

Conejo Valley Unified School District



Bylaws

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ARTICLE I. NAME - STUDENT DISTRICT ADVISORY COMMITTEE (SDAC)

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

ARTICLE II. OBJECT / MISSION STATEMENT

The SDAC mission and purpose is to create a safe environment for the student voice within the CVUSD to accurately represent our school sites unified under one district. Additionally, the SDAC will promote community awareness and establish a partnership between our school sites and the community. The SDAC strives to create a welcoming, supportive, and inclusive environment for all students and is committed to creating equitable access and opportunity across race, class, ethnicity, language, socio-economic status, political orientation, ability, gender identity, sexual orientation, and religion throughout the district. The SDAC members work to advise the Board of Education and district staff on topics affecting students throughout the district. The group shall review and provide input on policy pertaining to students. SDAC provides effective means of communication from peers and the community at large. Finally, the members of SDAC celebrate and highlight achievements throughout the CVUSD.

ARTICLE III. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the SDAC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IV. MEMBERSHIP

SECTION 1. DEFINITION OF MEMBER

A. VOTING MEMBERS

Voting members are defined as:

1. Representatives from each high school within the Conejo Valley Unified School District who are duly selected by their school site through an application and interview process. A representative must be a current student who attends a school within the CVUSD and will attend a CVUSD school the following year they are chosen to represent SDAC.

Note: Comprehensive high school sites shall have up to 6 voting members each, and alternative high school sites shall have up to 3 voting members each. Up to 2 non-voting official alternates may be chosen from each school site. Alternates may not serve on the Executive Board or vote but have all other rights.

2. An SDAC Executive Board Officer.

SECTION 2. LENGTH OF TERM

The length of an SDAC member term shall be (13) months. Current members of the SDAC who wish to remain members for the following school year must apply through the incumbent application process and will be reconsidered. The SDAC membership begins on April 1st and ends on May 31st the following year. This allows the April and May meetings to serve as transition meetings for incoming/outgoing SDAC members.

SECTION 3. TERMINATION

A Voting member who is not an Executive Board Officer may be subject to termination if they are absent for two (2) meetings without having notified the SDAC Executive Board no later than 72 hours prior to the start of said meeting. Upon such occurrence, the Recorder shall notify the SDAC Executive Board to review and vote on recommending to the SDAC the termination of said member. To terminate a member's position, it must be a unanimous vote from the Executive Board. After a member is absent for one (1) SDAC general meeting without notifying the SDAC Executive Board, the Recorder shall contact the member to remind them of the attendance policy.

SECTION 4. TRANSFER OF MEMBERSHIP

Upon termination of membership or in a situation where there is a vacancy during the school year, Site Principals and/or their designee(s) may suggest a new SDAC representative. In the event that a vacancy occurs to the site’s Member-at-Large position, Site Principals and/or their designees may suggest a student as a replacement. Alternates from the applicant pool from the most recent year at their respective school sites will be considered for membership first.

A. After the Principal suggests a new SDAC representative, they must notify the SDAC Chairperson no later than 72 hours prior to the start of the next regularly scheduled Executive Board Meeting. Subsequently, the Executive Board will discuss membership and approve or deny at the Executive Board 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 SDAC. A voting member roll call and the tally and recording of all votes will be taken by the Recorder. A voting member can vote yes, no, or abstain. Proxies are not permitted.

Alternates only receive voting rights when doing so is the only way for the SDAC to reach quorum. The Chairperson shall announce that alternates have voting rights in such a situation.

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

An Executive Board Officer has the duty to represent the specific needs of their School Site. In this instance, the Executive Board Officers vote shall represent the needs and goals of their specific School Site.

ARTICLE VI. EXECUTIVE BOARD

SECTION 1. OFFICERS

The Officers of the SDAC shall be the Chairperson, Vice Chairperson, Recorder, and five (5) Members-at-Large (one per school site), and shall be known as the SDAC Executive Board.

Members-at-large are based on site representation. Each school site must have at least one (1) student elected to the SDAC Executive Board.

