

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Gifted Advisory Council
BYLAWS- SCHOOL BOARD-ESTABLISHED COMMITTEES

ARTICLE I: NAME

The name of this Council/Committee shall be the Gifted Advisory Council

ARTICLE II: PURPOSE

The primary objective of the Gifted Advisory Council shall be to represent all students who are gifted in an advisory capacity through collaboration, consultation, and participation in schools, District, and community derived committees and organizations.

The Gifted Advisory Council shall be parent driven to foster and promote communication between parents of gifted students, the Superintendent of Broward County Schools, Broward County School Board and other district derived advisories.

The Council functions shall include:

- A. To assist in developing, identifying, and assessing the educational needs, systemic issues, and priorities of gifted students and programs.
- B. To provide a forum for information about school and community programs, advocacy, support, procedural guidelines, Education Plans (EP), procedures, school board initiatives, educational enrichment, resources, and data.
- C. To provide suggestions for proposed legislation and tracking of new and existing federal, state, and county legislation addressing educational issues and programs.
- D. To seek legislative support for fully funded gifted programs.
- E. To promote and encourage parent and community involvement concerning gifted education issues and initiatives.
- F. To promote diversity so that students who are gifted are representative of the population of Broward County Public Schools.
- G. To implement and maintain School Board approved Gifted Advisory Council procedural bylaws and guidelines. These by-laws will follow the district by-laws template.
- H. To work with the Gifted and Talented Department to improve education for gifted children.

The responsibilities and duties of the Gifted Advisory Council will be in accordance with Florida State Statutes and Broward County School Board Policies. Officers and members are prohibited from using their titles and /or their positions to endorse, or give the impression of endorsing candidates for public office. In addition, public monies and / or materials may not be used to endorse candidates or further their campaigns.

ARTICLE III: MEMBERSHIP

The membership of the Gifted Advisory Council shall consist of parents, ~~relatives,~~ guardians, ~~or~~ surrogates of students who are gifted, ~~and Broward County School Board Appointees, which shall consist of parents, guardians, or surrogates of students who are gifted.~~ However, all interested parties are welcome, including school district personnel and students.

The School district designee serving as the liaisons to the committee and members of the Office of the General Counsel shall only serve as support resources to committee and shall not be designated as a member or non-voting member and shall not be counted toward achieving a quorum at any committee meeting.

Section 1. *All School-Board Established Advisory Committees shall have a finite and set number of members as specified in the School Board- Established Advisory's policy.*

Membership: Chair

Vice Chairs

Recording Secretary

Corresponding Secretary

Standing Committee Chair

Parliamentarian - position is appointed by the Chair and is a Non-voting member of the Steering Committee

Section 2. School district designees serving as liaisons or facilitators to committees and members of the Office of the General Counsel shall only serve as support resources to committees and shall not be designated as non-voting members of any committee and shall not be counted toward achieving a quorum at any committee meeting.

Section 3. The designation of such persons as non-voting members would subject them to the restrictions of the Sunshine Law and preclude their ability to consult with and provide guidance to individual committee members. In the event of any conflict between this subsection and any existing policy, this subsection shall govern.

Section 4. All members of the Gifted Advisory Council in attendance shall have one vote each. A member must be present to vote.
All voting must comply with Sections 286.012 and 112.3143 (3)(a) of Fla. Stat.
All members must vote unless there is a voting conflict.

Section 5. Members may not abstain from voting. Any abstentions require Form 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS to be completed.

~~Section 6. School Board Members shall designate their appointments and/or reappointments to School Board Established Advisory Committees for the~~

~~upcoming school/fiscal year prior to June 30th of the prior school/fiscal year or as soon as possible thereafter.~~

Section 7. Term of Committee Membership

Unless otherwise provided by School Board policy, the term of membership for each member of a School Board-Established Advisory Committee shall be from July 1 to June 30 or until a successor committee member is elected/appointed/selected.

