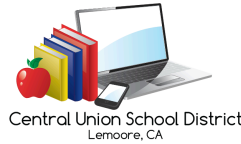


**CENTRAL UNION ELEMENTARY SCHOOL DISTRICT
DISTRICT ADVISORY COUNCIL
FOR COMPENSATORY EDUCATION**



BYLAWS

**ARTICLE I
NAME**

Announces the full legal name of the organization

The Central Union Elementary School District (CUESD) has established the Central Union Elementary School ***District Advisory Committee (DAC)***. Hereinafter, this district advisory committee may be referred to as the DAC. The DAC is an advisory committee to the board of education.

**ARTICLE II
ROLE OF THE COMMITTEE**

States why the organization exists

The DAC is required to advise the District staff in meeting the needs of all students. The District Advisory Committee has responsibility for the following duties:

- Participate in the planning, and evaluation of the Local Control Accountability Plans (LCAP).
- Advise the District about school/district to home communications.
- Advise the District about participation in supplemental and concentration programs for at risk youth (interventions).
- Provide input to the LEA plan and LEA addendums, if appropriate.
- Carrying out all other duties assigned to the DAC by the District governing board and by state or federal law.

**ARTICLE III
MEMBERSHIP**

Explains who can be a member, how to join; and explains rights, duties and obligations of membership

A. Composition

DAC membership shall be comprised of Central Union Elementary School District residents who represent: (1) parents/guardians of children enrolled in CUESD, (2) one school site representative, (3) one District administrator, **and up to (3) Community members representing NAS Lemoore Community, Central School Community, and Stratford Community.**

B. Term

All members shall be appointed within the first two weeks of the new school year to serve a one-year term on the DAC. The terms shall run from September 1st through August 31st of the following year. Consecutive terms are permissible.

C. Selection/Election of Members

1. Parents of pupils enrolled at each site must elect parent members for that site.
2. Parents of pupils participating in a Title I and English Language education program must elect a parent representative.
3. ***There must be one parent*** representative from each school site.
4. Parents must constitute a majority of the membership.

D. Voting Rights

Each DAC member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the DAC. Absentee ballots shall not be permitted.

E. Termination of Membership

A DAC member shall no longer hold membership should he or she cease to be a resident of the District or no longer meets the membership requirements under which he or she was elected. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three of consecutive meetings.

The DAC, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

F. Transfer of Membership

Membership on the DAC may not be assigned or transferred.

G. Alternate

One alternate representative may be designated by each SSC. An alternate shall have a vote in the absence of a member but this does not relieve the member of the commitment of regular attendance.

H. Resignation

Any DAC member may terminate his or her membership by submitting a written letter of resignation to the DAC chairperson. A member may vote only if membership with the represented group is maintained.

I. Attendance

The DAC members or designated alternates are to attend each regular meeting. When both the member and alternate are absent for two consecutive meetings, the Chairperson shall ensure notification of the school site principal. After two consecutive absences, the local School Site Council shall be asked to replace the member and alternate by the next DAC meeting. "Attendance" means that the DAC member or alternate has signed in at every meeting from August through May.

J. Vacancies

Any vacancy on the DAC that occurs during the term of a membership shall be filled by returning the vacancy to the site for selection of a new member.

ARTICLE IV ELECTED OFFICERS

Provides for officers, how they are chosen, how long they serve, and their duties

A. Officers

The DAC officers will consist of a chairperson, vice-chairperson, and secretary. These officers will be elected to serve for one year. These three officers may be re-elected and must be a DAC Representative at the time of election. Any DAC member may serve in any office capacity

B. Elections

Elections shall be held at the regular meeting by ballot. A majority shall elect. In the event there is but one nominee for any office, the vote for that office may be taken by voice vote.

C. Term Of Office

All officers shall serve for a term of one year or until a successor is elected. Officers may serve consecutive terms.

D. Vacancies

The vice-chairperson shall fill a vacancy in the office of chairperson for the unexpired term of the chairperson. A vacancy in any other office shall be filled by a recommendation by the DAC at the next available opportunity, for the unexpired term.

E. Removals

Officers may be removed from office at any regular or special meeting of the DAC by a two-thirds vote of members present.

F. Duties Of Officers

Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the DAC.

