



**SECTION B: School Board Governance
And Operations
BDF-G School Accountability Committee
Bylaws**

Adopted: 10/19/2009
Reviewed: 1/31/2018
Revised 2/1/2018

BDF-G School Accountability Committee Bylaws

ARTICLE 1: PURPOSE

The CEC SAC exists to fulfill the requirements established by the Colorado Department of Education, Colorado State Statute (C.R.S. 22-11-401, 402) and compliance with the contractual agreement with Charter School Institute. The SAC will serve to:

- a. Recommend budget priorities
- b. Participate in creation of UIP. Meetings regarding creation of UIP must be publicized and open.
- c. Review implementation of UIP
- d. Increase parent engagement in school, including assisting in implementing school's parent engagement policy, ICAPs, and addressing habitual truancy.
- e. Recruit to SAC when necessary

ARTICLE 2: MEMBERSHIP

Section 1: Appointment and Term of Committee

- a. Chair/Vice-chair: The chair and vice-chair shall be a parent nominated by any member of the SAC and then elected by a majority action. The CEC board shall then approve the chair/vice-chair. In the event that there isn't a chair/vice-chair elected by October 15, the ad of School or designee shall serve as acting chair until such time as the committee elects one. The chair shall not serve more than two years in a row.
- b. Committee Members: The SAC will be open to all stakeholders of CEC.
- c. Term: Term of membership shall be one school year. Members may serve unrestricted consecutive terms.

Section 2: Composition of Committee

- a. SAC membership shall consist of at least 7 people:
 - i. Head of School or designee
 - ii. Teacher(s)
 - iii. Three or more parents/guardians
 - iv. Community member involved in local business/industry
 - v. Student Representative (optional)

**One person may not fulfill more than one requirement listed above

- b. If unable to find 7 members, principal (Head of School) may come up with alternative membership structure, adhering as closely as possible to stated requirements
- c. Student Representatives shall be returning students in good standing.
- d. Student Representatives can ask ahead to be put on the next month's agenda for 2-3 minutes to express their ideas or concerns. Student Representatives will not have voting privileges.

Section 3: Vacancy of Chair

- a. If the chair is unable to complete their term, the vice-chair will complete the term as chair, and a new vice-chair will be elected.

ARTICLE 3: OFFICERS

Section 1: Titles of Officers

- a. There shall be a chair, vice-chair, and a secretary of the committee.

Section 2: Duties of the Chair

- a. The chair shall preside over all meetings and perform duties commonly performed by the presiding officer. The chair (or a designated person) shall report recommendations of the SAC to the CEC board.

Section 3: Duties of the Vice-chair

- a. The vice-chair shall take the place of the chair whenever necessary and shall assist the chair. The vice-chair shall assume the position of chair if for some reason the chair cannot complete his term.

Section 4: Duties of the Secretary

- a. The Secretary shall keep official minutes and attendance records of all meetings and issue copies of the minutes to all members.

ARTICLE 4: MEETINGS

Section 1: Number of Meetings

- a. The committee shall establish a schedule of meetings, with one regularly scheduled meeting at least quarterly during the school year.

Section 2: Special Meetings

- a. The chair when necessary may schedule special meetings. Timely notice shall be given to all members.

Section 3: Accessibility

- a. All meetings shall be open to the public and announced, in writing, at least two days prior to the meeting.

ARTICLE 5: SUBCOMMITTEES

Section 1: Formation of Subcommittees

- a. The chair, at his discretion, may form subcommittees of the SAC at such times as the committee or the chair deems it to be necessary.

Section 2: Composition of Subcommittees

- a. Subcommittees may include persons who are not members of the SAC.

ARTICLE 6: ATTENDANCE

Section 1: Unexcused Absences

- a. Members shall attend all meetings unless they have notified the chair of their inability to attend a specific meeting.

ARTICLE 7: CONDUCT OF MEETINGS

Section 1: Quorum

- a. The presence of a simple majority of the committee attending the meeting shall constitute a quorum for conducting business.

Section 2: Voting

- a. Only members of the SAC shall be eligible to vote.

Section 3: Parliamentary Procedure

- a. For procedural items not covered in these by-laws, Robert's Rules of Order shall prevail.

ARTICLE 8: ROLES AND RESPONSIBILITIES OF THE CEC SAC

Section 1: Recommendations

Each year the committee shall adopt and submit recommendations for the following priorities:

- 1) Recommended budget priorities,
- 2) Creation of School Performance or Improvement Plan (UIP),
- 3) Review of UIP,
- 4) Recommendations for parent engagement.

ARTICLE 9: ADOPTION OF BY-LAWS AND AMENDMENTS

Section 1: Process of Adoption

- a. These by-laws may be amended at any regular meeting of the committee by a two-thirds vote of those present, provided the membership has been notified of the intention to amend at least two days prior to the meeting. The CEC Governing Board must approve these bylaws and any amendments.

Legal Ref:

C.R.S. 22-11-101 et seq. (Educational Accreditation Act of 1998)

C.R.S. 22-30-105 (school district organization planning process)

Education Accountability Act of 2009

C.R.S. 22-30.5-507(7)

C.R.S. 22-11-402