



Conejo Valley Unified School District

Lesbian, Gay, Bisexual, Transgender, Queer or Questioning and Others Advisory Council (LGBTQ+ AC)

Standing Rules

ARTICLE I: Meetings

General membership meetings of the LGBTQ+ 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 Advisory 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

CVUSD Board Policy 1220 "Citizen Advisory Committees" establishes that "Citizen Advisory committees shall serve in an advisory capacity; they may make recommendations, but their actions shall not be binding on the Board or Superintendent." Therefore, advisory councils/committees may vote to approve its agenda or minutes, but all other action times shall be a vote on "advisory recommendations" and shall be placed on the agenda as such.

Written and/or oral reports shall be provided in a timely manner regarding LGBTQ+ Advisory Council actions and decisions.

1. A report from the LGBTQ+ Advisory Council shall be given at the next regularly scheduled meeting of the District Advisory Council by a member of the LGBTQ+ AC designated by the Chairperson.
2. Each LGBTQ+ Advisory Council representative shall provide a report to its School Site Council at their next regularly scheduled meeting.
3. A report from the District Advisory Council shall be given by a member of the LGBTQ+ Advisory Council, designated by the Chairperson, at the next regularly scheduled meeting of the LGBTQ+ AC.

ARTICLE III: Duties of Officers

Chairperson

The Chairperson shall:

1. Preside at all meetings of the LGBTQ+ 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 LGBTQ+ Advisory Council and its Executive Board.
2. Be a member of any ad hoc committee for the LGBTQ+ 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 LGBTQ+ Advisory Council.
2. The secretary shall draft minutes of each general meeting and executive board meetings. Minutes shall reflect any actions taken and a brief summary of information and discussion. District staff shall finalize meeting minutes in order to provide greater consistency across all district advisory councils and committees.
3. Maintain a file of the minutes of all regular and special meetings held.

Parliamentarian

The Parliamentarian shall:

1. Have a working knowledge of parliamentary procedure and of the LGBTQ+ Advisory Council By-Laws and Standing Rules.
2. Maintain and have at all meetings in a notebook containing the LGBTQ+ 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 LGBTQ+ Advisory Council.

ARTICLE IV: District and LGBTQ+ Advisory Council Collaboration

The LGBTQ+ Advisory Council shall work collaboratively with the District in matters pertaining to the education of students who identify on the LGBTQ+ continuum 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 LGBTQ+ 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 LGBTQ+ Advisory Council members and others with interest and/or expertise in the committee area.

SECTION 3: Chairperson

The Chairperson of each committee shall be a member of the LGBTQ+ Advisory Council.

SECTION 4: Procedures for Actions Taken

Committee action taken on behalf of the LGBTQ+ Advisory Council shall be approved by the LGBTQ+ AC before they are implemented. Speakers, presenters, films and participants in the LGBTQ+ Advisory Council sponsored programs shall also be approved by the LGBTQ+ AC.

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. LGBTQ+ AC Chairperson to
5. District Coordinator for LGBTQ+ AC to
6. District Administration to
7. Board of Education

ARTICLE VI: School LGBTQ+ Advisory Council Site Committees

School site LGBTQ+ Advisory Council Committees shall consist of, but not be limited to, the principal or designee, LGBTQ+ AC Facilitator, and LGBTQ+ AC

representative. They may submit information and proposals for consideration to the LGBTQ+ AC, following procedures consistent with the LGBTQ+ AC Standing Rules.

ARTICLE VII: Amendment of Standing Rules

These Standing Rules may be amended at any regularly scheduled meeting of the LGBTQ+ Advisory Council by a simple majority if previous notice has been given or by a majority vote of those present when previous notice has not been given.

Adopted – February 22, 2023