Section 8. The Gifted Advisory Council will be assigned a staff liaison or district facilitator to facilitate the committee's activities. Each Director of a school district department who assigns a facilitator will ensure that:

- a. committee meetings are publicly noticed in accordance with applicable laws and rules,
- b. supporting meeting materials are timely made available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting.

Public notice of committee meetings should be submitted and placed on the district calendar for the upcoming school year. The Superintendent or her/his designee shall determine the appropriate extent of staff support necessary for each individual School Board- Established Advisory Committee.

~~Section 9. Committee Membership Vacancies~~

~~Vacancies on School Board-Established Advisory Committees will be filled pursuant to School Board Policy 1070 and/or the establishing policy or resolution of the committee.~~

- ~~a. In the event a School Board Member is unable to fill a vacancy within a committee, the committee may submit a name(s) for that School Board Member's consideration~~
- ~~b. The names are to be forwarded to the School Board Member and to the Chief of Staff or the latter's designee~~

Section 10. ~~Removal of Committee Members~~

~~Removal of School Board Member appointee~~

- ~~a. If an appointee of a School Board Established Advisory Committee exhibits behavior or conduct in violation of applicable law, rules, or School Board Policy, or for other material reasons as determined by the appointing School Board Member or Superintendent, as appropriate, her/his appointment may be rescinded at any time by that appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member).~~
- ~~b. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the committee appointee of the effective date of the conclusion of the appointee's committee service.~~
- ~~c. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff and to the committee's district liaison or district facilitator. In addition to the other appointee replacement procedures within this policy, a newly elected or newly appointed School Board Member may, upon assuming office, replace any appointments to committees made by the new School Board Member's predecessor.~~

~~Removal of Committee Members Other than School Board Appointees~~

- ~~a. The Superintendent has the authority to rescind the membership of a committee member who is in direct violation with applicable law, rules, School Board policies and/or committee bylaws.~~

Section 11. Annual Ethics Training

Each member of the Gifted Advisory Council is required to complete the school district's annual ethics training program for School Board-Established Advisory Committees prior to the second meeting following their appointment to the committee.

- a. The training will cover the following topics:
 - i. The Code of Ethics for Public Officers and Employees (which applies to advisory committee members),
 - ii. The Sunshine Law,

iii. The Open Public Records Law, and

iv. Robert Rules of Order

This does not preclude members of the public from attending Gifted Advisory Council meetings.

- b. School district liaisons and district facilitators are required to complete the training program prior to commencement of their service to such committees so they will be enabled to provide appropriate guidance to committee members.
- c. Exemption from Training Program for Elected Officials and Public Officers- Any committee member who is also an elected official or public officer and who has already completed training regarding The Sunshine Law, Open Public Records Law and Code of Ethics for Public Officers and Employees due to the requirements of the member's other official positions is exempt from the school district's training program for committee members, provided that said committee member has completed the member's outside agency's required training by the second committee meeting of each year.

Section 12 Each member of a committee as defined above in Article II, is a public officer as defined in Sections 112.313(1) and 112.3143(1), Fla. Stat., which are part of the Florida Code of Ethics for Public Officers and Employees. Accordingly, each member of the Gifted Advisory Council is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.

Section 13. Committee Membership Vacancies

- a. Committee member vacancies on committees other than School Board-Established Committees will be filled by the Superintendent or her/his designee.
- b. Vacancies on School Board-Established Advisory Committees will be filled pursuant to this policy and/or the establishing policy of that committee.
- ~~c. In the event a School Board Member is unable to fill a vacancy within a committee, the committee may submit a name(s) for that School Board Member's consideration.~~

- ~~d. The names of potential appointees are to be forwarded to the School Board Member and also to the Chief of Staff or the latter's designee.~~
- ~~e. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. Members of those committees will be designated by the Superintendent or her/his designee.~~

