

Austin Independent School District Policy BDF(Local)

INTRODUCTION

On June 27, 2011, the AISD Board of Trustees adopted Policy BDF(Local), which is attached in its entirety. This policy was the culmination of discussions with the Board on ways to improve and standardize the district's various advisory bodies. The Board acknowledged the need for structure, consistency, and transparency in order for advisory bodies to work effectively and openly. Following is an overview of major provisions of the policy.

OVERVIEW OF MAJOR PROVISIONS

Authority

- Advisory bodies are established by, report to, and serve at the will of either the Board of Trustees or the Superintendent, unless otherwise specified by law
- Standing advisory bodies must have bylaws, and ad hoc or periodic advisory bodies must have charters

Staff Support

- The Superintendent assigns appropriate staff to support each advisory body
- The Superintendent also appoints a staff coordinator to provide general oversight of all district advisory bodies

Duties of Coordinator of District Advisory Bodies

- Maintain an umbrella website with general information about district advisory bodies, links to individual advisory body websites, and a standard membership application form
- Maintain a database of individuals interested in serving on district advisory bodies
- Provide standard guidelines for open meetings, including notifications, citizens communications, and visitor protocols
- Provide standard content for individual advisory body websites
- Provide standard templates for bylaws and charters

Sunset Review

- By June 30 of every even-numbered year, all advisory bodies of the district (except those required by law) are subject to sunset review
- The Coordinator of District Advisory Bodies provides a recommendation on whether to continue, modify, or discontinue each advisory body subject to review
- Advisory bodies may provide a position statement on the Coordinator's recommendation
- The Board or Superintendent, as applicable, will make a final determination

POINTS OF CLARIFICATION

- ❖ The district has made a commitment to transparency and openness, and the Coordinator of District Advisory Bodies will provide guidelines for open meetings that are evidenced in the Texas Open Meetings Act.
- ❖ "Standard" means that all district advisory bodies are required to comply.
- ❖ The policy states that bylaws and charters and any revisions shall be prepared by the Coordinator of District Advisory Bodies and the staff coordinators assigned to each committee using standard templates. The policy further states that the prepared bylaws and charters shall be adopted by each committee. Adoption does not mean approval. Adoption means that each committee shall acknowledge and commit to follow its charter or bylaws.

BOARD INTERNAL ORGANIZATION
CITIZEN ADVISORY COMMITTEES

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STANDARDIZATION
AMONG ADVISORY
COMMITTEES

The District has established several standing advisory committees and may at any time have ad hoc advisory committees in operation. Although each of these advisory committees is unique, the following provisions shall apply to ensure consistency, efficiency, and transparency among all locally established advisory committees and to statutory committees, unless otherwise required by law.

STAFF SUPPORT AND
OVERSIGHT

The Superintendent shall assign, based on the nature and purpose of the advisory committee's charge, staff support from designated offices or departments. The Superintendent shall also appoint a staff coordinator to provide general oversight of all District advisory committees.

DUTIES OF
COORDINATOR

The coordinator of District advisory committees shall be responsible for implementing the following criteria for operation of all advisory committees. The criteria shall include development, monitoring, and maintenance of:

1. An umbrella Web site, which includes, but is not limited to, general information about District advisory committees, links to individual advisory committee Web sites, and a standard membership application form.
2. Standard guidelines for open meetings that include, but are not limited to notification, citizens' communications, and visitor protocols.
3. Standard content for individual advisory committee Web sites that include, but are not limited to, meeting schedules, agendas, minutes, and membership rosters.

GOVERNANCE OF
ADVISORY
COMMITTEES

Standing District advisory committees shall be governed by bylaws, and ad hoc District advisory committees shall be governed by charters. Both bylaws and charters shall include, but are not limited to, clear statements of charge or purpose, membership structure, selection of members and officers, various roles and responsibilities, decision making, member attendance and conduct, expected outcomes or deliverables, and applicable time frames.

Bylaws shall provide as necessary or appropriate the detail to facilitate the ongoing operations and procedures of standing advisory committees including, but not limited to, regular meeting schedules, subcommittees, parliamentary procedure, and member terms of service.

The coordinator of District advisory committees shall develop standard templates for bylaws and charters and, in consultation with the staff of appropriate offices or departments, shall develop and revise bylaws and charters. Bylaws and charters and any revisions shall be adopted by the applicable advisory committees.

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ESTABLISHMENT	<p>In addition to advisory committees required by law, the Board or the Superintendent may establish advisory committees as follows.</p>
BOARD-APPOINTED ADVISORY COMMITTEE	<p>The Board shall, when establishing a standing or ad hoc District advisory committee, stipulate a specific charge or purpose for the advisory committee and establish provisions for representation, member appointments by Board members, selection of officers, and reports to the Board. The coordinator of District advisory committees shall ensure that any such direction is included in by-laws or charter development.</p> <p>An advisory committee established by the Board shall serve at the will of the Board. The Board may, at any time, discontinue such an advisory committee or transfer responsibility of the advisory committee to the Superintendent.</p>
SUPERINTENDENT- APPOINTED ADVISORY COMMITTEE	<p>The Superintendent shall, when establishing a standing or ad hoc District advisory committee, stipulate a specific charge or purpose for the advisory committee and establish provisions for Superintendent representation, member appointments by the Superintendent, selection of officers, and reports to the Superintendent. The coordinator of District advisory committees shall ensure that any such direction is included in bylaws or charter development.</p> <p>An advisory committee established by the Superintendent shall serve at the will of the Superintendent. The Superintendent may at any time discontinue such an advisory committee.</p>
COMMITTEE APPOINTMENTS	<p>The coordinator of District advisory committees shall develop and maintain a database of individuals interested in serving on one or more District advisory committees. The coordinator shall also develop and maintain a database of member appointments made by Board members and by the Superintendent.</p> <p>When making appointments to specific advisory committees, the staff of appropriate offices or departments shall consult with the coordinator of District advisory committees to obtain the applications of interested individuals for consideration.</p> <p>When making appointments to specific advisory committees, Board members and the Superintendent may consult with the coordinator of District advisory committees to obtain the applications of interested individuals for consideration.</p>
OUTSIDE FACILITATORS OR ADVISORS	<p>The Superintendent or the coordinator of District advisory committees may be authorized by the terms of the bylaws or charter to contract for the services of an outside facilitator or advisor. An agreement for the services of an outside facilitator or advisor shall incorporate all applicable provisions of this policy.</p>

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SUNSET REVIEW

A locally established standing advisory District shall be subject to sunset review in each even-numbered year.

The coordinator of District advisory committees shall consult with the staff of appropriate offices or departments and develop a recommendation regarding whether a specific advisory committee shall continue to operate, whether changes are needed, or whether the advisory committee shall be discontinued. The recommendation shall be provided to the advisory committee, which may prepare a position statement on the recommendation.

The recommendation and position statement of the advisory committee shall be forwarded by the coordinator of District advisory committees to the Board or Superintendent, as appropriate, for action by June 30 of the next even-numbered year.

EFFECTIVE DATE

This policy shall be effective as of the adoption date, June 20, 2011.