



## **BYLAWS OF THE DISTRICT ADVISORY COMMITTEE VOLUSIA COUNTY SCHOOLS**

### **ARTICLE I: NAME**

The name of the organization shall be the District Advisory Committee of the School District of Volusia County.

### **ARTICLE II: PURPOSE**

- A. The District Advisory Committee will serve as a resource to the school board and the superintendent of schools in an advisory capacity.
- B. Direct communication will be maintained between the advisory committee and the school board regarding the business of this committee, presenting to the school board annually.
- C. The District Advisory Committee will be a direct link between the community and district and school-based administrators.
- D. The District Advisory Committee will participate in the process of defining issues, formulating goals and policies, and approving district-level requests for charter district waivers.
- E. The District Advisory Committee will be apprised annually of financial issues impacting the school district.
- F. The District Advisory Committee members may be asked to undertake specific studies and make recommendations to the school board and superintendent.
- G. The District Advisory Committee members are responsible for reporting information back to their school's School Advisory Council, including the distribution of District Advisory Committee minutes.
- H. The District Advisory Committee members will meet with the SAC committee to discuss issues before presenting to the DAC, as the DAC is not a forum for individual personal issues.

### **ARTICLE III: MEMBERSHIP**

- A. The District Advisory Committee will consist of one representative from each school who is appointed by the principal and is a member of that school's School Advisory Council; one representative appointed by each school board member; one representative appointed by the superintendent; and one representative from each bargaining unit and other organizations that support Volusia County schools. High schools shall have the option to appoint a student representative. This student will be appointed by the principal and should be someone who will represent the school fairly and wisely as an additional representative for the school. It is not necessary for the student to be serving in student government. Each of these representatives shall have one vote (if there is more than one representative appointed, only one vote shall be given). To ensure their school's representation at all DAC meetings, principals may appoint one representative and an alternate. Only one appointed representative from each school may attend each DAC meeting. If there is more than one appointed representative present, only one may participate in the meeting as that school's representative.
- B. Membership appointments shall be made prior to the first DAC meeting of the school year
- C. District Advisory Committee members shall serve for one year and may serve additional terms. Members shall continue serving until their successors have been appointed, as outlined in Article III, A.

### **ARTICLE IV: ATTENDANCE**

- A. Regular attendance is required at monthly meetings. Student representatives are only required to attend every other month, attending the meeting closest to their high school. Principals and area superintendents will be notified by the Community Information Services department when a school-appointed member has missed two consecutive meetings.
- B. After the third consecutive absence, the member's principal will be requested to appoint a new representative to fulfill the remaining term.
- C. DAC attendance will align with District policy for school attendance; e.g., if District policy requires in person school attendance, DAC meetings will be held in person.

### **ARTICLE V: OFFICERS**

#### **Section 1. Terms and Duties.**

- A. The officers of the District Advisory Committee shall consist of the chairman and vice chairman.
- B. The chairman and vice-chairman shall be elected at the May meeting to serve for one year. Officers can be re-elected to serve no more than three consecutive years in any one position.

- C. The chairman shall preside at all District Advisory Committee meetings. The chairman will present an annual report to the school board
- D. The vice-chairman will preside at all District Advisory Committee meetings in the absence of the chairman.
- E. In the event of a tie in voting, the chairman shall cast the deciding vote.

## **Section 2. Nominations.**

- A. A nominating committee shall consist of three District Advisory Committee members approved by the membership at the March meeting. The nominating committee will make every effort to solicit nominees for the offices of chairman and vice-chairman, including verification of membership and attendance.
- B. At the April meeting, the committee will present the names of all interested nominees.. Nominations will also be taken from the floor and closed at the end of the April meeting.
- C. At the May meeting, each nominee will have the opportunity to briefly address the membership prior to voting.

## **Section 3. Elections.**

- A. Voting will be by show of hands if there is only one nomination for office. If there is more than one nominee, voting will be by individual ballot.
- B. Members must be present to cast a vote. Voting may be virtual if meetings are being held virtually per Article IV, C.
- C. The nominee with the most votes will be elected to office.

## **ARTICLE VI: MEETINGS**

### **Section 1. Scheduling.**

- A. Regular meetings coordinated by the superintendent through the Community Information Services department will be held once per month, excluding June, July, August and January.
- B. Special meetings of the committee may be called by a majority of the members or by the superintendent for a specific purpose.
- C. Meeting locations will be determined by the District Advisory Committee.

## **Section 2. Records and Notice.**

- A. Accurate minutes and attendance records for all District Advisory Committee meetings shall be kept by the Community Information Services office and posted on the Volusia school district's website in a timely manner.
- B. Copies of the minutes and agenda for the next meeting shall be distributed to committee members, school board members, superintendent and principals in advance.

## **ARTICLE VII: PARLIAMENTARY PROCEDURES**

“Robert’s Rules of Order Revised” shall apply.

## **ARTICLE VIII: AMENDMENTS**

- A. Volunteers from the membership shall form a sub-committee to review the bylaws every three years, or sooner, if deemed necessary. The proposed amendments will be presented to the members in writing at least one meeting prior to a vote.
- B. The bylaws of the District Advisory Committee may be amended at any meeting by a two-thirds vote of the members present.