



**BYLAWS**

**OF THE**

**DISTRICT ADVISORY COUNCIL**

**This document replaces any prior Bylaws and Standing Rules of the CVUSD District Advisory Council**

**Adopted: November 10, 2014**  
**Revised: May 12, 2015**  
**Revised: November 14, 2017**  
**Revised: January 15, 2019**

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## **ARTICLE I. NAME**

The name of this Council shall be the District Advisory Council (also known as “DAC”) of the Conejo Valley Unified School District (also known as “CVUSD”).

## **ARTICLE II. OBJECT**

The District Advisory Council will advise the Conejo Valley Unified School District Board of Education on matters related to education programs, policies, procedures and consider actions as requested that pertain to the student achievement and academic performance within the Conejo Valley Unified School District. The District Advisory Council is also an additional forum for stakeholder engagement as part of the LCAP. The District Advisory Council will establish and maintain intra-district communications between the Conejo Valley Unified School District and each School Site Council to encourage the sharing of needs, accomplishments, and activities in order to support a high quality school system.

## **ARTICLE III. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the District Advisory Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. District Advisory Council meetings will be conducted in accordance with the Ralph M. Brown Act.

## **ARTICLE IV. MEMBERSHIP**

### **SECTION 1. DEFINITION OF MEMBER**

#### **A. VOTING MEMBER**

A Voting Member is defined as:

- 1.** A Representative from each school within the Conejo Valley Unified School District who is duly selected by their School Site Council. A Representative may be a Parent, Principal, Teacher, or Classified Employee and does not need to be a member of their School Site Council. The Representative shall not represent more than one (1) school site.

2. A District Advisory Council Executive Board Officer other than the Chairperson. If the Executive Board Officer also serves as a Representative for a School Site, then that member is only entitled to one (1) vote.

## **B. NON-VOTING MEMBER**

A Non-Voting Member is defined as:

1. A Member of any Community Organization as recognized by the District Advisory Council Executive Board.
2. The Conejo Valley Unified School District Deputy Superintendent of Instruction and District Staff Members as recognized by the District Advisory Council Executive Board.
3. The District Advisory Council Chairperson.

## **SECTION 2. ALTERNATES**

If a Voting Member is unable to attend a District Advisory Council Meeting, then he/she may designate an Alternate Representative to attend in their absence.

- A. Voting Member must notify the District Advisory Council Chairperson of their absence and designate an Alternate Representative who will serve in their absence.

This notification must take place no later than 8:00am prior to the start of the said meeting.

- B. An Alternate Representative must be a School Site Representative who is actively involved at their site and has an understanding of their school site policies and culture; someone who attends their School Site Council or other Parent Organization in order to qualify.
- C. If an Alternate Representative is designated to act on the Voting Members behalf, then he/she will be introduced to the Members during roll call, and recognized by the Chairperson.

Once recognized, the Alternate Representative will then have full voting privileges for all business during said meeting.

### **SECTION 3. LENGTH OF TERM**

Each School Site Council shall reserve the right to determine the length of term for the membership of each duly selected Representative.

### **SECTION 4. TERMINATION**

A Voting Member may be subject to termination if he/she is absent for two (2) meetings without having notified the District Advisory Council Chairperson no later than 8:00am prior to the start of said meeting that a designated Alternate Representative will attend in their absence. Upon such occurrence, the Vice Chairperson shall notify the District Advisory Council Executive Board to review and vote on recommending to the District Advisory Council the termination of Member.

### **SECTION 5. TRANSFER OF MEMBERSHIP**

School Site Councils may designate a new District Advisory Council Representative at any time.

- A.** After a School Site Council designates a new District Advisory Council Representative, the School Site Council must notify the District Advisory Council Chairperson no later than 8:00am prior to the start of next regularly scheduled General Meeting.
- B.** The newly designated Representative will be introduced to the Members during roll call, and recognized by the Chairperson.

Once recognized, the newly designated Representative will be considered a Voting Member.

