

Conejo Valley Unified School District

Student District Advisory Committee

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 Student District Advisory Committee 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 Student District Advisory Committee 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 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.
2. A Student District Advisory Committee Executive Board Officer.

SECTION 2. LENGTH OF TERM

The length of a SDAC member term shall be one (1) calendar year. Current members of the SDAC who wish to remain a member for the following school year must apply through the same application process as other contenders and will be considered in the same pool of candidates. The SDAC membership begins and ends on May 31st. This allows the May meeting to serve as a transition meeting 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 Student District Advisory Committee Executive Board no later than 72 hours prior to the start of said meeting. Upon such occurrence, the Recorder shall notify the Student District Advisory Committee Executive Board to review and vote on recommending to the Student District Advisory Committee 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 site representatives may suggest a new Student District Advisory Committee Representative in the event that a vacancy

occurs to the executive board as a replacement. Alternates from the applicant pool from the most recent year at their respective school sites will be considered first.

A. After the Principal suggests a new Student District Advisory Committee Representative, they must notify the Student District Advisory Committee 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 before the next 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 Student District Advisory Committee. 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.

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 Student District Advisory Committee shall be the Chairperson, Vice Chairperson, Recorder, and two to five (2-5) Members-at-Large, and shall be known as the Student District Advisory Committee 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 Student District Advisory Committee General, and Executive Board Meetings as the Student District Advisory Committee Chairperson.
2. Shall coordinate the work of officers and committees of the Student District Advisory Committee, 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 Student District Advisory Committee.
5. Shall perform such other duties as may be prescribed in the Bylaws or assigned by the Student District Advisory Committee.
6. Shall have a working knowledge of parliamentary procedure and of The Student District Advisory Committee Bylaws.
7. Shall attend monthly meetings with principals from all CVUSD high schools, along with that school’s respective SDAC representatives
8. Shall attend the Conejo Valley Unified School District Board of Education Meetings representing the Student District Advisory Committee, provide reports to the Board of Education as requested, be an active participant at Board meetings and report back to the Student District Advisory Committee at the next General SDAC Meeting. If the Board Representative is unable to attend a Conejo Valley Unified School District Board of Education meeting, then the Board Representative shall communicate with the Vice Chairperson to attend in their absence.
9. 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.

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

11. 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 to be present during the interview process and arrange dates.

B. VICE CHAIRPERSON

1. Shall preside at the Student District Advisory Committee General, and Executive Board when the Chairperson is absent or unable to preside as the Student District Advisory Vice 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 log to the Executive Board Members.

3. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the Student District Advisory Committee, or assigned by the Student District Advisory Committee Chairperson.

4. Shall have a working knowledge of parliamentary procedure and of the Student District Advisory Committee 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 Student District Advisory Committee 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 Student District Advisory Committee 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.

C. RECORDER

1. Shall be the time-keeper for each Speaker during Public Comments.
2. Shall be responsible for seeing that minutes are taken at all Student District Advisory Committee General, 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 Schools & Assessment and the Administrative Assistant to the Director of High Schools within one week following the General Board Meeting.
3. Shall take notes for the Student District Advisory Committee 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 Student District Advisory Committee 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 Student District Advisory Committee, or assigned by the Student District Advisory Committee Chairperson.

D. MEMBERS-AT-LARGE

1. Shall chair Student District Advisory Committee committees as needed and requested by the Chairperson.
2. Shall attend the General and Executive Board meetings of the Student District Advisory Committee.
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 Student District Advisory Committee, or assigned by the Student District Advisory Committee Chairperson.

SECTION 2. ELIGIBILITY

Any Student District Advisory Committee 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 Student District Advisory Committee for one (1) year immediately preceding his/her term. In the event that 50% of representatives are new members to SDAC, all members will be eligible to run for the office of Chairperson.

SECTION 3. TERM OF OFFICE

The term of office on the Student District Advisory Committee Executive Board is one (1) year beginning May 31st and ending May 31st of the subsequent year.

SECTION 4. PURPOSE OF THE EXECUTIVE BOARD

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

B. Shall determine the Student District Advisory Committee 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 Student District Advisory Committee 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 newly elected Executive Board Officers for the purposes of planning and transitioning. This meeting will immediately follow the April 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 elected positions; which will become effective May 31st.

SECTION 5. REMOVAL FROM OFFICE

Upon recommendation of the Student District Advisory Committee 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, Recorder, Member-at-large, Subcommittee, or Chairperson 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; Recorder if the Chairperson and Vice Chairperson 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 Student District Advisory Committee Members.

ARTICLE VII. ELECTIONS

SECTION 1. ELECTION OF OFFICERS

The Officers of the Student District Advisory Committee Executive Board shall be elected after a General Meeting, annually in the month of April. The newly elected Officers will assume office May 31st on that same year.

