



Empowering all Dragons to Achieve Excellence

CARROLL

INDEPENDENT SCHOOL DISTRICT

Carroll ISD District Committee Bylaws

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

The Board of Trustees established standing and ad hoc committees to serve as fact-finding, deliberative, and advisory bodies to the Board in matters related to district goals, objectives, and major district-wide programs or initiatives as identified by the Board or its designee.

SECTION 1.

1. Each district committee shall include membership as determined by Board policy and may include designated representatives of the Board. Committee membership will be established through a process outlined by the Board President, who will appoint members to the committee:
 - a. Each Trustee will review the applications for committee members.
 - 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 representatives to serve on the committee.
 - c. The Board Officers will select community members from the applicant pool to fill the remaining committee positions.
 - d. The President of the Board and the Superintendent shall serve as ex officio members of all Board committees.
2. A committee secretary, designated to the role, will be responsible for preparing and distributing meeting agendas, recording meeting minutes, and maintaining committee records.
3. A current and actively maintained website shall be available to provide committee information and updates.
4. Committee members shall serve a two-year staggered term, unless the majority of the committee membership agrees to an early termination.
5. The bylaws shall be posted on the committee website and shall govern the committee's meetings.
6. The committee meetings are open to the public.

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7. The committee shall use Robert's Rules of Order to maintain order in meetings and allow the group to conduct business in an efficient and predictable manner. Robert's Rules of Order and other parliamentary procedures are proven ways to conduct 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. Meetings will be held regularly, as determined by the committee, and announced in advance.
 - b. Members not planning to attend a meeting shall notify the district lead by 12:00 pm on the meeting day.
 - c. 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, may, at their discretion, remove a committee member and appoint a replacement.
 - d. 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.
 - e. 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 the **purpose** of the committee.
 - b. Establish the **committee's primary responsibilities and expected outcomes**.
 - 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 prepare and submit a report to the Superintendent regarding the committee's accomplishments of the year.