A. CHAIRPERSON

1. Shall preside at the SDAC General, and Executive Board Meetings as the SDAC Chairperson.
2. Shall coordinate the work of officers and subcommittees of the SDAC, including all general administrative procedures and policies.
3. Shall have the authority to decrease the amount of time allotted for all Public Speakers during Public Comments when there are five (5) or more Speaker Cards. The Chairperson shall establish the time allotment prior to the public speaker agenda item.
4. Shall keep the Executive Board informed of all activities of the SDAC.
5. Shall perform such other duties as may be prescribed in the Bylaws or assigned by the SDAC.
6. Shall have a working knowledge of parliamentary procedure and of The SDAC Bylaws.
7. Shall serve as the Student Board Member for the school year, commencing on July 1 immediately following the election pursuant to Board Policy 9150. Shall attend the Conejo Valley Unified School District Board of Education Meetings representing the SDAC, provide reports to the Board of Education as requested, be an active participant at Board meetings and report back to the SDAC at the next General SDAC Meeting. If the Student Board Representative is unable to attend a Conejo Valley Unified School District Board of Education meeting, then the Student Board Representative shall communicate with the Vice Chairperson to attend in their absence.
8. Shall attend the first June Board of Education Meeting to help transition responsibilities and introduce the incoming Chairperson. The newly elected Chairperson shall also attend the first June Board of Education Meeting as a transitory meeting to introduce themselves to the Board of Education prior to the start of their designated school year term.

9. Shall attend meetings with the Vice Chairperson as a representative on behalf of SDAC to other district advisory councils, community organizations, or clubs.

10. Shall explain the process of SDAC applications and interview process for the following school year during the February General Meeting and solicit participation from graduating SDAC members for the application and interview review process. The Chairperson shall contact school site principals and the Director of High School Education to be present during the interview process and arrange dates.

11. Shall, along with the Vice Chairperson, lead any effort to engage SDAC with the student body and district or school site leadership of CVUSD. This may include but is not limited to attending events, working with students in the CVUSD, and participating in speaking engagements to reflect the work of SDAC.

B. VICE CHAIRPERSON

1. Shall preside at the SDAC General Meetings, and Executive Board when the Chairperson is absent or unable to preside as the SDAC Chairperson.

2. Shall keep and maintain a log of all SDAC topics, presenters, and presentations. Shall recruit guest speakers to present or speak to SDAC when applicable. After each meeting, the Vice Chairperson shall email a copy of the aforementioned items to the Executive Board members.

3. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the SDAC, or assigned by the SDAC Chairperson.

4. Shall have a working knowledge of parliamentary procedure and of the SDAC Bylaws.

5. In the case that the Recorder is not present, shall record motions, seconds, and tally votes at each meeting for inclusion in the Meeting Minutes.

6. Shall attend designated meetings with the Chairperson as a representative on behalf of SDAC to other district advisory councils or clubs. They shall draft a report to distribute prior to the meetings.

7. Shall attend the Conejo Valley Unified School District Board of Education Meetings representing the SDAC when the Chairperson is absent. In the absence of the Chairperson, the Vice Chairperson will provide reports to the Board of Education as requested, be an active participant at Board meetings, and report back to the SDAC at the next General SDAC Meeting.

8. Shall attend at least one (1) Board of Education Meeting a month as an audience member. They may either attend the Board of Education Meetings in person or observe online via CVUSD's website.

9. Shall keep track of all subcommittee meeting schedules, attendance, and certify that all subcommittees and their chairs comply with the regulations outlined in Article IX of the SDAC bylaws. If necessary, it is the responsibility of the Vice Chairperson to bring forth revisions of subcommittees not in compliance with Article IX. Shall also be responsible for ensuring all SDAC representatives have easy access to meeting dates, schedules, links, and any other relevant information for all SDAC subcommittees.

10. Shall assist the Chairperson in any and all efforts to represent SDAC to the student body and district or school site leadership. This may include but is not limited to attending events, working with students in the CVUSD, and participating in speaking engagements to reflect the work of SDAC.

C. RECORDER

1. Shall be the timekeeper for each Speaker during Public Comments.

2. Shall be responsible for seeing that minutes are taken at all SDAC General and Executive Board Meetings. Shall record motions, seconds, and tally votes at each meeting for inclusion in the Meeting Minutes. Minutes are to be shared with the Director of High School Education and the Administrative Assistant to the Director of High School Education within one week following the General Board Meeting.

3. Shall take notes for the SDAC Executive Board Meeting and other necessary meetings, such as subcommittee meetings when requested by the subcommittee chairperson. Shall share meeting notes with Executive Board Officers or other District Personnel upon request.

4. Shall verify that the SDAC General Meeting Agenda and Minutes are posted on the SDAC page on the CVUSD website.

5. Shall notify the Chairperson, monthly, of any voting member absences and Shall keep and maintain an attendance record and log of all General, and Executive Board Meetings. After each meeting, the Recorder shall email a copy of the log to the Chairperson, and the Director of High Schools. If a member is absent for one (1) SDAC general meeting without notifying the SDAC Executive Board, the Recorder shall contact the member to remind them of the attendance policy.

6. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the SDAC, or assigned by the SDAC Chairperson.

7. Shall assist the SDAC Vice Chairperson in keeping track of all subcommittee meeting

schedules, attendance, and certify that all subcommittees and their chairs comply with the regulations outlined in Article IX of the SDAC bylaws. If necessary, it is the responsibility of the Recorder to help the Vice Chairperson bring forth revisions of subcommittees not in compliance with Article IX.

D. MEMBERS-AT-LARGE

1. Shall chair SDAC subcommittees as needed and requested by the Chairperson.
2. Shall attend the General and Executive Board meetings of the SDAC.
3. Shall organize monthly meetings with their respective school site principal to communicate upcoming SDAC initiatives, share student concerns/ideas, and address any school site specific needs.
4. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the SDAC, or assigned by the SDAC Chairperson.

SECTION 2. ELIGIBILITY

Any SDAC 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 SDAC for one (1) year immediately preceding his/her term. In the event that over 50% of voting representatives are new members to SDAC (never previously served as a voting or alternate member), all members will be eligible to run for the office of Chairperson.

Under Board Policy 9150, “During the nomination and selection process, consideration should be given to an annual balance between students and school site clusters. Voting members should consider past student board trustee representation during the discussion and voting process. Efforts to facilitate a rotation of school board representation by site is strongly encouraged.”

SECTION 3. TERM OF OFFICE

The term of office on the SDAC Executive Board begins during the May General Meeting of one year and ends during the May General Meeting of the subsequent year.

SECTION 4. PURPOSE OF THE EXECUTIVE BOARD

A. Shall review School District policies with the SDAC as necessary to provide input to the Conejo Valley Unified School District Board of Education through the Student Board Representative.

B. Shall determine the SDAC Meeting Agenda based upon feedback and requests from the designated website inquiry form, 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 SDAC members in the execution of their duties.

D. 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 outgoing and incoming Executive Board Officers for the purposes of planning and transitioning. This meeting will immediately follow the May General Meeting once election results are confirmed. The current Executive Board Officers will review their duties and records with the Executive Board Elect-Officers to help prepare them for their newly assumed positions.

SECTION 5. REMOVAL FROM OFFICE

Upon recommendation of the SDAC 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, or Recorder positions become vacant, then the remaining Executive Board Officers will nominate and elect the new Officer from the existing Executive Board.

An Executive Board Meeting shall be called by the Chairperson (or Vice Chairperson if the Chairperson position is vacated; Recorder if the Chairperson and Vice Chairperson are vacated). This 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 SDAC members.

ARTICLE VII. ELECTIONS

SECTION 1. ELECTION OF OFFICERS

The Officers of the SDAC Executive Board shall be elected during a General Meeting, annually in the month of April. The newly elected Officers will assume office at the May General Meeting that same year.

The timeline and process will be as follows:

A. AUGUST GENERAL MEETING

The SDAC shall review Bylaws and hold an Orientation. The SDAC General meeting schedule for the entire school year shall be approved, after being discussed in May. All voting members shall have the opportunity to join any preexisting subcommittees or suggest the creation of a new subcommittee. If a new subcommittee is created, any voting member may volunteer to be subcommittee Chairperson and will be appointed in accordance with the bylaws.

B. FEBRUARY GENERAL MEETING

The SDAC will receive notice of applications for SDAC members for the subsequent school year. A universal application will be sent to each school site to distribute. Each school site will form a panel consisting of the Principal, Director of High Schools, Chairperson and at least one SDAC member at the site, chosen by the site Principal, to sit on the selection panel. The applications will be available to students in January/February with announcements at the school site happening throughout the process. The SDAC will receive notice that the site panels will convene to review applications and meet with students interested in becoming SDAC members.

C. MARCH GENERAL MEETING

The SDAC will receive notice that the site panels have selected the appropriate number of SDAC members for the subsequent year to replace outgoing SDAC members. The newly selected SDAC members will attend the April meeting and be allowed to run for elected positions (except for the Chairperson position as per Article VI, Section 2. A.) for the SDAC Executive Board (cf Article IV Section 2.a.)

D. APRIL GENERAL MEETING

Nominations will happen at the April General Meeting to include biographies and narratives from the candidates. After the nomination process is complete a ballot will be created by the Director of High Schools to be sent to each of the SDAC members established for the following school year. The vote will occur before the May General meeting to confirm the SDAC Executive Board members for the following year.