Section 14. Attendance

- a. If a member is absent from 2 consecutive meetings or 3 total based on the number of meetings held) in one school calendar year from properly noticed meetings, the member is no longer considered a member in Good Standing.
- b. The Chair/Vice Chair/Recording/Corresponding Secretary, at the direction of the Chair, shall send a notice of termination to the individual and the appointing agency/electing body. The agency/body must then appoint/select/elect or reappoint/reselect/re-elect a new representative to the committee.
- c. 100% attendance at committee meetings is the goal.
- d. A committee member shall make a reasonable effort to notify the chair at least seven (7) calendar days prior to the scheduled meeting date as to whether they will or will not attend the committee meeting.
- ~~e. Meeting Sign-in Sheets will be forwarded to the Office of Chief of Staff or her/his designee registering the attendance record of School Board Members' appointees.~~
- f. A committee member who has not completed the district's training program will not be considered a member in good standing.

Section 15. A committee may incorporate additional provisions regarding membership providing they are not in conflict with School Board Policy 1070, the committee's enacting policy or resolution, or serve to usurp any intended purpose of the committee.

Section 16. Each new elected officer or other elected person shall receive training on the Gifted Advisory Council's history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff and the outgoing officer or designee.

Section 17. A Parliamentarian may be a part of the Gifted Advisory Council as an appointed officer position.

ARTICLE IV: OFFICERS

Officers of each School Board-Established Advisory Committee shall be elected by the membership, as outlined within its enacting policy or resolution.

Section 1. Officers of this Council will consist of a Chair, Vice Chairs, Recording Secretary, Corresponding Secretary, and Standing Committee Chair. The Parliamentarian position is appointed by the Chair and is a Non-voting member of the Steering Committee. Elected officers shall serve a period of one year or until their successors have been elected. They may be elected to that office for three consecutive terms.

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Section 2. Each advisory committee shall have the authority to annually elect their officers to serve up to four (4) one-year terms ~~three (3) one-year terms~~. Thereafter, an advisory committee appointee or member may not serve as a Chair of that advisory committee for a period of two (2) years following the conclusion of their term as chair.

a. A two-thirds (2/3) majority vote of the members in good standing in attendance is required to extend any chair's term beyond that described in ARTICLE IV, Section 2

Section 3. Officers are elected from the membership and must hold a position from their electing/appointing body. The position of appointment shall take effect immediately following the election.

Section 4. The Chair and Vice-chair shall be a parent of a student in the Broward County School System.

Section 5. Officer(s) may be removed from office on any School Board- Established Advisory Committee upon a majority vote by the committee membership.

Section 6. Officers of this Council/Committee will consist of a Chair, Vice Chair, Recording Secretary (INCLUDE ADDITIONAL OFFICERS AS DETERMINED BY THE COMMITTEE).

Section 7. Installation of new officers shall be elected annually at the last meeting of the school year.

Section 8. The nominating committee should be elected by the organization wherever possible, or else by its executive board.

Section 9. If for any reason an elected officer is unable to complete the term of office,

a new election will be held at the next meeting. An office will become vacant after three consecutive or four absences in one calendar year from properly notified noticed general membership or steering meetings, and a new election will be held at the next meeting. ~~If the Chair is unable to complete the term of office or is removed from office, then the Vice Chair will be asked to become the Chair and an election will be held for the Vice Chair position. Should the Vice Chair decline to take the Chair position, immediate elections will be held for an interim Chair. Elections for any and all vacant positions resulting from the officer(s) removal will take place at the next general meeting.~~

- Section 10. ~~Nominating Committee: The Chair of the Gifted Advisory Council shall appoint a Nominating Committee Chair at the General Membership meeting held three months prior to the last General Membership meeting of the year. The Committee Chair shall recruit at least two (2) additional members (resulting in an odd number) and the Committee should be as representative as possible of the District in terms of geography, diversity, and grade levels.~~
- A. ~~Nominating Committee, consisting of at least three members and keeping it at an odd number, shall be elected at the March general meeting.~~
 - B. ~~The nominating committee will present a slate of candidates for each office (including the Chairs of the Standing Committees) at the second to the last General Membership meeting of the year. Nominations will also be taken from the floor at the election which will be held at the last meeting of the year. In the event that there is more than one candidate for office, the election shall be by a written ballot with each member in attendance having only one vote and voting for only one candidate for each office. The ballots will be counted by a member of the nominating committee who is not on the ballot and a representative of Gifted & Talented Department.~~

