



# **Conejo Valley Unified School District Gifted and Talent Education District Advisory Council By-Laws**

## **ARTICLE I: Name**

The name of this council shall be the Gifted and Talented Education District Advisory Council of the Conejo Valley Unified School district. It shall also be known as GATE-DAC.

## **ARTICLE II: Purpose**

The GATE District Advisory Council (GATE-DAC) shall advise the Conejo Valley Unified School District Administration, School Board, and District Advisory Council (DAC) on matters related to educational programs, policies, procedures, and specific actions being taken for gifted and talented students. The GATE DAC will establish and maintain intradistrict and interdistrict communication and encourage the sharing of needs, accomplishments, and activities in order to support a high-quality program for gifted and talented students.

## **ARTICLE III: Membership**

### **SECTION 1: Definition of Member**

1. A member is defined as a representative from each school who is the parent of an identified gifted and/or talented student.

If a school cannot fulfill this position with the parent of an identified student, or in the absence of an identified GATE student at the school, the School Site GATE Committee (as defined in the GATE-DAC standing rules) will choose a qualified representative.

2. The member from each school is selected annually by the principal or designee and GATE facilitator, with advisement from the School Site GATE Committee.
3. The District Coordinator for Gifted and Talented Education and appropriate staff members shall be non-voting participants of the GATE District Advisory Council.

4. A representative from the Board of Education shall be a non-voting participant of the GATE District Advisory Council.
5. The executive officers of the GATE DAC shall hold all rights and privileges of a representative.

### **SECTION 2: Alternates**

An alternate representative may be designated from each school site. The alternate becomes the voting member only in the absence of the school's primary representative.

### **SECTION 3: Dual Members**

A dual member is defined as a member who represents two schools.

In the case a school site is unable to identify a qualified member, the School Site GATE Committee (defined in the GATE-DAC Standing Rules), may choose a parent who already represents another school and currently has a child enrolled at each school.

A dual member may not represent more than two schools.

### **SECTION 4: Fill-in Representatives**

If a voting member is unable to attend the GATE-DAC meeting from a school site, then that site's representative may designate a fill-in representative who is the parent of a currently enrolled student at that site.

## **ARTICLE IV: Voting**

One school representative per school site may cast one vote on each matter submitted to a vote by the GATE District Advisory Council. Decisions shall be made by a simple majority of those present entitled to vote. Any vote designated by the Executive Board as a major issue shall be by roll call, according to Roberts Rules of Order.

### **SECTION 1: Alternates**

In the absence of the school's primary representative, the alternate representative becomes a voting member.

### **SECTION 2: Dual Members**

A dual member shall cast one vote per school he/she represents.

### **SECTION 3: Fill-in Representatives**

The designated fill-in representative shall have full voting privilege in the absence of both primary and alternate representatives.

## **ARTICLE V: Officers/ Executive Board**

### **SECTION 1: Officers**

The officers of the GATE District Advisory Council shall be a Chairperson, Vice Chairperson, Secretary and Parliamentarian who shall be known as the Executive Board.

### **SECTION 2: Election**

The officers of the GATE District Advisory Council shall be elected annually at the May meeting and assume office in June. The Nominating Committee shall present a prospective slate of qualified officers to be for voted, and nominations shall also be accepted from the floor.

### **SECTION 3: Method of Voting**

Voting shall be by ballot if there is more than one candidate for an office. Parliamentarian shall conduct a roll call for distribution and collection of the ballots. If there is only one candidate, election shall be by voice.

### **SECTION 4: Term of Office**

The term of office shall be up to two years per office. At the conclusion of an elected member's term, at least one year shall elapse before such member may be elected to a new term in that office.

### **SECTION 5: Removal from Office**

Any officer may be removed from office by a two-thirds (2/3) vote of the voting members of the Council.

### **SECTION 6: Vacancy**

If a position of the Executive Board becomes vacant, then it shall be filled by election. The election shall be held at the first regularly scheduled meeting following the announcement of the vacancy to the membership.

## **ARTICLE VI: Meeting of the Gifted and Talented District Advisory Council**

### **SECTION 1: Regular Meetings**

The GATE District Advisory Council shall meet a minimum of six times during the school year at regularly designated times.

**SECTION 2: Special Meetings**

Special meetings may be called by the Chairperson or by petition of one-third (1/3) of those entitled to vote at a council meeting.

**SECTION 3: Place of Meetings**

The GATE District Advisory Council shall hold its regularly scheduled meetings and its special meetings in a facility provided by the school district.

**SECTION 4: Notice of Meetings**

Notices of meetings shall be posted 72 hours prior to the scheduled meeting.

Notices of meetings shall be sent to the Board of Education, the Superintendent, the Assistant Superintendent of Instruction, appropriate district staff, each site administrator for public posting, each site GATE Facilitator, each member, and to such other persons as the GATE DAC may deem appropriate or necessary.

**SECTION 5: Agenda**

It shall be the responsibility of the Executive Board, together with the District Coordinator for the Gifted and Talented Education, to prepare an agenda for distribution to all members prior to each GATE District Advisory Council meeting.

It shall be included with the notice of meetings and posted 72 hours prior to scheduled meeting in compliance with the Green Act.

**ARTICLE VII: Committees**

**SECTION 1: Standing Special Committees**

The Chairperson or Executive Board shall appoint standing or special committees as deemed necessary to carry out the work of the Council. The Chairperson shall be ex officio member of all committees except the Nominating Committee.

**SECTION 2: Nominating Committee**

Members of the nominating committee will prepare a slate of qualified prospective officers to be presented for vote at the annual May meeting of the GATE DAC.

1. Nominating committee will be established no later than two regularly scheduled meetings of the GATE DAC prior to the May election.
2. Nominating committee will consist of no fewer than three current members of the GATE DAC.

**ARTICLE VIII: Parliamentary Authority**

GATE-DAC meetings shall be conducted in accordance with the Green Act.

The rules contained in the current edition of Robert Rules of Order Newly Revised shall govern the Council in all matters to which they are applicable and in which they are not inconsistent with these By-Laws and any Standing Rules the Council may adopt.

#### **ARTICLE IX: Amendments of By-Laws**

These By-Laws may be amended at any regular meeting of the Council by a two-thirds (2/3) vote of the membership, provided that the amendment has been submitted in writing at the previous regularly scheduled meeting.

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 September 2013  
Amended-January 25, 2017  
Amended-May 8, 2020