E. MAY GENERAL MEETING

The newly elected SDAC Executive Board will be notified of their positions before the May General Meeting and be invited to attend the Executive Board Meeting in May. The May General Meeting will include a transition of the outgoing Executive Board and Senior SDAC members and the incoming Executive Board and new members. Members will discuss the calendar of meeting dates for the next school year, returning for approval in August.

SECTION 2. METHOD OF VOTING

A. 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 can vote yes, no, or abstain, using the ballot provided for the election. Proxy votes are not permitted. The Director of High School Education/SDAC Advisor will then report the results to the Chairperson.

B. If there are two (2) Nominees for an office, the same voting process shall be used and will require a majority vote. If the candidates tie, there may be a run-off to determine the winner. In the event the tie cannot be broken, the position shall be filled as per Article VI. Section 6.

C. If there are at least three (3) Nominees for an office, rank-choice voting shall be used and will require a majority vote. If one candidate receives a majority vote, they shall be declared the winner. If no candidate receives a majority vote, the candidate with the fewest votes shall be eliminated, and the Representatives who voted for them shall have their vote transferred to their next choice. This process will repeat until one candidate has a majority vote. If two candidates tie for having the fewest votes, they shall be eliminated and their votes redistributed at the same time. If the candidates tie, there may be a run-off to determine the winner. In the event the tie cannot be broken, the position shall be filled as per Article VI. Section 6.

D. Nominees may run for multiple officer positions. In the event an individual has won the election for multiple positions, they may select their preferred position and the remaining vacant position will be determined using the voting method outlined in Article VII. Section 2. A-C. Any votes cast for the candidate who has accepted a different position shall be immediately transferred to the next-choice candidate of their voters. In the event that an individual has won an election for a position, has declined that position, and is running unopposed, the vacancy shall be filled as per Article VI. Section 6.

E. Senior/graduating members of SDAC are permitted to vote for the Executive Board along with all other current/incoming SDAC members.

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 SDAC meeting.

SECTION 2. GENERAL MEETINGS

A. Shall occur once a month and shall begin at 4:00 pm in the Board Room at the District Office. Meetings shall run monthly from August through May, unless changed by the SDAC Chairperson with a fifteen (15) day notice to the SDAC.

B. Shall meet a minimum of six (6) times during the school year.

C. Voting members must inform the SDAC Chairperson no later than 72 hours before any General Meeting if they will be absent. Failure to attend two (2) meetings without prior notification may result in the SDAC Executive Board recommending to the SDAC representatives the removal of the voting member.

D. Shall include reports from each high school site to be shared with the Student Board Representative in order to effectively report relevant activities, events and progress at the various sites to the CVUSD Board of Education at their regular meetings.

SECTION 3. EXECUTIVE BOARD MEETINGS

Shall be held immediately following the General Meeting. Mid-month, online meetings shall be held at a time determined by the members of the Executive Board at least 72 hours prior to the General Meeting.

SECTION 4. PLACE OF MEETING

The SDAC shall hold General, and Executive Board Meetings at the Board Room located at the CVUSD office at 1402 Janss Rd. Thousand Oaks, California.

SECTION 5. NOTICE OF MEETINGS

Notice of Meetings need to be posted seventy-two (72) hours prior to the scheduled meeting. Postings will be at the following locations:

A. Conejo Valley Unified School District – District Office, 1400 E. Janss Road,

Thousand Oaks, CA 91362

- 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. Century Academy High School, 33 Greta St, Thousand Oaks, CA 91360
- F. Conejo Valley Unified School District - SDAC webpage: <https://conejousd.org/sdac>

SECTION 6. AGENDA

- A. Shall be the responsibility of the SDAC Executive Board, together with the Director of High Schools 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.
- C. Shall include specific items to be discussed and may include specific times for one or more activities.
- D. Shall list Reports from SDAC Representatives/Committees, Support Organizations, and SDAC Member Site Concerns and Successes.
- E. Shall list Public Comments, SDAC Chairperson Comments, SDAC Member Comments, and the Conejo Valley Unified School District Director of High School Comments.
- F. Shall have a layout as follows:
 - I. General:
 - A. Call Meeting to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Approval of Agenda
 - E. Public Comments
 - II. Action Items
 - A. Approval of Minutes
 - B. Item B