## **ARTICLE V. VOTING**

### **SECTION 1. VOTING RIGHTS**

Voting Members may cast one (1) vote on each matter submitted to a vote of the District Advisory Council. A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. A Voting Member can vote yes, no, or abstain. Proxies are not permitted.

## **SECTION 2. VOTING METHODS**

### **A. TWO-THIRDS (2/3) VOTE**

A Two-thirds (2/3) Vote means at least two-thirds of the votes cast (not counting Voting Members who abstain) at a meeting with a quorum being present.

### **B. ELECTION VOTING**

Refer to “*Article VII. Elections, Section 2. Method of Voting*”

An Executive Board Officer who does not serve as a School Site Representative has the duty to be impartial while representing the district-wide interests of the Parents and Students within the Conejo Valley Unified School District. In this instance, the Executive Board Officer’s vote shall represent the broader based needs and goals of all School Sites.

An Executive Board Officer who also serves as a School Site Representative has the duty to represent the specific needs of their School Site. In this instance, the Executive Board Officer’s vote shall represent the needs and goals of their specific School Site.

## **ARTICLE VI. EXECUTIVE BOARD**

### **SECTION 1. OFFICERS**

The Officers of the District Advisory Council shall be a Chairperson, a Vice Chairperson, a Secretary, a Parliamentarian, and six (6) Members-at-Large, and shall be known as the District Advisory Council Executive Board.

#### **A. CHAIRPERSON**

1. Shall preside at the District Advisory Council General, Special and Executive Board Meetings.
2. Shall keep and maintain a notebook containing procedures, communications, and all other information pertinent to the office and the District Advisory Council.

- 3.** Shall coordinate the work of officers and committees of the District Advisory Council, including all general administrative procedures and policies.
- 4.** Shall have the authority to decrease the amount of time allotted for each Public Speaker during Public Comments when there are five (5) or more Speaker Cards.
- 5.** Shall attend the Conejo Valley Unified School District Board of Education Meetings representing the District Advisory Council, provide reports to the Board of Education as requested, and report back to the District Advisory Council at the next General Meeting. If the Chairperson is unable to attend a Conejo Valley Unified School District Board of Education meeting, then the Chairperson shall find a replacement to attend in his/her absence.
- 6.** Shall serve as an Ex-Officio Member of all Committees except the Nominating Committee.
- 7.** Shall keep the Executive Board informed of all activities of the District Advisory Council.
- 8.** Shall notify the School Site Principal or School Site Administration when their designated School Site Representative has been absent without having notified the District Advisory Council Chairperson no later than 8:00am prior to the start of meeting that a designated Alternate Representative will attend in his/her absence.
- 9.** Shall notify the School Site Principal or School Site Administration when their designated School Site Representative has been terminated from Membership for reasons described in *“Article IV. Membership, Section 5. Termination”*
- 10.** Shall perform such other duties as may be prescribed in the Bylaws or assigned by the District Advisory Council.
- 11.** Shall not serve as a District Advisory Council School Site Representative.

## **B. VICE CHAIRPERSON**

1. Shall preside at the District Advisory Council General, Special, and Executive Board when the Chairperson is absent or unable to preside.
2. Shall keep and maintain a notebook containing all information pertinent to the office.
3. Shall notify the Chairperson, monthly, of any Voting Member absences.
4. Shall keep and maintain an attendance record and log of all General, Special, and Executive Board Meetings. After each meeting, the Vice-Chairperson shall email a copy of the log to the Chairperson, Parliamentarian, and Deputy Superintendent.
5. Shall keep and maintain a log of all DAC Topics, Presenters, and Presentations. After each meeting, the Vice-Chairperson shall email a copy of the log to the Executive Board Members.
6. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

## **C. SECRETARY**

1. Shall be responsible at each meeting for receiving and providing to the Chairperson all Site Concern and Success Cards, Topic Suggestion Cards, Request to Update on Prior Topic Cards, District Advisory Council Representative Reports, Support Organization Reports, and Public Comment Cards.
2. Shall be the time keeper for each Speaker during Public Comments.
3. Shall be responsible for seeing that minutes are taken at all District Advisory Council General, Special, and Executive Board Meetings.
4. Shall provide a copy of the District Advisory Council Executive Board Meeting Minutes to the Executive Board Officers within ten (10) calendar days following the Executive Board Meeting.



