

San Diego Unified School District (SDUSD)
DISTRICT ADVISORY COUNCIL (DAC) FOR COMPENSATORY EDUCATION

BYLAWS

PREAMBLE

This organization is established to promote and assure the cooperative participation of parents, community members and staff in the education of children eligible for Compensatory Education Programs. The District Advisory Council (DAC) will engage in meaningful consultation, under the guidelines provided by Administrative Procedure 9062, on any program changes that have not originated from the DAC.

The DAC will be an active participant with the community and district office responsible for categorical programs in the planning, implementation, and evaluation of compensatory education services. It will be a direct means of communication and training for all compensatory education services. It will be a direct means of communication and training for all School Site Councils (SSC) at district schools with State and or Federal Compensatory Education Programs.

**ARTICLE I
NAME OF COUNCIL**

This council shall be known as the San Diego Unified School District Advisory Council (DAC) for Compensatory Education Programs.

**ARTICLE II
OBJECTIVES AND PURPOSE**

The DAC shall have the following objectives and purposes:

- a. To devote time and energy to use its talents, influence, and means for the welfare of all students including making formal presentations concerning major changes in Compensatory Education Programs during Board of Education meetings.
- b. To be directly involved in providing students with educational services to promote a better way of life for them by:
 1. Being directly involved in establishing district goals and objectives;
 2. Providing parents and guardians opportunities and encouragement for participation in program planning, implementation, and evaluation of programs that support the education of students;
 3. Responding thoughtfully to proposals, surveys, evaluations, and making informed recommendations;
 4. Providing in-service opportunities for parents and SSC members;
 5. Aiding in the identification of human and material resources available from the community;
 6. Providing meaningful consultation in an organized, systematic, ongoing, informed, and timely manner to proposed Compensatory Education Program changes.

ARTICLE III MEMBERSHIP

The DAC shall consist of:

- a. One representative and the alternates from the school sites elected from and by members of each School Site Council, at public, non-public, and/or charter schools with Compensatory Education Programs.
- b. Parents shall constitute a majority of the members representing schools with Compensatory Education Programs with the remainder of the members being either community and/or non-administrative staff members listed on rosters submitted by the district deadline each year
- c. All past chairpersons may remain ex-officio members, without privilege of vote.
- d. Each member representing a school with a valid roster is entitled to one vote on matters relating to district wide issues. With regards to matters relating to Title I, only members representing a Title I school with a valid roster are entitled to one vote on matters relating to Title I. **Absentee ballots shall not be permitted.** The alternate shall attend meetings and vote in the absence of the representative.
- e. All parents **and students** from the school site's SSC will automatically be DAC alternates for their respective sites.
- f. **Principals are not voting members.**

ARTICLE IV ELECTED OFFICERS AND DUTIES

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.

The elected DAC Chairpersons duties are as follows:

- a. Acts on behalf of the DAC.
- b. Presides over all DAC Meetings, *general and executive*.
- c. Will address all DAC member matters and be kept informed of all compensatory education matters.
- d. Special committees and calls caucuses.
- e. Appoints Parliamentarian and others as necessary; i.e.: Timekeeper, Election Committee, etc.
- f. Sets the monthly agenda.
- g. Liaison with the DAC Executive Board and the district office responsible for categorical programs.
- h. Reviews minutes before distributed to the general DAC body for ratification and posted to the DAC website.
- 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. Appoints Representatives to attend conferences and meetings as needed.

The elected DAC Vice-Chairpersons duties are:

- 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 member.
- e. Performs other duties as designated by the Chairperson.

Aside from the elected officers, the DAC Executive Committee will consist of the following --

Recording Secretary:

The chairperson shall appoint a recording secretary. The recording secretary need not be a DAC representative nor an alternate. The recording secretary's duties are to:

- a. Review the minutes from the general and executive meetings.
- b. Keep all records including the minutes, all meeting handouts, the membership list, and the calendar of meetings.
- c. Send thank you notes to each guest speaker.

Parliamentarian:

The chairperson shall appoint a parliamentarian. The Parliamentarian must be a DAC representative or alternate. The duties of the parliamentarian shall be to:

- a. Ensure that all meetings are governed by the DAC Bylaws, District Procedures, applicable State and Federal regulations, and Robert's Rules of Order Newly Revised.
- b. Advise the chairperson and DAC members regarding Parliamentarian procedures.
- c. Keep on hand current copies of DAC Bylaws.
- d. May assist SSC Parliamentarians when requested.

**ARTICLE V
DISTRICT STAFF RESPONSIBILITIES**

The District staff shall:

- a. Record minutes for the DAC general meetings.
- b. Distribute minutes for each meeting and post to the DAC website.
- c. Maintain an attendance record of all members and provide a report to the chairperson one week after each monthly meeting
- d. Make copies of DAC records for the Chairperson and post to the DAC website.

The District staff may:

- a. Record minutes for other DAC meetings upon request of the chair.

