



Article I: Authority

*Section One: Statute and Policy.*

district's website. An audio or video recording of the regular meeting will be posted on the public SHAC website no later than the 10<sup>th</sup> day after the meeting.

*Section Two. Cancellation of Meetings.* If necessary, the coordinator and officers may cancel any meeting of the SHAC with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of cancelled or rescheduled meetings.

*Section Three. Open Meetings.* Pursuant to the district's communications and visitor's requirements, all plenary meetings of the SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The co-chairs may limit the time given to speakers. Subcommittee meetings may be open to the public at the discretion of the co-chair.

*Section Four. Subcommittees.* The coordinator and officers may form standing or ad hoc subcommittees on any matter deemed necessary or appropriate. The co-chair is responsible for overseeing subcommittees, the selection of their chairs and membership, and may provide specific charges or procedures for those subcommittees (which may allow the inclusion of non-members to serve only in a consultative capacity).

- Subcommittees may not constitute a quorum of the SHAC. Unless otherwise directed by the co-chair, subcommittee meetings shall be held in accordance with the SHAC Bylaws. (7.6 (m))





recognized by the co-chairs before speaking, and otherwise respect the order maintained by the co-chairs. Unless otherwise authorized by the SHAC, members shall not speak for the SHAC, and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the SHAC or the district. Violation of this code of conduct may result in reprimand or dismissal by the coordinator of district advisory bodies in conjunction with the appointing trustee or Superintendent, as applicable.

3. Serving as custodian of all SHAC records. Agendas and minutes of regular meetings must be

- iv. Pace meetings and encourage participation of all members;
    - v. Bring any problems or concerns to the SHAC committee coordinator; and
    - vi. Bring committee recommendations to the SHAC committee coordinator;
  - e. The SHAC will consider subcommittee recommendations and determine the extent to which they are forwarded to the Superintendent – any recommendations to the Board are through the Superintendent.
  - f. The SHAC committee coordinator and co-chairs may direct the subcommittee to accelerate, conclude, or extend its work.
- 4. **Meetings**
  - a. The SHAC committee coordinator will establish a date, time, and location for the initial meeting of the subcommittee.
  - b.