- Section 11. ~~With the exception of automatic removal of an officer for non-attendance described in Article IV, Section 4, the process to recall an officer shall be initiated when two-thirds (2/3) of the members in attendance at a noticed general meeting of the Gifted Advisory Council determines that an officer or officers are not fulfilling their duties. Notice shall then be sent to the subject officer(s) by certified mail within five (5) days of such determination including the reasons for the proposed removal and the meeting date and time at which the Officer Recall Vote will be taken. A minimum of one (1) week written notice of the recall vote shall be advertised by email to the general membership by distribution based on the current email distribution list. The Officer Recall Vote shall be an agenda item at either the next regularly scheduled general meeting or a Special Meeting scheduled to~~

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address the recall vote. All sides shall have an opportunity to be heard prior to the vote. Termination of the officer(s) shall be immediately enacted upon a two-thirds (2/3) majority vote of the members in attendance. In the event that the Chairperson is recalled, the vice-chair will assume the duties of the chair until an Elections can be held. An election may be held immediately following a recall vote for any and all vacant positions resulting from the officers(s) removal at the next general meeting. Written notice of the change in officer(s) shall be sent to the officer, the Director of Math, Science & Gifted, the Superintendent and the School Board. Any newly elected officer(s) shall serve on an interim basis to be confirmed at the next regularly scheduled Gifted Advisory Meeting.

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ARTICLE V: DUTIES OF THE OFFICERS

Section 1.

A. The Chair shall preside at all meetings of Gifted Advisory Council and will be an ex-officio member of all committees except the nominating committee. The Chair will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it. Additionally, the Agenda will be emailed to the general membership by email distribution based on the current email distribution list. The Chair shall review and sign all letters, reports and other Gifted Advisory Council communications. The Chair shall perform all duties incidental to the "Office of Chair" and any other duties as from time to time may be assigned to him/her by the Gifted Advisory Council. The Chair shall represent the majority vote of the Gifted Advisory Council. The Chair shall be a member of and preside over the meetings of the Steering Committee, and either represent, or designate a designee to represent the Gifted Advisory Council at District Meetings. The Chair must be a parent or guardian of a legally identified gifted child currently enrolled in the Broward County Schools. A Broward County School Board employee may not serve as Chairperson or Vice Chairperson.

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- B. The Vice-Chair shall preside at the meetings of the Gifted Advisory Council in the absence of the Chair; represent the Chair in assigned duties; and perform such duties as may be assigned to him/her by the Chair of the Gifted Advisory Council. The Vice-Chair shall be a member of the Steering Committee.
- C. The Recording Secretary or his/her designee shall keep the minutes of all meetings both regular and special meetings, as well as the Steering Committee meetings, and shall transcribe them in a timely manner. Copies of the minutes will be maintained and will be made available for public view. They shall also be provided to all members and to other such persons as the Council may direct. The Recording Secretary shall also be the custodian of all committee reports and correspondence. The Recording Secretary shall be a member of the Steering Committee.
- D. The Corresponding Secretary or his/her designee shall prepare all correspondence as necessary. He/she shall be responsible for all notices duly given in accordance with these by-laws, including notices of all meetings. He / she shall distribute notices of meetings and agendas to the general membership by email distribution based on the current email distribution list, website, Parentlink and social media. He / she will perform all other duties as delegated by the Chair or the Council. The Corresponding Secretary shall be a member of the Steering Committee.

