

**DISTRICT ACCOUNTABILITY COMMITTEE (DAC)
BYLAWS**

ARTICLE I – NAME

The name of this organization shall be the Gilpin County School District RE-1 District Accountability Committee (DAC).

ARTICLE II – ROLES AND RESPONSIBILITIES

- A. The purpose of this committee shall be to make recommendations to the Board of Education (BOE) relative to the accountability program and the state accreditation advisory program.
- B. DAC is responsible for the following:
- Recommending to its local school board priorities for spending school district moneys;
 - Submitting recommendations to the local school board concerning preparation of the district’s Performance, Improvement, Priority Improvement or Turnaround plan (whichever is applicable);
 - Reviewing any charter school applications received by the local school board and, if the local school board receives a charter school renewal application and upon request of the district and at the **Board of Education’s option**, reviewing any renewal application prior to consideration by the local school board;
 - At least annually, cooperatively determining, with the local school board, the areas and issues, in addition to budget issues, that the DAC shall study and make recommendations upon; and
 - At its option, **it may meet** quarterly to discuss whether district leadership, personnel, and infrastructure are advancing or impeding implementation of the district’s performance, improvement, priority improvement, or turnaround plan, whichever is applicable.
- C. Whenever the DAC recommends spending priorities, it must make reasonable efforts to consult in a substantive manner with the School Accountability Committee (SACs) in the district. Likewise, in preparing recommendations for and advising on the district plan, the DAC must make reasonable efforts to consult in a substantive manner with the SACs in the district and must submit to the local school board the *school* performance, improvement, priority improvement and turnaround plans submitted by the SACs.
- D. This committee shall not infringe upon the prerogatives, powers, functions and responsibilities of the Board and school district.

ARTICLE III – AMENDMENTS

These by-laws may be amended by a majority of the voting membership at any regular or special meeting. Amendments being proposed shall be voted on at the next regular or special meeting and must be approved by the BOE. No amendment shall be acted upon that is contrary to the laws of the State of Colorado or the policies of the school district.

The By-Laws shall be reviewed annually.

ARTICLE IV – MEMBERSHIP

A. Each local school board is responsible for either appointing or creating a process for electing the members of a district accountability committee (DAC). These committees must consist of the following:

- At least three parents of students enrolled in the district;
- At least one teacher employed by the district;
- At least one school administrator employed by the district;
- At least one person involved in business in the community within the district boundaries; and
- Superintendent shall be a member in an advisory role.

A member may not serve in more than one of the required membership roles on the DAC.

B. The Board shall appoint persons to the DAC and to the extent practicable ensure that the parents appointed reflect the student populations significantly represented within the district.

C. Any member absent for three consecutive meetings may be subject to removal by majority vote of the committee.

D. Any member wishing to resign must submit a written resignation to the DAC Chair.

E. The committee roster shall be submitted to the Board of Education for approval by September 30th of each school year.

ARTICLE V – OFFICERS

A. The executive officers shall consist of the chair, vice chair, school board liaison, and Secretary. The board liaison responsibilities may be handled by any one of the officer positions.

- 1) The chair shall preside at all committee meetings and executive board meetings. The chair shall make appointments subject to the approval of the executive board.
 - 2) The vice-chair shall perform the duties of the chair in the chair's absence and perform other duties as may be prescribed by the chair.
 - 3) The school board liaison shall:
 - (a) Be the liaison officer between the DAC and the BOE;
 - (b) Report at each monthly business meeting informing the BOE of all DAC operations;
 - (c) Report to the DAC any BOE communications; and
 - (d) Preside over committee meetings in the absence of the chair and vice-chair.
 - 4) The secretary shall:
 - (a) Be the custodian of the records;
 - (b) Record meeting minutes of all committee meetings and executive board meetings; and
 - (c) Submit copies of the minutes to the BOE.
- B. A vacancy in the office of the chair shall be filled for the unexpired term by the vice-chair. A vacancy in an office other than the chair shall be filled by a **simple** majority vote.

ARTICLE VI – TERM OF OFFICE

Officers shall serve two-year terms. **No officer shall serve more than two consecutive terms in the same office.**

Members shall serve two-year terms.

ARTICLE VII – COMMITTEE MEETINGS AND ELECTIONS

- A. Meetings shall be posted on the school website and the community bulletin boards. Meetings are open to the public and shall be held at least monthly during the school year.
- B. Members will be notified of committee meetings via email.
- C. Election of officers shall be held by May 31st. The newly-elected officers shall assume office immediately following the election.

ARTICLE VIII – VOTING

- A. A maximum of twelve voting members shall be designated on the roster.
- B. Voting shall be done by a show of hands or voice vote.
- C. A majority of the members voting shall be non-staff or non-staff related membership.
- D. A quorum of the committee shall consist of a majority of voting members, including an Executive officer.
- F. A quorum of the executive committee shall consist of a majority of the officers.
- G. No business of the committee shall be conducted without a quorum present.

ARTICLE IX – ORDER OF BUSINESS

- A. Call to order
- B. Roll Call
- C. Reading and approval of minutes
- D. Public input
- E. Old Business
- F. New Business
- G. Board liaison report
- H. Teacher Report
- I. Administration report
- J. Adjourn

Articles of business C-I may be adjusted either by a vote or at the discretion of the chair.

ARTICLE X – SUBCOMMITTEES

- A. The chair shall appoint such subcommittees as deemed necessary to carry out the mandate of the DAC.
- B. Each subcommittee shall dissolve after a written report on the task for which the subcommittee was appointed is submitted to the DAC committee.

ARTICLE XI – PROCEDURES

All meetings shall be conducted using general principals in Robert’s Rule of Order.

CROSS REFS.: The District Accountability Handbook, version 1.6, September 13, 2010,
Colorado Department of Education.

Approved prior to 1988

Revised to conform with practice: Date of manual adoption

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