5. Shall keep and maintain a notebook containing the Minutes of all District Advisory Council General, Special, and Executive Board Meetings.
6. Shall verify that the District Advisory Council General Meeting Agenda and Minutes are posted in compliance with the Robert M. Brown Act.
7. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

#### **D. PARLIAMENTARIAN**

1. Shall have a working knowledge of parliamentary procedure and of the District Advisory Council Bylaws and ensure compliance with the Ralph M. Brown Act.
2. Shall maintain and have at meetings a notebook containing the District Advisory Council Bylaws and a copy of *Robert's Rules of Order Newly Revised*.
3. Shall give necessary advice in parliamentary procedure to the Chairperson and to the District Advisory Council when requested by the Chairperson.
4. Shall take a roll call at each meeting for attendance purposes.
5. Shall record motions, seconds, and tally votes at each meeting for inclusion in the Meeting Minutes.
6. Shall announce the formation of a Nominating Committee during the February General Meeting and solicit participation to be elected during the March General Meeting. Parliamentarian will Chair said Committee and provide instruction in procedures.
7. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

**E. MEMBERS-AT-LARGE**

1. Shall chair District Advisory Council committees as needed and requested by the Chairperson.
2. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

**SECTION 2. ELIGIBILITY**

Any District Advisory Council Member is eligible to serve as an Officer based on the following:

**A. CHAIRPERSON**

Eligibility to serve as the Chairperson requires the Member to have served on the District Advisory Council Executive Board for one (1) year immediately preceding his/her term of office

**B. OTHER OFFICERS**

Eligibility to serve as the Vice Chairperson, Secretary, Parliamentarian, or Member-at-Large, requires the Member to have served a minimum of a one (1) year term on the District Advisory Council within the past three (3) years.

**SECTION 3. TERM OF OFFICE**

The term of office on the District Advisory Council Executive Board is one (1) year beginning July 1 and ending June 30. No member shall be eligible to serve more than two (2) consecutive terms in the same position.

**SECTION 4. PURPOSE OF THE EXECUTIVE BOARD**

- A. Shall review School District policies with the District Advisory Council as necessary to provide input to the Conejo Valley Unified School District Board of Education through the District Advisory Council Chairperson.
- B. Shall determine the District Advisory Council Meeting Agenda based upon topic suggestion cards, requests for updates on prior District Advisory Council topics, current events, suggestions from the Conejo Valley Unified School District, and information considered pertinent to School Sites.

- C. Shall provide support to, and be a resource for, the District Advisory Council Members in the execution of their duties.
- D. Shall vote to recommend to the District Advisory Council the termination of any Member who is absent for two (2) meetings without having notified the District Advisory Council Chairperson no later than 8:00am prior to the start of said meeting that a designated Alternate Representative will attend in their absence.
- E. Shall nominate and elect the new Officer from the existing Executive Board should an Officer position become vacant.
- F. Shall open the Executive Board Meeting, annually in the month of May, to the newly elected Executive Board Officers for the purposes of planning and transitioning. This meeting will immediately follow the General Meeting. The current Executive Board Officers will review their duties and records with the Executive Board Elect-Officers to help prepare them for their newly elected positions; which will become effective July 1.

#### **SECTION 5. REMOVAL FROM OFFICE**

Upon recommendation of the District Advisory Council Executive Board, any Officer may be removed by two-thirds (2/3) vote (not counting Voting Members who abstain) at a General Meeting with a quorum being present.

#### **SECTION 6. VACANCY**

If the Chairperson, Vice Chairperson, Secretary, or Parliamentarian positions become vacant, then the remaining Executive Board Officers will nominate and elect the new Officer from the existing Executive Board.

