

## **Berryessa Union School District**

### **BERRYESSA DISTRICT ADVISORY COUNCIL (BDAC)**

#### **BY-LAWS**

##### **Article I:     NAME**

This organization shall be known as the Berryessa District Advisory Council (BDAC), herein referred to as the Council.

##### **Article II:     PURPOSE, RESPONSIBILITIES, LIMITATIONS, & APPOINTMENTS**

**Section 1**     The purpose, responsibilities, limitations, membership, and appointments of the Council are specified in Board Policy 1200.

**Section 2**     Recommendations will be made to the Superintendent and to the Board of Trustees on District budgets, demographics, policies, position papers, procedures, and other items submitted to the Council for review, and on other items deemed important by the Council.

**Section 3**     The Council Chairperson shall make monthly reports to the Board of Trustees during the regular school year, and at other times when appropriate to increase communication between the Council and Board of Trustees.

**Section 4**     In November, the Council officers shall attend a regularly scheduled board meeting of the Board of Trustees where BDAC goals are placed on the agenda to identify the Council's major tasks and priorities for the new school year. All other voting members of the Council may also attend and participate in this working session, if desired.

**Section 5**     Voting member organizations shall appoint or elect primary representatives and alternates annually, in accordance with Board Policy 1200. The term is one year, from October through September. One person may represent no more than two voting member organizations. Each voting member organization shall provide the Executive Secretary with the names and contact information for these representatives and alternates at least one week prior to the Council's regular October meeting. Only those members or alternates who have been elected or appointed by their may vote at Council meeting.

##### **Article III:     MEMBERSHIP**

**Section 1**     Membership on the BDAC will be consistent with Board Policy 1200. Changes in this policy will automatically change this Article.

**Section 2** The voting membership of the Berryessa District Advisory Council will be selected as follows:

- One elected community member from each of the thirteen school site councils, who is not an employee of the school he/she represents.
- One school site administrator, appointed by the Superintendent.
- One community member from each of the other advisory councils established by the Board of Trustees, elected by the respective advisory council. The Superintendent maintains the list of these advisory councils.
- Up to three certificated employees, appointed by the president of the California Teachers' Association of Berryessa.
- Up to two classified employees, appointed by the leadership of the classified employees group(s).
- One community member from each independent beneficial foundation or organization that operates for the primary benefit of the Berryessa Union School District and students, appointed by the leadership of the foundation or organization. The Superintendent maintains the list of these foundations and organizations
- One community member from each organization that has a long-term use agreement for district school facilities, appointed by the leadership of the organization. The Superintendent maintains the list of these organizations
- Up to three community members-at-large who do not represent a specific organization, appointed by the Superintendent.

**Section 3** The term of membership shall be one year, from October through September. The Superintendent or designee shall be Executive Secretary to the Council. The Berryessa District Advisory Council shall adopt by-laws that identify the frequency of reports to the Board of Trustees, the selection of officers, and operational procedures.

#### **Article IV: OFFICERS**

**Section 1** There shall be a Chairperson, Vice-Chairperson, and Recording Secretary, elected from among the primary voting representatives to the Council. Alternate representatives are not eligible for election to a Council office. The Executive Secretary is selected as provided in Board Policy 1200.

**Section 2** Officers shall be elected each school year at the regular meeting in October. The term of office shall be one year. If the October meeting is not a duly constituted meeting because of the lack of a quorum, then the election shall be held at the next regular, duly constituted meeting.

**Section 3** Officers whose terms have expired will continue to perform their duties until their successor has assumed the office.

**Section 4** Nomination of Officers. Nominations will be made at the October meetings. Only members of the BDAC, or their alternates in their absence, may put forth nominations for the positions of Chairperson, Vice Chairperson, and Recording Secretary. The nominations process for Recording Secretary and Vice Chairperson will be conducted by the Chairperson. The Executive Secretary will conduct the nominations for the position of Chairperson. Nominations for each position will remain open until there are no further nominations from the floor. Nominations will then be closed.

**Section 5** Election of Officers. The election of each officer will be held separately and be conducted by secret ballot. The election of Chairperson will be conducted by the Executive Secretary. The election of the Vice Chairperson and Recording Secretary will be conducted by the President.