1. Chairperson

- a. Presides over all DAC Meetings.
- b. Signs applications upon approval of the DAC.

2. Vice Chairperson

- a. Shall preside in the absence of the chairperson.
- b. Perform other duties as may be requested.

3. Secretary

- a. Shall prepare meeting agendas
- b. Record and maintain meeting minutes.
- c. Serve as custodian of the records
- d. Maintain a DAC register of the address, phone number and term of office.

ARTICLE V

STANDING AND SPECIAL COMMITTEES

Provides for standing and special committees and the power to appoint them

The DAC may from time to time establish standing or special committees to perform various functions as prescribed by the DAC. All appointed individuals and committees serve at the pleasure of the DAC and are advisory to it. No standing or special committee may exercise the authority of the DAC. A standing or special committee may be abolished by a vote of the DAC.

The purpose of these committees is to:

- Gather and analyze data.
- Examine materials, staffing, or funding possibilities.
- Propose to the DAC strategies for improving the instructional practices.

A. Standing and Special Committee Membership

Unless otherwise determined by the DAC, the DAC chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

B. Standing and Special Committee Term of Office

The DAC shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

C. Standing and Special Committee Rules

Each standing and special committee will establish procedural rules that are consistent with the DAC bylaws and the District governing board.

ARTICLE VI

MEETINGS OF DISTRICT ADVISORY COMMITTEE

Describes when regular, annual and special, meetings are held, how they are called, and the quorum required

A. Meetings

Regular meetings shall be held, one meeting per trimester, unless otherwise ordered by the DAC. Dates are to be determined by the District. An Orientation meeting shall be held prior to the start of regular meetings. The business of the orientation meetings shall be limited to board orientation, including parliamentary procedure, a review of the current LEAP and the preparation of the annual DAC calendar. All members may attend the orientation meetings

B. Place of Meetings

The DAC shall hold its regular meetings at the CUESD @ 15783 18th Avenue, Lemoore, California.

C. Notice of Meetings

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the District and school sites, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda. The DAC shall not take any action on any item of business unless that item appears on the posted agenda or unless the DAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the DAC subsequent to the posting of the agenda.

Questions or brief statements made at a meeting by DAC members or the public that do not have a significant effect on pupils or employees in the District or can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices should be delivered to DAC members no less than 72 hours, and no more than 30 days in advance of the meeting, personally, by mail or by e-mail. The DAC will notice parents and staff of the meetings schedule through:

- a. Inclusion in District communications (e.g., bulletins, newsletters)
- b. Posted (e.g., in the District office, District website)

D. Quorum

The presence of 51% of the DAC membership in attendance at the meeting will constitute a quorum. No decisions of the DAC shall be valid unless a quorum of the membership is present.

E. Conduct of Meeting

DAC meetings shall be conducted in accordance with the rules of order established by *EC § 35147* and the *Robert's Rules of Order* or an adaptation thereof approved by the DAC. If a DAC violates any of the procedural meeting requirements found in *EC § 35147*, and upon demand of any person, the DAC shall reconsider the item at its next meeting, after allowing for public input.

F. Meeting Open to the Public

All DAC meetings and its appointed committees shall be open to the public. Any member of the public shall be able to address the DAC during the meeting on any item within the subject matter jurisdiction of the DAC. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the DAC on any item of interest to the public, before or during the DAC's consideration of that item.

The DAC may not take any action on any item of business unless that item appears on the posted agenda or unless the DAC members present by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the DAC subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The District Advisory Committee will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the DAC.

The minutes of the DAC meeting are public records and are available to the public.

Any materials provided to the DAC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act [Chapter 3.5 (Commencing with EC § 6250) of Division 7 of Title I].

G. Communication with the Local Board of Education

The DAC may communicate with the board of education at appropriate times at regular or special Board meetings.

H. Uniform Complaint Procedure

Annually, the DAC members shall receive training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any DAC member or member of the public believes that the DAC has taken an action that is in violation of their legal authority, the individual may file a uniform complaint form with the district.

ARTICLE VII AMENDMENTS

Establishes the method to change bylaws

An amendment of these bylaws may be made at any regular meeting of the DAC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to DAC members at least five (5) days prior to the meeting at which the amendment is to be considered for adoption.