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Section 2. The Chair of each School Board-Established Advisory Committee may meet annually with the Superintendent or her/his designee to collaborate upon any issues, matters and concerns for the school year that are not outlined in the committee's establishing policy or resolution. (The Audit Committee's areas of focus for the school year shall be The School Board-approved audit plan)

~~Section 3. A committee may incorporate additional provisions regarding duties of the officers providing they are not in School Board Policy 1070, the committee's enacting policy or resolution, the committee's enacting policy, or serve to usurp any intended purpose of the committee.~~

ARTICLE VI: MEETINGS

The Gifted Advisory Council shall meet on a regular monthly basis during the calendar school year. The schedule of meetings for the year will be determined and published no later than one week prior to the first meeting of the year for the current school year. Notification of all regular meeting places will be included in the minutes.

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Section 1. Publication of Committee Meeting Notices – Generally. The schedule of committee meetings for the year will be determined and published on the district calendar. Except as otherwise provided herein or permitted by applicable law and rules, public notices of committee meetings shall be published in a newspaper of general circulation at least three (3) calendar days in advance of the scheduled meeting in accordance with Section 1001.372, Fla. Stat

Section 2. The Gifted Advisory Council will publish a calendar specifying the dates of meetings for both the General and Steering/Executive Committee prior to the first meeting of each year.

- a. Sub-committee and/or executive/steering committees of Advisory Committees must to be published in the newspaper and on the District's website calendar.

Section 3. Each Advisory Committee's first meeting of each school year shall be conducted as early as August, and no later than September. School Board-Established Advisory Committees may not conduct any meetings in July unless one of the following conditions are met:

- a. The need for the committee to meet in July is described in the committee's governing policy.
- b. The Superintendent or her/his designee approves in advance a request from the committee's Chair and one other committee officer for the conduct of a meeting in July.
- c. Committee members are exempt from any attendance requirements for any July special meetings provided that they notify the chair in advance of their inability to attend the special meeting. However, the committee's normal quorum requirements shall remain applicable to the conduct of any July meeting.

d. The requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

- Section 4. Guests: All meetings are open to the public under the Florida Sunshine Law; however, nonmembers/guests may not vote on Council issues.
- Section 5. Attendance of members will be kept for all meetings. The Recording Secretary or designee will take attendance. Attendance records will be sent to the Department of Gifted & Talented Department.
- Section 6. Minutes of all meetings will be recorded by the Recording Secretary or a designee. Approved minutes will be sent to the Department of Gifted & Talented Department kept on file at the office of Innovative Learning and posted for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted. Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) ~~and any decisions reached by consensus.~~
- Section 7. Special meetings may be called by the Chair or by notice of any three (3) unrelated members in writing to the Chair.
- Section 8. All scheduled meetings, meeting times, and places will be announced at least one week in advance. Members must be advised of a change in the established date, time or location. All special meetings will require notification.
- Section 9. Gifted Advisory Council meetings will be scheduled at times and locations convenient for all stakeholders.
- Section 10. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. A majority of the membership of the Gifted Advisory Council Steering Committee (Executive Council) (50% plus 1) constitutes a quorum. The quorum for a general Gifted Advisory Council meeting is ten (10) members, one of whom is an officer.
- Section 11. Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present.
- Section 12. Voting will be by voice or by the raising of hands **when there is a discrepancy**. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law).
- Section 13. ~~All motions which will be brought to the attention of the School Board require two consecutive votes, one each in two consecutive general~~

Commented [LF8]: Notice of meetings in the newspaper

~~meetings, with both consecutive votes reflecting the same outcome. The exception is when a situation is deemed "time sensitive" where the waiting time for the second vote would render an affirmative vote ineffectual. A 2/3 vote is necessary to determine a "time sensitive" situation.~~

Refer to current edition of Robert's Rules of Order. 9:13-16

ARTICLE VII: APPLICATION OF THE SUNSHINE LAW TO COMMITTEES

Section 1. Meetings of committees as defined above in Article II shall be conducted in accordance with the provisions of and exemptions from the Florida Sunshine Law (Section 286.011, Fla. Stat.) which includes:

- a. Requirements for public notices of meetings,
- b. Minutes of such meetings, *(including informal/workshop meetings)*, and
- c. That such meetings be open to the public at all times.

