Manor ISD Citizens Facility Advisory Committee Charter

Purpose

The purpose of the Citizens Facility Advisory Committee is to advise the Manor ISD Board of Trustees on facility recommendations after evaluating the district's current facilities, educational programs, student population trends, and other relevant data that contribute to delivering quality education.

The committee will assist in the development of facility proposals in a timely, transparent, and comprehensive manner. As part of its responsibilities, the committee will provide the Board of Trustees and community with detailed written reports that cover their facility recommendations. These reports will be based on careful analysis of current district facilities, educational needs, and population trends, and will include clear justifications for each proposed recommendation. The committee's written proposals will serve as a key resource for the Board in making informed decisions about the district's facility planning, ensuring that the process remains transparent, evidence-based, and aligned with the district's long-term goals for quality education.

To support its mission, the district will involve the committee in the planning of future facilities and major capital expenditures, including safety and security, new construction or renovations, major maintenance, roof and air conditioning replacements, technology upgrades, and the expansion and/or replacement of the school bus fleet.

Scope, Responsibilities, and Charge

The Citizens Facility Advisory Committee serves as a standing advisory body to the Board. It does not have the authority to direct staff on financial matters or make requests that would require significant staff resources. The committee is not responsible for management, fiduciary oversight, purchasing approval, or setting district policies.

The committee's role is to provide recommendations to the Board and the district on relevant matters, serving as a dedicated advisory body with this specific responsibility.

Membership

The committee will initially consist of 21 members, with each Board Trustee appointing three citizens. Additional members may be invited as needed, and existing members will serve at the discretion of the trustee who appointed them.

Eligibility

Committee members must:

- Reside or pay property taxes within the school district boundaries.
- Not be employed by or under contract with a vendor from which the district is considering a purchase using bond funds.

If a member becomes employed by a vendor of bond goods or services, enters into a contract with such a vendor, or moves outside the district or no longer owns property in the district during their term, they will be automatically removed from the committee and replaced by the trustee who appointed them.

If a member has a conflict with a specific issue, they may recuse themselves from the related discussion rather than resigning.

There are no specific occupation or expertise requirements for serving on the committee. However, Trustees are encouraged to appoint individuals who can make meaningful contributions to the committee's work.

Attendance

Board members will periodically review the attendance of their appointees and may use attendance as a factor in determining whether an appointee will continue to serve on the committee.

Terms

Committee members will serve a two-year term. Trustees will review committee appointments and may make changes as necessary to support the development process and advisory recommendations related to facility planning.

Organization

The committee will elect a chairperson and secretary from its membership every two years.

- The **chairperson** will preside over meetings.
- The **secretary** will take minutes and prepare them for distribution.

The chairperson and secretary will be elected by a simple majority vote of committee members present. If a leadership vacancy arises or if a majority of committee members present calls for a new election, the committee may hold a new election for these positions.

Decision-Making

Except where stated otherwise in this charter, decisions of the committee will be made by a simple majority vote of the members present at the meeting.

Meetings and Reporting

The committee will meet at least quarterly, though additional meetings may be called as needed. The chairperson will provide an annual report to the Board, either in writing or in person. The committee may also submit additional reports or opinions to the Board or superintendent at its discretion.

Transparency

The district will maintain a dedicated website for the Citizens Facility Advisory Committee. The website will include:

- Names of current committee members
- Links to documents provided to the committee
- Meeting agendas
- Other information relevant to the committee's work and transparency

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Committee Support

Manor ISD administration will support the committee by:

- Facilitating meetings
- Providing necessary information to help the committee carry out its duties
- Assisting in the preparation of committee reports
- Ensuring the committee's work product and reference materials are accessible to the public