A Special Executive Board Meeting shall be called by the Chairperson (or Vice Chairperson if the Chairperson position is vacated; Secretary if the Chairperson and Vice Chairperson are vacated; Parliamentarian if the Chairperson, Vice Chairperson, and Secretary are vacated). This Special Executive Board Meeting will be held for the sole purpose of electing a new Officer.

If an Officer of the Executive Board is unable or not willing to fill the vacant position, then qualified candidates will be nominated and elected by the District Advisory Council Members.

If a vacancy is filled by the January meeting, then the Member filling that position will be considered to have served a full one (1) year term.

If a vacancy is filled after the January meeting, then the Member filling that position may do so without forfeiting his/her eligibility to serve in that same Office for two (2) additional terms.

## **ARTICLE VII. ELECTIONS**

### **SECTION 1. ELECTION OF OFFICERS**

The Officers of the District Advisory Council Executive Board shall be elected at a General Meeting, annually in the month of May. The newly elected Officers will assume office July 1 on that same year.

The timeline and process will be as follows:

#### **A. FEBRUARY GENERAL MEETING**

The Parliamentarian will solicit participation for a Nominating Committee, consisting of three (3) Voting Members and chaired by the Parliamentarian.

Any of the three (3) Voting Members shall not serve on the Nominating Committee two (2) consecutive years.

#### **B. MARCH GENERAL MEETING**

The District Advisory Council will vote for three (3) Voting Members and form the Nominating Committee. The Parliamentarian will chair and provide instruction and procedures to the newly formed committee.

#### **C. APRIL GENERAL MEETING**

The Nominating Committee will present a "Slate of Proposed Officer Nominees" to include one (1) nominee each for Chairperson, Vice-Chairperson, Secretary and Parliamentarian, and six (6) nominees for Member-at-Large. Members of the Committee are not excluded from becoming nominees for elected office.

#### **D. MAY GENERAL MEETING**

Additional nominations shall be permitted from the floor, followed by an election of the Officers.

## **SECTION 2. METHOD OF VOTING**

If there is only one (1) Nominee for an office, then the election for that office shall be by a Majority Vote. A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. A Voting Member can vote yes, no, or abstain. Proxies are not permitted. The Parliamentarian will then report the results to the Chairperson.

If there is more than one (1) Nominee for an office, then the election for that office shall be by paper ballot. If there are more than six (6) Nominees for the Member-at-Large positions, then the election for Members-At-Large shall be by paper ballot. The Parliamentarian shall conduct a roll call for distribution and collection of ballots. Proxies are not permitted. Paper ballots shall be tallied, when possible, by two (2) Non-Voting Members and reported to the Parliamentarian and Chairperson.

## **ARTICLE VIII. MEETINGS**

### **SECTION 1. QUORUM**

A quorum is the minimum number of members who must be present at a meeting to transact business.

The presence of fifty percent (50%) plus one (1) of all Voting Members shall constitute a quorum for the purposes of transacting business at any District Advisory Council meeting.

### **SECTION 2. GENERAL MEETINGS**

- A.** Shall begin at 9:00am on the second (2<sup>nd</sup>) Tuesday of each month, September through May, unless changed by the District Advisory Council Chairperson with a fifteen (15) day notice to the District Advisory Council.
- B.** Shall meet a minimum of six (6) times during the school year.
- C.** Voting Members must inform the District Advisory Council Chairperson no later than 8:00am before any General Meeting if he/she will be absent. If the Voting Member is unable to attend, then an Alternate Representative will need to attend and represent their School Site. Failure to attend two (2) meetings without prior notification and having an Alternate Representative

attend in the Voting Members absence may result in the District Advisory Council Executive Board recommending to the District Advisory Council the removal of the Voting Member.

- D. Notice of a General Meeting shall be posted pursuant to the Ralph M. Brown Act.
- E. General Meetings shall be conducted in accordance with the Ralph M. Brown Act.