The Chair will work through the assigned staff liaison or staff facilitator to coordinate all meeting notices with the Superintendent's Office. Members must be advised of a change in the established date, time or location. All special meetings also require appropriate notice.

Section 2. All meetings will be scheduled at times and locations convenient for all stakeholders.

ARTICLE VIII. Quorum for the Conduct of Committee Business.

The presence at the meeting's physical location of a majority of the number of committee members specified in the establishing policy or bylaws of a School Board-Established Advisory Committee shall constitute a quorum for the transaction of business; provided, however, that the members constituting a quorum are all in good standing.

- a. Whenever for any reason a vacancy exists in the committee membership, a quorum shall consist of a majority of the

remaining filled committee membership positions until such time as the vacancy has been filled.

- b. Unless otherwise provided by applicable law, rule, emergency order or School Board policy; a physical quorum must be present at the physical meeting location identified in the meeting notice in order for the committee to conduct any business or to vote upon any matter.
- c. If the committee fails to establish a physical quorum at a properly noticed meeting, the meeting may be adjourned or may become an informational meeting only. Member attendance will be recorded, but no motions will be considered, or votes take.

ARTICLE IX: MEETINGS

Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. Meeting discussions will be restricted to those topics on the agenda.

Section 1. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. A majority of the membership of the Gifted Advisory Council Steering Committee (Executive Council) (50% plus 1) constitutes a quorum. The quorum for a general Gifted Advisory Council meeting is ten (10) members, one of whom is an officer. Voting will be by voice or by the raising of hands when there is a discrepancy. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (pursuant Florida's Sunshine Law).

Section 2. Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present.

ARTICLE X. COMMITTEES

Section 1. The Chair shall create by appointments such committees as may be required in School Board Policy to promote the objectives of the Gifted Advisory Council. Additionally, the Chair shall create committees that

a majority of the Steering Committee or the general membership voting at a general meeting deems advisable. The Gifted Advisory Chair will appoint a temporary Committee Chair for the purpose of calling the first meetings. Membership of a committee will consist of those council members who volunteer to serve on the committee. All persons who sign up to serve on a committee shall be notified of the meeting dates of the committee. The committee members shall elect the Chairperson of each such committee at their first committee meeting. Each Committee Chair (or his/her designee) shall have the duty to update the Gifted Advisory Council membership, as necessary, at the monthly general meeting. No committee shall exercise the authority of the Gifted Advisory Council

Section 2. The Steering Committee is a permanent standing committee of the Gifted Advisory Council. Other standing committees will be designated through two consecutive votes voted on by the membership, one each in two consecutive general meetings, with both consecutive votes reflecting the same outcome. If a motion to add, change or delete a standing committee is going to be presented to the general membership, the Agenda for the meeting must indicate that a vote on standing committees will take place, and the agenda must be emailed posted and distributed to the general membership. by email distribution based on the current email distribution list.

~~⊕ Membership- Composition of the Steering/Executive Committee will include the elected officers of the council and (identify any other members), The Superintendent of Schools or his/her designee will serve on the board as a support resource.~~

~~Membership: Composition of the Executive (Steering) Committee shall include the following:~~

Officers of the Council:

Chair
Vice-Chair
Recording Secretary
Corresponding Secretary

b. Duties

- i. The primary purpose of the Steering/Executive Committee is to assist the Chair in setting the agenda for the Council meetings and to assist in the presentation of issues that arise from the General Meeting to the Superintendent.

