

**FREMONT UNIFIED SCHOOL
DISTRICT**

BOARD OF EDUCATION

TECHNOLOGY ADVISORY COMMITTEE

BYLAWS

Passed by Committee: 2/4/08

Ratified by the Board: 2/13/08

**Fremont Unified School District
4210 Technology Drive
Fremont, California 94538**

ARTICLE I IDENTIFICATION

The name of this legally constituted group shall be known as the Fremont Unified School District Board of Education Technology Advisory Committee. This body will also be referred to as the Technology Advisory Committee or TAC, hereinafter referred to as the Committee.

ARTICLE II PURPOSE

The purpose of this Committee is to advise and make recommendation to the Board, Superintendent, and the District management staff as appropriate.

ARTICLE III POWERS AND DUTIES

The Committee shall:

- A.** Act as advisors on the state of technology within the District;
- B.** Perform research and report on action items specifically assigned to the Committee by the Board;
- C.** Review, develop and submit technology recommendations including current use of technology within the District and future technology needs of the District;
- D.** Committee reports and recommendations to the Board will be included as agenda items for the Board's consideration;
- E.** Ensure each recommendation to be as specific and concrete as possible. Where possible, recommendations should be accompanied with a cost-benefit analysis, possible alternatives and potential funding sources;
- F.** Communicate recommendations and efforts to the public; and/or
- G.** Serve as a working committee or appoint sub-committees as necessary to study needed technology-related programs and services of the District, and serve as an active participant regarding the District technology plan.

ARTICLE IV MEMBERSHIP

This committee shall consist of sixteen members with an equal representation from the community and District staff. Community members shall be appointed by the Board of Education based on an application process. Staff members shall be appointed by the Superintendent.

All members should have professional knowledge and experience in some aspects of the following: 1) information technology; 2) system architecture; 3) database design; 4) networking; 5) regulatory compliance 6) software licensing; 7) technical management; 8) instructional technology and 9) educational technology.

A. Classification

1. Community Members

Eight (8) community members and leaders of technology representing the community-at-large selected by the Governing Board. A goal of a diverse representation of the community is desired. To that end, parents of students attending District schools, as well as leaders of industry are strongly encouraged to apply.

2. Employee Organization Member

Eight (8) employee representatives shall be appointed by the Superintendent. The Superintendent, or designee, will coordinate with employee bargaining units to ensure each is given an opportunity to provide one (1) representative of their choosing to the TAC. Further, it is recommended that the Superintendent consider District demographics and the diversity of stakeholders when appointing employee members.

3. Transfer of Membership

Membership on the Technology Advisory Committee is not transferable.

4. Ex-Officio Members

The Chief Technology Officer or designee shall serve as an ex-Officio member. The role of this member is to provide advice and facilitation, as needed, to the Committee, and shall have no voting rights. The Chief Technology Officer may also serve as an ex-officio member of all subcommittees and task forces established by the Chair.

B. Terms of Office

A term shall be defined as two years in length inclusive of any position, including a one-year officer position term from the May Board appointments. Initial appointments may be identified as three-year to ensure staggered representation.

C. Resignation

Any member may resign by filing a written communication of the resignation to the Superintendent or designee, or to the Chair who will forward the resignation to the Superintendent. The members of the Committee shall be informed of the resignation by the Chair at the next regularly scheduled meeting.

D. Removal of Committee Members

A member must attend at least 70 percent of TAC meetings each year to remain in good standing as a member. A member who has not shown suitable commitment or who is not able to fulfill this committee member commitment may resign or be asked to resign by the TAC.

A member with three consecutive absences who has not contacted the District or the TAC chair to give acceptable reason for the absences will be considered to have resigned from the TAC and will be so notified by the TAC Chair. The vacant position will be filled in accordance with IV.E. below.

E. Vacancy

The Superintendent will relay community member vacancy information to the Board of Education for filling. In the case of an employee member vacancy, the Superintendent will be informed and a new selection shall be made. All vacancies will be filled based on the Membership Criteria.

F. Changes of Member Status

In the event that a Community Member no longer meets the criteria of the appointment, the position will be designated as vacant and handled in the manner prescribed in Article IV.E.

G. Conduct

Members of the Committee shall adhere to all Governing Board Policies and local, state, and federal regulations.

**ARTICLE V
GOVERNANCE**

A. Officers

The officers of the Committee shall be the Chair, the Vice Chair, and the Secretary. Before their elections, the officers of the Committee shall be voting members of the Committee properly appointed by the Board if community members or the Superintendent if an employee.

B. Term of Office

The officers of the Committee shall be elected by the Members to serve in that capacity for one year at the June meeting following the annual Board appointment of new members.