Each item requires a motion for approval

- III. Information/Discussion
 - A. Item A

Items may be marked as Information, Discussion, or Information/Discussion

- IV. Reports
 - A. Standing Committees and District Committees
 - B. Other District Advisory Council/Committee Reports

- C. Community Report
- V. Member Comments
 - A. Chair
 - B. Members
 - C. District Administrator
- VI. Adjournment
 - A. Future Agenda Items
 - B. Adjournment
- VII. Executive Board Meeting
 - A. Call Meeting to Order
 - B. Roll Call
 - C. Public Comments
- VIII. Information/Discussion - Executive
 - A. Discuss Meeting Five Key Takeaways
 - B. Future Agenda Items
 - C. Item C
- IX. Action Items - Executive
 - A. Item A
- X. Member Comments - Executive
- XI. Adjournment - Executive

SECTION 7. PUBLIC COMMENTS – AGENDA ITEMS AND NON-AGENDA ITEMS

If a community member wishes to address the SDAC then it is necessary to complete a Speaker Form and hand it to the SDAC Secretary. If they 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 they will need to submit the Speaker Form prior to the Action portion of the 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 SDAC may make the decision to decrease the time.

If a community member wishes to register their opinion on a topic but not speak, then they must fill out a Public Written Statement Form and hand it to the SDAC Recorder. The SDAC Executive Board members will review these forms following the General Meeting.

SECTION 8. REPORTS FROM REPRESENTATIVES, COMMITTEES, AND SUPPORT ORGANIZATIONS

All reports should be provided to the SDAC Recorder before, during, or immediately after the SDAC General Meeting.

ARTICLE IX. COMMITTEES

There shall be such committees created by the SDAC Chairperson or Executive Board as may be required to carry on the work of the SDAC governing body. Such committees must be composed of at least one (1) representative from each comprehensive high school site as well as at least one (1) representative from an alternative high school in the Conejo Valley Unified School District. Should the committee not maintain sufficient representation, it is subject to reevaluation by the Executive Board and potential change in committee leadership or termination. There may also be SDAC representatives selected to participate in Conejo Valley Unified School District Committees.

In order to promote the participation of as many SDAC representatives as possible in committee work, representatives are encouraged to serve on at least one (1) committee at a time. If a representative is not on a District Committee, they are encouraged to serve on at least one (1) committee created by the SDAC. The Chairperson shall serve as an Ex-Officio Member of all Committees.

SECTION 1. COMMITTEE CHAIRPERSONS

A. Shall be selected by the Chairperson from the SDAC Executive Board whenever possible. Members-at-Large shall be asked first when there is a need to chair or represent the SDAC on a Committee. If a committee representative cannot be found from the SDAC Executive Board, then an elected SDAC representative or official alternate who attends the SDAC meetings will be sought.

B. Shall attend and facilitate all meetings of their subcommittee and be invited to attend SDAC Executive Meetings. Shall be responsible for reporting and communicating to the SDAC and SDAC Executive Board.

C. Shall be responsible for ensuring sufficient school site representation as outlined in Article IX.

D. Shall be responsible for sharing subcommittee agendas, meeting minutes, subcommittee presentations, gathered student data and other information with the Recorder to be stored in the SDAC Shared Google Drive.

SECTION 2. COMMITTEE APPOINTMENTS

All Committee appointments by the Chairperson shall be subject to the ratification of the Executive Board upon request.

SECTION 3. NON-SDAC MEMBER SUBCOMMITTEE INVOLVEMENT

In order to encourage student engagement in CVUSD, if a student or community member of CVUSD brings forth a concern/idea/policy that relates to an SDAC subcommittee, they may be invited to attend subcommittee meetings to provide input/information but may not participate in any voting matters.

ARTICLE X. District Committee Representatives

SECTION 1. District Committee Representative Selection

A. Shall be selected from the SDAC Executive Board whenever possible. Members-at-Large shall be asked first when there is a need to chair or represent the SDAC on a District Committee.

B. If Executive Board members are unable to act as district committee representatives, SDAC voting members may volunteer and be ratified by the SDAC Executive Board

SECTION 2. District Committee Representative Responsibilities

A. Shall attend all District Committee meetings to represent the SDAC and the student body. When the representative is unable to attend, they shall notify the SDAC Chairperson so that a member of the Executive Board member may act as a substitute.

B. Shall provide updates pertaining to their respective District Committee at each SDAC General Meeting and solicit feedback from SDAC members when necessary.

ARTICLE XI. AMENDMENT OF BYLAWS

These Bylaws can be amended at a SDAC 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 Chairperson. 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.