Section 5.1 The ballots for each officer will be counted by the Executive Secretary or her/his designee. The nominee for each position who receives the most ballots will be declared the winner

Section 5.2 In the case of a tie, an election between the top two (2) nominees for that position will be held following the procedures in this section. The individual with the most ballots will be declared the winner. If that vote also ends in a tie, subsequent elections will be held between the two (2) nominees until one of them receives a majority of the votes.

## **Article V: DUTIES OF OFFICERS**

**Section 1** The Chairperson shall:

- a. Conduct meetings
- b. Designate responsibilities when necessary
- c. Prepare and approve the publication of the agenda in cooperation with the Executive Secretary
- d. Approve draft minutes prior to distribution

**Section 2** The Vice-Chairperson shall (as provided by Board Policy 1200):

- a. Conduct meetings in the absence of the Chairperson
- b. Monitor time and process of the meeting
- c. Report directly to the Chairperson
- d. Act as Parliamentarian

**Section 3** The Executive Secretary shall:

- a. Produce the agenda with the Chairperson and post the agenda in accordance with district policy.
- b. Publish and distribute agenda and minutes of the previous meeting at least 72 hours in advance of each regular meeting. Agendas and minutes will be posted in each school, be available prior to the BDAC meetings on the district web page, and will be sent to members electronically unless requested otherwise.
- c. Provide and distribute necessary information to council members as deemed necessary by the Council, Chairperson, and/or Executive Secretary.
- d. Develop background materials needed for agenda items.

- e. Maintain a current roster of Council voting member organizations, and their respective elected/appointed representatives and alternates.
- f. In August and September of each year, notify each voting member organization in writing to appoint/elect representatives for the new school year, with terms beginning at the first regular meeting in October.
- g. If a voting member organization is not represented at two (2) consecutive regular meetings, the organization will be notified in writing about the absences and the probable need to elect/appoint a new representative and alternate.

**Section 4**      The Recording Secretary shall:

- a. Record meeting minutes.
- b. At the conclusion of meetings, provide the rough meeting minutes to the Executive Secretary.
- c. Keep attendance rosters and provide monthly copies to the Chairperson and Executive Secretary.

**Article VI:      PROCEDURES**

**Section 1**      Meetings shall be held in public. Anyone who desires to speak must first be recognized by the Chairperson. Representatives to the Council will be given first right to speak.

**Section 2**      Members of the public shall be given the opportunity to address the Council on any item on the agenda, either prior to or during the consideration of the item by the Council (ref.: Brown Act). The Chairperson or presiding officer shall so advise all members of the public who may be present at Council meetings.

**Section 3**      Meeting date and time is to be determined by the Council in October, at the beginning of the new term of representatives to the Council. The specific length of meetings may be voted on by a simple majority of the Council.

**Section 4**      The quorum for a duly constituted meeting will be seven (7) representatives from the voting membership of the Council. No official business may be conducted in the absence of a quorum.

**Section 5**      One person who represents two voting member organizations will cast one vote for each voting member organization represented. Likewise, this individual will count as two for the purposes of determining the presence of a quorum. In accordance with Article II.5, one person may represent no more than two voting member organizations.

**Section 6**      If the primary representative to the Council cannot attend a meeting, s/he shall notify the alternate to attend. Alternates will have the same voting privileges as primary representatives, but they may not be elected to a Council office. If both the primary representative and the alternate are in attendance, only the primary representative may vote.

- Section 7** Only items identified as action item on the printed and posted agenda may be voted upon at a meeting. All votes on action items will be decided using a raised hand vote with a simple majority prevailing.
- Section 8** When an issue is presented in order to make recommendations to the Superintendent or Board of Trustees, a target date for final decision by the Council shall be established.
- Section 9** Standing committees shall be created by a majority vote of council members and will be disbanded by a majority vote of the Council.
- Section 10** Ad hoc committees shall be created by a majority vote of council members and will be disbanded upon completion of its task(s).
- Section 11** Council by-laws may be revised by a two-thirds (2/3) affirmative vote of those present at any duly constituted meeting.

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