

## **Standard Bylaws Template for District Advisory Bodies**



**Section Three. Term of Service.**

**Section Four. Vacancies.**

**Section Five. Change in Member Status.**

*Section Six. Conflict of Interest.* No individual shall be nominated for or hold a position on the [name] if that individual has a direct pecuniary interest in the recommendations of that committee and decisions made by the [name]. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in the decisions and voting as to that issue.

*Section Seven. Conduct.* [Name] members shall conduct themselves at all times with courtesy and respect to other members and district staff. Members are encouraged to speak freely during meetings, but must provide other members with the same opportunity. Unless otherwise authorized by the [name], members shall not speak for the [name]; and, unless otherwise authorized by the administration, members shall not speak for the district. Violation of this code of conduct may result in dismissal by the [Chair or Co-chairs].

*Section Eight. Undue Advantage.* [Name] members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in termination of membership by the [Chair or Co-chairs].(As examples, it would be considered an undue advantage if a person included his or her membership in the [name] in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include [name] membership on his or her resume.)

**Article V: Chair [or Co-chairs]**

**Section One. Eligibility.**

It is highly recommended that members have at least one year of service to be eligible to serve as a Chair or Co-chair. For newly formed advisory bodies, this will obviously not be the case.

**Section Two. Selection.**

**Section Three. Term of Service.**

If the Chair or Co-chairs are responsible for setting agendas, then add applicable provisions under this Section.

#### **Article VI: Executive Committee [or Other Name] [Optional]**

This Article is optional, based on the individual advisory body. An Executive Committee, or similar committee, is normally used to set the agenda for the full advisory body. An Executive Committee may also be used to review problems with member attendance and conduct. In some cases, advisory bodies may defer certain work to an Executive Committee, similar to a subcommittee. If an Executive Committee is used, then the following Sections are required.

*Section One. Membership.*

*Section Two. Selection.*

*Section Three. Term of Service.*

*Section Three. Meetings.*

*Section Five. Responsibilities.*

#### **Article VII [or VI]: Staff Support**

*Section One. Designated Support Staff.*

Identify the executive and/or senior staff members, by title, designated by the Superintendent to provide primary support for the advisory body. Also identify any staff members who shall serve as ex officio members of the advisory body.

*Section Two. Responsibilities of Support Staff.* The designated support staff shall serve to coordinate the [name]. Responsibilities of support staff shall include:

1. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
2. Providing members and applicable staff with agendas and background materials prior to meetings.
3. Serving as custodian of all [name] records.
4. [Name] website maintenance.
5. Keeping minutes of plenary [and other] meetings.
6. Ensuring that agendas and approved minutes are appropriately posted.
7. Ensuring that orientation information is provided to new members.
8. Informing the [Chair or Co-chairs] of member attendance and conduct problems.
9. Scheduling urgent agenda items as necessary, in consultation with the [Chair or Co-chairs].

10. Preparing any recommendations, findings, or reports of the [name] and communicating them as appropriate to the district administration, Superintendent, and Board of Trustees.