



**Conejo Valley Unified School District**  
**Gifted and Talent Education**  
**District Advisory Council**  
**Standing Rules**

**ARTICLE I: Meetings**

General membership meetings of the GATE District Advisory Council shall ordinarily be held on at least six different school days throughout the year when school is in session. A change of the meeting date and/or time shall be approved by the Council at the previous month's meeting. Executive Board meetings shall be held at a time determined by the members of the Executive Board.

**ARTICLE II: Duties of Members**

Written and/or oral reports shall be provided in a timely manner regarding GATE District Advisory actions and decisions.

1. A report from the GATE District Advisory Council shall be given at the next regularly scheduled meeting of the District Advisory Council by a member of GATE-DAC designated by the Chairperson.
2. A report from the District Advisory Council shall be given by a member of the GATE DAC, designated by the chairperson, at the next regularly scheduled meeting of the GATE DAC.
3. Each GATE District Advisory Council representative shall provide a report to its School Site Council at their next regularly scheduled meeting.
4. Each GATE District Advisory Council representative shall provide a report to the School Site GATE Committee and to the parents of all GATE identified students at their school site, as long as the parents have opted in to receive this information.
5. Each GATE DAC representative shall provide a report to the GATE facilitator at his/her school site.
6. Each GATE DAC representative shall be involved in the planning, development, and approval, of the annual GATE plan at his/her school site.
7. Each GATE DAC representative shall be responsible for being informed about scheduled GATE related presentations to the Board Of Education.

### **ARTICLE III: Duties of Officers**

All officers shall perform such other duties as may be prescribed in the bylaws or assigned by the GATE DAC.

#### **Chairperson**

The Chairperson shall:

1. Preside at all meetings of the GATE District Advisory Council and its Executive Board
2. Serve as ex-officio member of all committees except the Nominating Committee.
3. Cast the tie-breaking vote.

#### **Vice-Chairperson**

The Vice-Chairperson shall:

1. Act as Chairperson in the absence of the Chairperson at meetings of the GATE District Advisory and its Executive Board.
2. Be a member of any ad hoc committee for the GATE District Advisory Council.

#### **Secretary**

The Secretary shall:

1. See that minutes are taken and a record of attendance of members present is kept at all meetings of the GATE District Advisory Council.
2. Maintain a file of the minutes of all regular and special meetings held.
3. Be responsible at each meeting for receiving and providing to the chairperson public comment cards.
4. Be time keeper for each speaker during public comments.

#### **Parliamentarian**

The Parliamentarian shall:

1. Have a working knowledge of parliamentary procedure and of the GATE District Advisory Council By-Laws and Standing Rules.
2. Maintain and have at all meetings a notebook containing the GATE District Advisory Council By-Laws, Standing Rules and a current abridged version of the Roberts Rules of Order.
3. Give necessary advice in parliamentary procedure to the Chairperson and when requested by members of the GATE District Advisory Council.
4. Announce the formation of a nominating committee during the February general meeting and solicit candidates to be elected during the March general meeting. Parliamentarian will chair said committee and provide instruction in procedures.

## **ARTICLE IV: District and GATE-DAC Collaboration**

The GATE-DAC shall work collaboratively with the District in matters pertaining to the education of GATE identified students by:

1. Receiving information from the District in a timely manner for appropriate review.
2. Providing advice and recommendations to the district in a timely manner

## **ARTICLE V: Committees**

### **SECTION 1: Purpose**

The GATE District Advisory Council shall establish committees, as appropriate to research areas of interest, to develop recommendations, to review information and/or to develop/plan activities.

### **SECTION 2: Members**

Members of committees shall be GATE District Advisory Council members and others with interest and/or expertise in the committee area.

### **SECTION 3: Chairperson**

1. The Chairperson of each committee shall be a member of the GATE District Advisory Council.
2. Will attend all committee meetings.
3. Will be responsible for reporting and communicating to the GATE District Advisory Council.

### **SECTION 4: Procedures for Actions Taken**

Committee action taken on behalf of the GATE District Advisory Council shall be approved by the GATE District Advisory Council before they are implemented.

### **SECTION 5: Committee Lines of Responsibility and Communication**

Lines of communication shall usually be as follows:

1. Committee Member to
2. Committee Chairperson to
3. GATE-DAC Chairperson to
4. GATE-DAC to
5. District Coordinator for Gifted and Talented Education to
6. District Administration to
7. Board of Education

## **ARTICLE VI: School Site GATE Committees**

School site GATE Committees shall consist of, but not be limited to, the principal or designee, GATE Facilitator, and GATE DAC representative. They may submit information and

proposals for consideration to the GATE DAC, following procedures consistent with the GATE DAC Standing Rules.

**ARTICLE VII: Amendment of Standing Rules**

These Standing Rules may be amended at any regularly scheduled meeting of the GATE District Advisory Council by a simple majority if previous notice has been given or by a two-thirds (2/3) vote of those present when previous notice has not been given.

Adopted – January 6, 1992

Amended – June 1993

Amended – August 2002

Reviewed – September 2008

Reviewed – September 2009

Revised – September 2010

Reviewed/Revised – September 2011

Reviewed – September 2012

Reviewed and Amended – November 2016

Reviewed and Amended – November 8, 2019