### **SECTION 3. EXECUTIVE BOARD MEETINGS**

- A. Shall be held at a time determined by the members of the Executive Board. These meetings should be held in conjunction with the General Meeting.
- B. Notice of an Executive Board Meeting shall be posted pursuant to the Ralph M. Brown Act.
- C. Executive Board Meetings shall be conducted in accordance with the Ralph M. Brown Act.

### **SECTION 4. SPECIAL MEETINGS**

- A. May be called by the Chairperson or by the petition of two-thirds (2/3) of the Voting Members.
- B. Notice of a Special Meeting shall be posted pursuant to the Ralph M. Brown Act.
- C. Special Meetings shall be conducted in accordance with the Ralph M. Brown Act.

### **SECTION 5. PLACE OF MEETING**

The District Advisory Council shall hold General, Special, and Executive Board Meetings at a location provided by the Conejo Valley Unified School District.

### **SECTION 6. NOTICE OF MEETINGS**

Notice of Meetings need to be posted seventy-two (72) hours prior to the scheduled meeting and in compliance with the Ralph M. Brown Act. Postings will be at the following locations:

- A. Conejo Valley Unified School District – District Office, 1400 E. Janss Road, Thousand Oaks, CA 91362

*This location will serve as the main posting location pursuant to the Ralph M. Brown Act, Government Code 54954.2(2);*

- B. Newbury Park High School, 456 Reino Road, Newbury Park, CA 91320;
- C. Thousand Oaks High School, 2323 Moorpark Road, Thousand Oaks, CA 91360;
- D. Westlake High School, 100 N. Lakeview Canyon Road, Westlake Village, CA 91362;
- E. Conejo Valley Unified School District Maintenance and Operations Office, 750 Mitchell Road, Newbury Park, CA 91320.
- F. Conejo Valley Unified School District - District Advisory Council (DAC) webpage:  
[http://www.conejousd.org/Parents/DistrictAdvisoryCouncil\(DAC\).aspx](http://www.conejousd.org/Parents/DistrictAdvisoryCouncil(DAC).aspx)

## **SECTION 7. AGENDA**

- A. Shall be the responsibility of the District Advisory Council Executive Board, together with the Deputy Superintendent of Instruction and District staff, to prepare an Agenda.
- B. Shall be included with the Notice of Meetings and posted seventy-two (72) hours prior to the scheduled meeting in compliance with the Ralph M. Brown Act.
- C. Shall include specific items to be discussed and may include specific times for one or more activities.
- D. Shall list Reports from District Advisory Council Representatives/Committees, Support Organizations, and District Advisory Council Member Site Concerns and Successes.

E. Shall list Public Comments, District Advisory Council Chairperson Comments, District Advisory Council Members Comments, and the Conejo Valley Unified School District Deputy Superintendent Comments.

F. Shall have a layout as follows:

I. General Meeting Session

A. Call the Meeting to Order and Roll Call

B. Pledge of Allegiance

C. Announcements & Procedures

E. Approval of Agenda

F. Reports from District Advisory Council Representatives

G. Reports from Support Organizations

H. Comments

1. Public

*Pursuant to the Brown Act, the CVUSD District Advisory Council (DAC) cannot enter into formal discussion with individuals making public comments to the District Advisory Council. The District Advisory Council cannot take action on any issues raised during public comments that are not on the meeting agenda. Members may respond to public comments during the Individual Comments section of the agenda.*

2. DAC Chairperson

3. DAC Members

A. Site Concerns and Successes

4. CVUSD Deputy Superintendent

II. Action Items – General

*Each item requires a motion for approval*

III. Action Items – Consent

*These items are considered routine and will be approved in one action without discussion. If the District Advisory Council members request that an item be removed from Consent or a citizen wishes to speak to an item, the item will be considered under Action Items.*

A. Approval of Minutes

IV. Information/Discussion Items

*For discussion only; no action is taken on information items.*

V. Adjournment – General Meeting Session



## VI. Executive Board Meeting Session

- A. Call the Meeting to Order and Roll Call
- B. Comments
  - 1. Public (for Executive Board Meeting Agenda Items only)
  - 2. DAC Chairperson
  - 3. DAC Members
  - 4. CVUSD Deputy Superintendent
- C. Consideration of Ideas for General Meeting Agenda
  - 1. Site Concerns and Successes (prior submission during General Meeting)
  - 2. Suggestions for Presentation Topics

