually. The Committee shall (a) Advise the District of unmet needs within the District (b) Advise the District in reviewing data and providing feedback on State reporting requirements (c) Advise the District in developing corrective action plans to address findings identified in State monitoring reports; (d) Advise the District in developing and implementing programs, initiatives or practices relating to the coordination of services for all children;

ARTICLE III Membership

Section 1.

The members of the Committee shall be appointed by the Superintendent for a term of two years, not to exceed two terms. The Committee shall not exceed 15 members.

Section 2.

Members may include, but are not limited to:

- a) Parents of children in the Redmond School District
- b) Students in the Redmond School District
- c) Teachers
- d) Representatives of institutions of higher education
- e) Individuals who may represent special populations, including; Homeless Youth, Students with Disabilities, and English Language Learners

f) Representatives of other community agencies involved in the financing or delivery of services to children; which may include, child welfare agency, community juvenile justice system

g) Representatives of private schools and public charter schools

Members shall be representative of the Redmond community population and involved in, or concerned with, the education of children. A majority of the members must be parents or students in the Redmond School District.

The Superintendent shall consider members through the application process for membership to the Redmond School District Advisory Committee. Before making appointments, the Superintendent shall determine that prospective members can fulfill all duties and responsibilities stated in these bylaws.

Section 3.

Any member may resign membership by so notifying the Superintendent and the Committee Chair in writing.

Section 4.

Committee attendance will be monitored by the Executive Committee as set forth in the Committee Operating Procedures. If the Executive Committee determines the need to replace a Committee member due to attendance requirements, the Committee shall make a recommendation to the Superintendent that said person be replaced.

ARTICLE IV
Officers and Their Duties/Elections

Section 1.

The officers of the Executive Committee shall be:

- Chairperson
- Vice-Chairperson
- Immediate Past Chairperson
- One Committee Representative

Section 2.

The Duties of the Chair shall be to:

- preside at all meetings
- appoint all subcommittees in consultation with the Committee
- appoint a Committee representative to the Executive Committee
- supervise the function of the Committee
- be an ex-officio member of all subcommittees

- such further duties as ordinarily pertain to the office of Chair
- Represent the Advisory Committee at District board meetings, functions and events

Section 3.

The duties of the Vice-Chair shall be to:

- perform the duties of the Chair in his/her absence or in his/her inability to act
- assist in supervising functions of the Committee
- perform such other functions as the Committee may from time to time assign

Section 4.

The duties of the Immediate Past Chairperson are to:

- participate on the Executive Committee, to assist and advise the Chairperson
- perform such other functions as the Committee may from time to time assign

Section 5.

The officers shall serve a one-year term beginning September 1. The officers of the Committee shall be elected every year at the last meeting of the year. Candidates shall be nominated by Committee members. The officers shall have been Committee members for at least one year before assuming office. An officer may serve no more than two consecutive terms in the same position. In the event that an officer resigns, the Executive Committee will nominate a member to fill the remainder of the vacant term, and will bring the nomination to the Committee for action.

Section 6.

A District Executive Director shall serve as an ex-officio member of the Committee and will serve as staff to the Committee. The staff person shall be responsible for:

- arrangements and timely notification of meetings
- distribution of records and minutes of each meeting to Committee members and the Superintendent
- securing additional staff support as necessary to conduct Committee business
- preparing necessary reports
- keeping a file of Committee records and minutes
- carrying out other duties as requested by the Committee and assigned by the Superintendent

ARTICLE V

Meetings

Section 1.

The Committee shall meet at least 3 times a year according to a Committee meeting calendar which shall be established no later than the September meeting of each school year. Meetings may be held in various geographical areas of the District. The date for a given meeting may be

changed by agreement of a simple majority of the Committee members at a regularly scheduled meeting. Members shall have information available in a timely manner (at least 2 days in advance).

Section 2.

Contingent upon need, special meetings may be called by the Superintendent, by the Chair, or by a simple majority of the Committee. Notices of all special meetings shall be given in writing to each member not less than five days before the date set for any such meeting. All notices of any special meeting shall state the purpose.

Section 3.

A quorum shall consist of a simple majority (more than half) of the Committee membership. A simple majority of the quorum shall be required to adopt any resolution or motion.

Section 4.

Anyone attending a meeting may speak to any issue in accordance with established Committee procedure. Only Committee members may initiate or amend proposals and motions, and only Committee members may vote. The Chair is a voting member of the Committee.

Section 5.

The Executive Committee and the District Executive Director shall set the agenda for each meeting and shall provide members with any information necessary to act on agenda items. Members may request additional items to the agenda provided this request reaches the Chair or the District Executive Director at least one week prior to the meeting. New items not covered under the above may be proposed by members and others for the floor and may be considered at the conclusion of the regular meeting.

Section 6.

All Committee meetings must be publicly announced at least 2 weeks prior to the meetings by the Redmond School District. Each meeting shall be open to the public in a barrier-free location.

Section 7.

The District will provide interpreters and other necessary services at Committee meetings, providing notice of such need is submitted to the District one week before the scheduled meeting.

ARTICLE VI
Subcommittees

Section 1.

The Committee may establish subcommittees as needed to carry out the responsibilities of the Committee and to accomplish its purpose as stated in these bylaws.

Section 2.

The operating procedures of each subcommittee shall be adopted by the Committee. The subcommittee operating procedures shall be reviewed at least once each biennium.

Section 3.

Persons other than members of the Council may serve on its subcommittees. Each such subcommittee shall be chaired by a member of the Committee or have a member of the Committee serve as liaison. Membership on subcommittees shall include parents or students.

Section 4.

Executive Committee:

The purpose of the Executive Committee is to:

- review the bylaws annually
- review and set the agenda for each meeting of the Council
- any other administrative functions

Executive Committee members are the Council’s Officers (Chairperson, Vice-Chairperson, and Past Chairperson) and one Council representative. The Executive Committee will meet outside of regularly set Advisory Committee meetings to fulfill their responsibilities, including determining agendas.

ARTICLE VII
Annual Goals

Section 1.

At the first meeting of the school year, the Committee shall review the previous year’s outcomes and establish its annual goals for the current year tied to Committee duties. These annual goals shall be distributed throughout the District.

Section 2.

At the end of each year, the Committee shall prepare an annual summary of work completed by the Committee that was tied to District goals, policies, practices and programs. This report will be made available to the public in a manner consistent with the public reporting requirements of the District and shall be posted on the District website.

ARTICLE VIII
Amendments

Section 1.

These bylaws shall be reviewed by the Committee as needed, but at least at the beginning of every school year.

Section 2.

The bylaws of this Committee may be amended or revised by the affirmative vote of a simple majority of the membership. Any revisions made to the bylaws shall be tied to: 1) ways to improve Committee operations, or 2) changes in the needs of the District.

Section 3.

The text of proposed amendment(s) shall be made available by hardcopy or email to all members at least two weeks prior to the meeting where the bylaws and amendments will be discussed and voted on.

ARTICLE IX
Effective Date

These bylaws and any amendments to the bylaws shall take effect at the next regularly scheduled meeting following their approval by the Committee.