- ii. Steering/Executive Committee will publish a calendar specifying the dates of meetings for both the Steering Committee and the Council prior to the first meeting of the Council of each year. ~~The Steering Committee shall establish the dates, in advance, for the reg regular meetings of the Council and the Steering Committee. A calendar shall be planned the first meeting of the school year for the new school year and published at least one week prior to the first meeting of the year. See article IV, Meetings for scheduling meetings.~~
- iii. The Steering Committee shall assist in establishing the agenda of a special meeting called by the Council or the Chair if time permits.
- iv. The Steering Committee shall perform such other duties as may be delegated by the Council.
- v. If time permits, the Steering/Executive Committee shall assist in establishing the agenda of special meetings called by the Council or Chair.
- vi. Additional duties shall be performed as delegated by the Council.
- vii. Authority of the District Advisory Council is not granted to the Steering Committee unless authorized.
- viii. The Steering Committee shall define and maintain the rules and regulations of the Council, with changes and amendments approved by a vote of the Steering Committee.

Section 3. The following are additional standing committees of the Gifted Advisory Council:

- ~~A. Communications Committee - The purpose of the Communications Committee is to develop and distribute flyers, e-mails, mailings, robot calls, etc., in order to increase membership and provide information about meetings and important updates. The group will work with Gifted & Talented Department and the schools to get information to parents. Job completed by the Corresponding Secretary.~~
- B. Local and State Legislative Committee - The purpose of the Legislative Committee is to monitor legislation and Board actions that affect gifted education and recommend appropriate action, as needed. This group

will advise the Gifted Advisory Chair of critical School Board and State legislative items affecting gifted and will work with the Gifted Advisory Corresponding Secretary to send out appropriate communications.

~~C. Classroom Education Committee — The purpose of the Classroom Education Committee is to work with Advanced Academics to improve education for gifted children in the classroom. Moved under The Councils Function on page 1~~

D. Accountability and Monitoring Committee. The purpose of the Accountability and Monitoring Committee is to work with Gifted & Talented Department, the Budget Department and individual schools (as warranted) to encourage school compliance with the Gifted Policy, the Gifted Procedural Guide and Gifted items within the District (including schools spending their incremental gifted funds on the gifted children). The committee will work with Gifted & Talented Department on accountability and monitoring issues.

Section 4. Standing Committee Chairs will be elected using the protocol found in Article IV, Section 6B. ~~The President, Vice President, Chair and Vice Chair,~~ Recording Secretary, and Corresponding Secretary may be elected both for their officer position and as a Standing Committee Chair or Chairs. In the event that no member can be found elected to Chair a Standing Committee, the Standing Committee will be temporarily suspended until a Chair can be found elected.

Section 5. Standing Committee Chairs can be recalled using the protocol found in Article IV, Section 5.

Section 6. Per Article VII B, Section 2, the Chair of Standing Committees will be voting members of the Steering Committee.

Section 7. Additional Standing Committees may be formed using the protocol found in Article VII, Section B.

ARTICLE XI: AMENDMENTS

Section 1. By-Laws must conform to Florida Statutes and School Board policy.

Section 2. Amendments to the bylaws will be approved by a majority of the members of the Gifted Advisory Council in attendance at two successive general meetings. Bylaws will be reviewed every two years or at such time that legislation or School Board action occurs that would require a review. A bylaws committee shall be formed in the same manner as stated in Article VII, Section A. This committee shall review the by-laws and make recommended changes. The recommended changes shall be presented to the membership for a first reading and for comments / amendments made by the membership. A second reading shall occur at the next general membership meeting and a vote taken. After approval at the second reading, the bylaws will be presented to the School Board. The officers shall date and initial the amended By-Laws after adoption.

Section 3. Policies and By-Laws will be reviewed every two (2) years or at such time that legislation or School Board action occurs that would require review, or there is an amended By-Laws Template created by the district.

Section 4. All policies and bylaws and subsequent change(s) shall require 2/3 vote of the membership and School Board approval prior to being implemented by the Gifted Advisory Council.

Commented [LF9]: Robert's rules recommends 2/3 vote of the membership provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE XII: OTHER

A committee may incorporate other articles providing they are not in conflict with School Board Policy 1070, the committee's enacting policy or resolution, or serve to usurp any intended purpose of the committee

Bylaws Ratified _____
Date

Bylaws Amended _____
Date