



**San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting Department**

**District Advisory Council for Compensatory Education
(DAC)**

ELECTED OFFICERS

The DAC officers will consist of a Chairperson, a First Vice-Chairperson and a Second Vice-Chairperson. These officers will be elected to serve for one year. These three officers may be re-elected and must be a DAC Representative or Alternate at the time of election. These officers must not be district employees.

DUTIES OF ELECTED OFFICERS

The DAC Chairperson:

- a) Acts on behalf of the DAC.
- b) Presides over all DAC Meetings.
- c) Will address all DAC member matters and be kept informed of all compensatory education matters.
- d) Appoints special committees and calls caucuses.
- e) Appoints Parliamentarian and others as necessary; i.e.: Timekeeper, Election Committee, etc.
- f) Sets the monthly agenda.
- g) Collaborates with the DAC Executive Board and the district office responsible for categorical programs.
- h) Reviews and approves minutes before mailed to and posted on the DAC website for DAC members.
- i) Signs applications upon approval of the DAC.
- j) Meets with project staff and other concerned constituents, involved persons, groups and/or organizations.
- k) Delegates specific tasks to members as requested or as needed.
- l) Receives information concerning positions funded by Compensatory Education Programs, employment opportunities and in-service activities to provide information regarding these to members.
- m) Performs other auxiliary functions as required.
- n) Nominates two Vice-Chairpersons to preside at meetings and perform all duties of the Chairperson in his or her absence.
- o) Appoints Representatives to attend conferences as needed.

The DAC Vice-Chairpersons:

- a) Presides at meetings and performs all duties of the Chairperson in his or her absence as designated by the Chairperson.
- b) Assumes the position of Chairperson if necessary.
- c) Coordinates subcommittee activities as designated by the Chairperson.
- d) Serves as Executive Board members.
- e) Performs other duties as designated by the Chairperson.

NOMINATION AND ELECTION PROCEDURES FOR DAC OFFICERS

Section I: Nominations

- a. The Chairperson shall appoint an Election Committee consisting of no less than three members at the October meeting.
- b. The Election Committee shall determine eligibility and compile a slate of nominees for each office to be presented to the DAC at the November meeting.
- c. The nominees for Chairperson and First Vice-Chairperson shall be DAC representatives for a minimum of two years. The Second Vice-Chairperson shall be a representative for a minimum of one year.
- d. Nominations from the floor shall be accepted during the November meeting. Nominees must be present to accept such nominations.
- e. Nominees will be given two minutes to make comments at the November meeting.
- f. The nominees must provide the chairperson of the Election Committee with a written biography of his/her activities in Compensatory Education related areas, to be published, sent to the school representatives, and posted on the DAC website for the members prior to the December meeting with the December agenda and the minutes from the November meeting.

Section II: Elections

- a. Additional duties of the Election Committee shall be to conduct the election, count the votes, and announce the election results.
- b. Elections shall be held during the December meeting.
- c. The candidate receiving the majority of votes for each office shall be declared elected.
- d. The newly elected officers shall be installed at the end of the December meeting and shall assume responsibility for the January meeting.
- e. There will be no campaigning at the December meeting or during the election.

REPLACEMENT OF OFFICERS

- a. If the Chairperson position becomes vacant, the First Vice-Chairperson shall assume the position of the Chairperson for the remainder of the term. If the First Vice-Chairperson is unable, then the Second Vice-Chairperson shall assume the position of the Chairperson for the remainder of the term. If both Vice-Chairpersons are unable, a special election shall be held immediately.
- b. In the event a Vice-Chairperson position becomes vacant, the Chairperson will appoint an Election Committee and an election shall be held to fill that position as soon as possible.
- c. Any officer failing to fulfill the duties of the office may be suspended by a 2/3 majority vote of members present at the meeting in which the motion is made. The suspended officer may be removed from the office by a 2/3 majority vote of the members present at the next scheduled meeting.

From Article IV of the DAC Bylaws approved April 15, 2009