



Empowering all Dragons to Achieve Excellence

CARROLL

INDEPENDENT SCHOOL DISTRICT

Carroll ISD District Committee Bylaws

Board Local Policy BDB provides the function of District Committees shall be fact-finding, deliberative, and advisory, but not administrative.

The Board of Trustees for Carroll ISD established the **Budget and Finance Committee** to act as a fact-finding, deliberative, and advisory to the Board of Trustees in matters regarding educational goals, objectives and any major district-wide classroom instructional programs identified by the Board or its designee.

SECTION 1.

1. Each district committee shall have no more than 15 members (*unless otherwise noted in board local and legal policy*) + 2 Trustees appointed by the Board President and will be completed by the following process:
 - a. Each Trustee will review the committee member applications and may nominate 1 applicant + 1 alternate (*in case there are duplicate nominations*) for a particular committee (7).
 - i. Applicants must complete a [background check](#)
 - ii. Applicants may only serve on one committee.
 - iii. Selected committee members must serve a 2-year term.
 - iv. Vacancies that occur during the term will be replaced by the Board President
 - b. District leaders will nominate staff (5) - District lead is included in the 5
 - c. CISD Board Officers will fill the remaining community member places from the applications (3)
 - d. TOTAL: 10 Community, 5 Staff, plus 2 Trustees Appointed by the Board President ([2.4.2 Local](#)).
 - e. The President of the Board and the Superintendent shall be ex officio members of all Board committees ([2.4.2 Local](#)).

2. NOTE - CHANGE THIS PROCESS FOR THE CHAIR

3. There shall be a Committee Chair (*a community member*) agreed upon and appointed by the Committee Membership.
4. There shall be a Committee District Lead who will work in coordination with the Committee Chair.
5. There shall be a Committee Secretary appointed by the Committee Chair responsible for meeting agenda and meeting minutes.

2400 N. Carroll Avenue, Southlake, TX 76092 817.949.8222 FAX 817.949.8228 www.southlakecarroll.edu

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6. There shall be a current website and the District Leader will be responsible for updating the committee's page with membership, agendas, and minutes.
7. Committee members shall serve a two-year staggered term, unless an early termination is agreed upon by majority of the committee membership.
8. Committee chair and secretary shall serve for one- year terms and thereafter until their successors are elected.
9. The bylaws shall be posted on the committee website and shall govern the meetings of the committee.
10. The committee meetings are open to the public.
11. The committee shall use Robert's Rules of Order as a tool to bring order to meetings and allow the group to take care of business in an efficient and predictable manner. Robert's Rules of Order and other kinds of parliamentary procedures are a proven way of conducting meetings.

SECTION 2.

1. The committee' s bylaws shall be consistent with state law and CISD legal and local policy.
2. Attendance: At a minimum,
 - a. Regular meetings shall be held once each quarter.
 - b. A quorum is 9 committee members. If a quorum can be present, the meeting shall proceed and not be canceled.
 - c. Members not planning to attend a meeting shall notify the district lead or the chair of the committee by 12:00pm of the meeting day.
 - d. Any member with absences and/or no-shows from two (2) consecutive meetings or not exhibiting interest in the work of the committee shall be reported to the Superintendent or Board President. The Board President in consultation with the Superintendent and/or Board Officers, at his discretion, may remove the committee member and appoint a replacement.
 - e. Any vacancy, whether by removal or resignation, occurring in the committee shall be filled by appointment from the Board Officers for the length of the unexpired term.
 - f. Minutes of each meeting shall be posted on the committee's district webpage.

SECTION 3.

1. The Carroll ISD Board of Trustees or CISD Administration shall:
 - a. Establish a ***purpose*** of the committee.

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- b. Establish the **primary responsibilities and expected outcomes** of the committee.
 - c. Establish **a timeline** for making any proposal and/or recommendations to the CISD Administration and/or Board of Trustees.
2. The committee shall act in a fact-finding, deliberative, and advisory capacity to the CISD Administration & Board of Trustees in matters pertaining directly to the committee's purpose.
 3. The committee shall annually (*by May of each year*) prepare and submit a report to the Superintendent regarding:
 - i. the committee accomplishments of the year
 - ii. identify key priorities for the following year
 - iii. identify any committee membership vacancies for the following year
 4. The committee shall perform such other fact-finding, deliberative, and advisory tasks as are delegated to it by the CISD Administration and/or Board of Trustees.

SECTION 4

The _____ shall continue to exist until dissolved or abolished by a decision of the CISD Board Officers or a change in legal or local policy.

Committee Membership

Name	Affiliation <i>(Community Member or District Staff)</i>	Role
	Community Member	Chairman
	CISD District	District Lead
	Community Member	Secretary
		Member
		Member
		Member
		Member

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		Member
		Member
		Member
		Member

Additional Members beyond 10 (for those with policy membership greater than 10), please add below:

Committee Purpose

The Audit Committee's mission is to ensure CISD receives the highest form of assurance issued by Independent Auditors (Unmodified Opinion), as well as other reports issued by the Independent Auditors that should reflect positive results and continuous improvement. The Audit Committee also expects to see that the District continues to receive the Government Finance Officers Association (GFOA) and Association of School Business Officials International (ASBO) Certificates of Excellence in Financial Reporting annually.

Committee Primary Responsibilities & Expected Outcomes

Convene and collaborate with the District's Independent auditing firm, review the Annual Comprehensive Financial Report with the Independent Auditors, and make recommendations as a result of these proceedings to the Board of Trustees annually.

Committee Timeline