**ARTICLE VI
NOMINATION AND ELECTION PROCEDURES FOR DAC OFFICERS**

Section I: Nominations

- a. Chairperson shall appoint an Election Committee consisting of no less than three members at the October meeting.
- b. 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 shall be DAC representatives for a minimum of two years. The nominees for First Vice-Chairperson shall be DAC representatives for a minimum of one year. The Second Vice-Chairperson shall be at a minimum a DAC representative.
- d. Nominations from the floor shall be accepted during the ~~November~~ **October** meeting.
 1. A person can nominate himself or herself.
 2. A nomination does not need a second.
 3. Nominees must be present to accept such nominations.
 4. If there is but one nominee for any office, the ballot for that office may be dispensed with.
- e. Nominees will be given two minutes to make comments at the ~~November~~ **October** 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.** Vote counting will be witnessed by district staff and a minimum of 2 DAC representatives randomly selected.
- b. All election materials, including cast ballots, shall be available for public review and shall be preserved in the DAC archives for 3 years.
- c. Elections shall be held during the ~~December~~ **November** meeting.
- d. The candidate receiving the majority of votes for each office shall be declared elected. If there is but one nominee for any office, the ballot for that office may be dispensed with.
- e. The newly elected officers shall be installed at the end of the ~~December~~ **November** meeting and shall assume responsibility for the January meeting.
- f. There will be no campaigning at the ~~December~~ **November** meeting or during the election.

**ARTICLE VII
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.
- b. 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.
- c. If both Vice-Chairpersons are unable, a special election shall be held immediately.
- d. In the event a Vice-Chairperson position becomes vacant, the Chairperson will appoint a member of the DAC that meets the vice chairperson requirements to complete the term. The appointment must be ratified by the general DAC body at the next general DAC meeting.
- e. 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.

**ARTICLE VIII
DAC EXECUTIVE COMMITTEE**

An executive board shall be established by the chairperson mostly from members of the DAC. The executive board shall consist of no more than twelve (~~42~~ 10) members including the Chairperson, First Vice-Chairperson, and Second Vice-Chairperson.

**OTHER MEMBERS
OF THE EXECUTIVE BOARD**

Additional members are appointed by the Chairperson and ratified by the DAC general body at a regular general meeting prior to the executive board meeting at which the new member(s) will participate. Up to three (3) members of the DAC executive team may consist of non DAC members. Based on the Parent Involvement Policy, it is recommended that these members come from other parent advisory groups in the district i.e., GATE, DELAC/ELAC.

The duties of the Executive Board shall be to:

- a. Advise the DAC Chairperson on matters under his/her jurisdiction.
- b. Act on behalf of the DAC on matters that are time sensitive. These actions are subject to ratification by the DAC general membership at the next regular meeting.
- c. Follow up on "Action Items" or issues that are generated in the regular meetings and have to be researched, analyzed and/or presented for discussion.
- d. Consider future topics for agenda items.
- e. Perform other duties as required and assigned by Chairperson.

Three (3) consecutive absences from executive board meetings shall be cause for termination of appointment.

**ARTICLE IX
ATTENDANCE**

- a. DAC members or designated alternates are to attend each regular and specially called meeting.
- b. DAC representatives or the alternates must be in attendance to vote.
- c. All members desiring to attend conferences must have established regular attendance, and must be present at the meeting for election/selection.
- d. Attendance pertains to DAC members who are identified on approved SSC rosters. Perfect attendance will be defined as attending all meetings from September through April. Recognition for perfect attendance will be given during the May general meeting.

**ARTICLE X
MEETINGS**

- a. Regular meetings shall normally be held on the third Wednesday of each month during the traditional school year. Special meetings may be called as needed.
- b. The agenda shall contain DAC business, district staff business and ongoing training.
- c. Any outside presentation such as lectures, guest speakers, multimedia presentations, etc., at regularly scheduled meetings may not exceed thirty minutes.
- d. Quorum for general meetings is met when twenty-five percent (25%) of the DAC members identified through school records submitted by the ~~November~~ District deadline of each year are present. ~~shall constitute a quorum.~~ The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the body.
- e. Quorum for executive meetings is 51%, or one more than half the number of sitting executive team members, constituting a majority.

**ARTICLE XI
AMENDMENTS TO THE DAC BYLAWS**

- a. Thirty days' notice of any proposed bylaws amendments shall be given to the DAC membership. Proposed changes to the bylaws may be made by the bylaws committee or any member of the DAC.

A two-thirds (2/3) affirmation vote of the DAC members present at the meeting post the thirty (30) days' notice is necessary to amend the bylaws.
- b. The Bylaws in no way supersede the established State and District guidelines and regulations.
- c. The DAC bylaws must be reviewed every two years at a minimum.
- d. The DAC bylaws committee meetings will be publicly noticed.
- e. The DAC bylaws will be translated into Spanish.
- f. Any DAC member can propose an amendment to the Bylaws during the New Business portion of a duly-noticed meeting for review and consideration pursuant to the process described within the Bylaws.

Amendments-to the District Advisory Council Bylaws approved on:

April 15, 2009
May 15, 2013
December 17, 2014