## VII. Adjournment – Executive Board Meeting Session

### **SECTION 8. PUBLIC COMMENTS – AGENDA ITEMS AND NON-AGENDA ITEMS**

If a Community Member wishes to address the District Advisory Council, then it is necessary to complete a Speaker Form and hand it to the District Advisory Council Secretary. If he/she would like to make comments about items not on the Agenda, a Speaker Form should be completed and turned in prior to the Public Comments section of the Agenda. If he/she wishes to address an Agenda Item, then he/she will need to submit the Speaker Form prior to the Action portion of the Agenda. Pursuant to the Ralph M. Brown Act, the District Advisory Council cannot enter into formal discussion nor can a decision be made in regard to Public Comments. The District Advisory Council may provide a reference to District staff or other resources of information request District staff to report back at a subsequent meeting or direct the District Advisory Council Executive Board to place an item on a future agenda. Public Comments will be limited to three (3) minutes. On those occasions where there are five (5) or more Speaker Cards, the Chairperson of the District Advisory Council may make the decision to decrease the time.

If a community member wishes to register their opinion on a topic but not speak, then he/she must fill out a Public Written Statement Form and hand it to the District Advisory Council Secretary. The District Advisory Council Executive Board Members will review these forms following the General Meeting.

### **SECTION 9. REPORTS FROM REPRESENTATIVES, COMMITTEES, AND SUPPORT ORGANIZATIONS**

All reports should be provided to the District Advisory Council Secretary before, during, or immediately after the District Advisory Council General Meeting.

## **SECTION 10. SITE CONCERNS AND SUCCESSES**

District Advisory Council Members may complete a “Site Concern and Success” card to promote discussion and provide information to the General Membership regarding their School Site. If a Member wishes to submit a card, then it needs to be submitted to the District Advisory Council Secretary.

## **ARTICLE IX. COMMITTEES**

There shall be such committees created by the District Advisory Council Chairperson or Executive Board as may be required to carry on the work of the District Advisory Council. There shall also be District Advisory Committee representatives selected to participate in Conejo Valley Unified School District Committees.

In order to promote the participation of as many District Advisory Council representatives as possible in committee work, representatives are encouraged to serve on only one (1) committee at a time. The Chairperson shall serve as an Ex-Officio Member of all Committees except the Nominating Committee.

### **SECTION 1. COMMITTEE REPRESENTATIVES**

- A.** Shall be selected from the District Advisory Council Executive Board whenever possible. Because Members-at-Large have no specific duties assigned to them in the Bylaws, they shall be asked first when there is a need to chair or represent the District Advisory Council on a Committee.

If a Committee Representative cannot be found from the District Advisory Council Executive Board, then an elected District Advisory Council Representative or Official Alternate who attends the District Advisory Council meetings will be sought.

- B.** Shall attend all the Committee Meetings and be responsible for reporting and communicating to the District Advisory Council.

### **SECTION 2. COMMITTEE APPOINTMENTS**

All Committee appointments shall be subject to the ratification of the Executive Board.

### **SECTION 3. SUGGESTED LINES OF COMMUNICATIONS**

Committee Member → Committee Chairperson →  
District Advisory Council Chairperson → District Advisory Council Membership

## **ARTICLE X. AMENDMENT OF BYLAWS**

These Bylaws can be amended at a District Advisory Council General Meeting as follows:

- 1.** Proposed Amendment(s) shall appear on the Agenda as an “Information/Discussion Item”.
- 2.** At the following General Meeting, the Proposed Amendment(s) shall appear on the Agenda as an “Action Item”.
- 3.** A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. The two-thirds (2/3) vote will be the method of voting. A Voting Member can vote yes, no, or abstain. Proxies are not permitted.