



# **Conejo Valley Unified School District**

## **Lesbian, Gay, Bisexual, Transgender, Queer or Questioning and Others Advisory Council**

### **Bylaws**

#### **ARTICLE I: Name**

The name of this council shall be the Lesbian, Gay, Bisexual, Transgender, Queer or Questioning and Others Advisory Council of the Conejo Valley Unified School District, also referenced as LGBTQ+ Advisory Council and/or LGBTQ+ AC.

#### **ARTICLE II: Purpose**

The LGBTQ+ AC shall advise the Conejo Valley Unified School District Administration and Board of Education on matters related to educational programs, policies, procedures, and specific actions being taken for LGBTQ+ students and families. The LGBTQ+ Advisory Council will establish and maintain intradistrict and interdistrict communication and encourage the sharing of needs, accomplishments, resources and activities in order to support a high-quality education within an inclusive, safe, supporting learning environment for our LGBTQ+ students.

#### **ARTICLE III: Membership**

##### **SECTION I: Definition of Member**

1. A member is defined as a representative from each CVUSD school site who is affirming and inclusive of the LGBTQ+ community, and has a deep level of understanding of diverse perspectives. A representative need not have a student who identifies as LGBTQ+.
2. The member from each school is selected annually by the principal or designee.
3. If a school site does not have a representative, a current LGBTQ+ AC member can offer to represent a second school site for the school year, or until a representative can be appointed, whichever comes first.
4. Assistant Superintendent of Student Services, Assistant Superintendent of Instructional Services, Directors and other District staff members shall be non-voting participants of the LGBTQ+ Advisory Council.

5. The Executive Board of the LGBTQ+ Advisory Council shall hold all rights and privileges of a representative.

### **SECTION 2: Alternates**

An alternate representative may be designated from each school site.

## **ARTICLE IV: Voting**

Each school representative may cast one vote on each matter submitted to a vote by the LGBTQ+ Advisory Council. An LGBTQ+ AC member that is representing two school sites may cast one vote for each school. Decisions shall be made by a simple majority of those present and entitled to vote. Any vote designated by the Executive Board as a major issue shall be by roll call, according to Robert's Rules of Order.

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

### **SECTION 1: Officers**

The officers of the LGBTQ+ 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 LGBTQ+ Advisory Council shall be elected annually at the May meeting and assume office in September. The Nominating Committee shall present a prospective slate of qualified officer candidates to be voted for, 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. Parliamentarians shall conduct a roll call for distribution and collection of the ballots. If there is only one candidate, the election shall be by voice.

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

The term of office shall be up to one year. Officers/Executive Board Members can be voted for a second consecutive term, however after that second term, that member will wait one year to fill the role again. They can, however, hold a different position on the Board following a second term.

**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 LGBTQ+ Advisory Council**

**SECTION 1: Regular Meetings**

The LGBTQ+ Advisory Council shall meet a minimum of five 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 LGBTQ+ Advisory Council shall hold its regularly scheduled meetings and its special meetings in a facility provided by the school District, or virtually via an online link provided by the District.

**SECTION 4: Notice of Meetings**

Notices of meetings shall be sent to the Board of Education, the Superintendent, the CVUSD District Leadership Team and appropriate District staff for public posting.

**SECTION 5: Agenda**

It shall be the responsibility of the Executive Board, together with the Director of Student Support Services, to prepare an agenda for distribution to all members and District staff designated above, no later than 72 hours prior to each LGBTQ+ Advisory Council meeting.

**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 LGBTQ+ Advisory Council. The Chairperson shall be ex officio member of all committees except the Nominating Committee.

## **SECTION2: Nominating Committee**

Members of the nominating committee will prepare a slate of qualified prospective officer candidates to be presented for vote at the annual May meeting of the LGBTQ+ Advisory Council. This slate will come from nominations from other LGBTQ+ AC members, including those who would like to self nominate.

1. The Nominating Committee will be established no later than the March LGBTQ+ AC meeting each year, in anticipation of May elections.
2. The Nominating committee will consist of no fewer than three current members of the LGBTQ+ Advisory Council.

## **ARTICLE VIII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the Advisory Council in all matters to which they are applicable and in which they are not inconsistent with these Bylaws and any Standing Rules the Council may adopt.

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

These Bylaws may be amended at any regular meeting of the Advisory 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: 12/8/2021**