The timeline and process will be as follows:

A. AUGUST GENERAL MEETING

The Student District Advisory Committee shall review Bylaws and Parliamentary Procedures. The Executive Board shall release the SDAC General meeting schedule for the entire school year. 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 to the bylaws

B. FEBRUARY GENERAL MEETING

The Student District Advisory Committee will receive notice of applications for SDAC members for the subsequent school year. SDAC's executive team will develop a universal application and will send out the application for each school site to distribute. Each school site will form a panel consisting of the Principal, Director of High Schools and an outgoing SDAC member 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 Student District Advisory Committee 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 Student District Advisory Committee will receive notice that the site panels have selected the appropriate number of SDAC members for the subsequent year to replace out-going 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 Bios and narratives from the candidates. After the nomination process is complete an electronic 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 after the April meeting, but 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.

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 google form provided for the election. Proxies are not permitted. The Director of High schools/SDAC Advisor will then report the results to the Chairperson.

B. If there is more than one (1) Nominee for an office, the same electronic voting process shall be used and will require a majority vote. If two candidates receive the majority of votes there may be a run-off to determine the winner.

C. 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 fulfilled by the other candidate with the second highest votes. In the event that an individual has won an election for a position, has declined that position, and they were running unopposed, the vacancy shall be filled as per Article VI. Section 6

D. Senior/graduating members of SDAC are permitted to vote for the Executive board along with all other current 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 Student District Advisory Committee meeting.

SECTION 2. GENERAL MEETINGS

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

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

C. Voting Members must inform the Student District Advisory Committee 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 Student District Advisory Committee 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 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 at a time determined by the members of the Executive Board. These meetings should be held in conjunction with the General Meeting at least 72 hours prior to the General Meeting.

SECTION 4. SPECIAL MEETINGS

May be called by the Chairperson or by the petition of two-thirds (2/3) of the Voting Members.

SECTION 5. PLACE OF MEETING

The Student District Advisory Committee shall hold General, Special, and Executive Board Meetings at the Board Room located at the CVUSD office at 1402 Janss Rd. Thousand Oaks, California.

SECTION 6. 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 - Student District Advisory Committee (DAC) webpage:

<http://www.conejousd.org/Departments/Instructional-Services/High-School-Education-and-Assessment/SDAC-Student-District-Advisory-Council>

SECTION 7. AGENDA

A. Shall be the responsibility of the Student District Advisory Committee 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 Student District Advisory Committee Representatives/Committees, Support Organizations, and Student District Advisory Committee Member Site Concerns and Successes.

E. Shall list Public Comments, Student District Advisory Committee Chairperson Comments, SDAC Members Comments, and the Conejo Valley Unified School District Director of High School 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

D. Approval of Agenda

E. Reports from Student District Advisory Committee Representatives

F. Reports from Support Organizations

G. Comments

II. Action Items – General

Each item requires a motion for approval

III. Action Items – Consent

A. Approval of Minutes

IV . Information/Announcements

Members may ask questions, but no discussion and no action is taken

V. Information/Discussion Items

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

VI. Adjournment – General Meeting Session

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

If a Community Member wishes to address the Student District Advisory Committee then it is necessary to complete a Speaker Form and hand it to the Student District Advisory Committee 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 the Student District Advisory Committee 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 Student District Advisory Committee Recorder. The SDAC 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 Student District Advisory Committee Recorder before, during, or immediately after the SDAC General Meeting.

ARTICLE IX. COMMITTEES

There shall be such committees created by the Student District Advisory Committee Chairperson or Executive Board as may be required to carry on the work of the Student District Advisory Committee governing body. Such committees must be comprised 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 re-evaluation by the Executive Board and potential change in committee leadership or termination. There may also be Student District Advisory Committee representatives selected to participate in Conejo Valley Unified School District Committees.

In order to promote the participation of as many Student District Advisory Committee 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 Student District Advisory Committee. The Chairperson shall serve as an Ex-Officio Member of all Committees.

SECTION 1. COMMITTEE CHAIRPERSONS

A. Shall be selected from the Student District Advisory Committee Executive Board whenever possible. Members-at-Large shall be asked first when there is a need to chair or represent the Student District Advisory Committee on a Committee. If a Committee Representative cannot be found from the Student District Advisory Committee Executive Board, then an elected Student District Advisory Committee Representative or Official Alternate who attends the Student District Advisory Committee meetings will be sought.

B. Shall attend all the Subcommittee Meetings, SDAC Executive Meetings, and SDAC General Meetings and be responsible for reporting and communicating to the Student District Advisory Committee 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 General Google Drive.

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 → SDAC Chairperson → SDAC Membership

SECTION 4. NON SDAC MEMBER STUDENT SUBCOMMITTEE INVOLVEMENT

In order to encourage student engagement in CVUSD, if a student 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 Student District Advisory Committee Executive Board whenever possible. Members-at-Large shall be asked first when there is a need to chair or represent the Student District Advisory Committee 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 General Members when necessary

ARTICLE XI. AMENDMENT OF BYLAWS

These Bylaws can be amended at a Student District Advisory Committee 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 Vice 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.