C. Duties of the Officers

1. Chair

A Chair shall be elected from either the community members or the employee members. The one-year position will be selected from each group on alternating years. The Chair shall be elected before other officers. The Chair shall facilitate the meetings of the Committee. The Chair shall sign letters, reports, or other communications from the Committee. The Chair shall also serve as the spokesperson and representative to the Board of Education on behalf of the Committee. The Chair shall serve as an *ex-officio*

member on all committees. All other duties of this office shall be the same as those normally ascribed to in *Robert's Rules of Order - Newly Revised*.

2. Vice Chair

A Vice Chair shall be elected from either the community members or the employee members. The group identified each year will be the group which is not represented by the newly elected Chair. The Vice Chair shall fill in the roles and responsibilities of a Chair in the Chair's absence.

3. Secretary

The Secretary shall be the official record keeper for the Committee. The Secretary shall also be responsible for such duties as may be assigned by the Chair as well as those normally ascribed to in *Robert's Rules of Order - Newly Revised* and the Brown Act which includes public notification of agendas and minutes.

D. Change of Officers

Outgoing Officers shall relinquish all official documents, correspondence, records, and all other Committee material, regardless of media and storage method, to the incoming officer of like position.

**ARTICLE VI
COMMITTEES**

- A.** Special committees and Task Forces shall be appointed by the Chair with the advice and consent of the majority of the Committee. Such committees shall study and report in the area of responsibility established for them by the Committee and then shall be dissolved when their purpose has been completed.
- B.** Each committee shall keep a written record of their deliberations and recommendations. Records are to be filed with the Secretary after the report has been presented to the Committee as a whole.
- C.** All committee members have voting rights on the committee to which they serve. The Chair shall be an Ex-Officio, non-voting member of all committees. Removal of committee members shall be accomplished by the Chair, when necessary, with the consent of the Committee.

**ARTICLE VII
MEETINGS**

- A.** The Committee will meet regularly on the first Monday of each month during a Fremont school calendar year unless otherwise scheduled except for the September meeting which shall be scheduled for the third Monday, and the January meeting which shall occur on the second Monday following Winter Break. A calendar of these meetings shall be adopted at the June meeting.

- B.** Special or emergency meetings may be called by the Chair or upon vote of the Committee.
- C.** The Committee shall normally hold its meetings at the District Office, and be readily accessible by all members of the public, including those with special needs. The Committee may also hold meetings at other District facilities as part of community outreach efforts.
- D.** The preliminary Agenda and the Minutes of the previous meeting shall be emailed to all Members not less than five (5) days prior to a scheduled regular meeting. These materials may also be emailed to such persons as the Committee and the Board of Education direct.
- E.** All meetings of the Committee shall be open meetings. Public notice shall adhere to the provisions of the Brown Act. A portion of the Agenda shall be set aside for public comment (Oral Communications).
- F.** A **quorum** shall consist of at least 51% of seated members. If a voting member leaves prior to the end of the meeting that reduces the number below 51% the meeting must be adjourned if the meeting attendance falls below quorum
- G.** All decisions of the Committee shall be made either by consensus or by a voting process, provided that a **Quorum** is present. If a decision is not made by consensus and if so requested, meeting minutes, reports and/or recommendations shall contain both majority and minority opinions.

**ARTICLE VIII
GOVERNANCE DOCUMENTS**

- A.** All governance shall be conducted in accordance with the Governance Documents. These are as follows, in order of their rank and precedence:
 - 1. Board of Education Action**

Any School Board agenda item which establishes any parameters of the operation, composition, mission, focus or other rules of the Committee shall take precedence over all other documents.
 - 2. Bylaws**

The Bylaws shall be the blueprint for the decision-making capability of the Committee.
- B.** Committee procedures should be aligned with *Robert's Rules of Order-Newly Revised* or some modification thereof.
- C.** Governance Documents and Minutes shall be accessible through the District web site and paper copies shall be distributed upon request to a Member, to a member of the Board of Education, or to the public.

**ARTICLE IX
AMENDMENTS**

A. Amendments of the Bylaws

1. A proposed amendment to the Bylaws shall be placed on the Agenda.
2. Provisions of the Bylaws may be waived by a two-thirds vote.
3. The proposed amendment receives a First Reading at the next regular meeting of the Committee. A two-thirds vote is required to adopt the First Reading.
4. The proposed amendment receives a Second Reading. A two-thirds vote is required to ratify the amendment. The amendment will take effect upon approval of the Board.

**ARTICLE X.
RETIREMENT OF THE COMMITTEE**

In the event that the School Board retires the Committee, all official committee records, documents and all other Committee-related material shall be relinquished to the Superintendent or designee for forwarding to the School Board.

Revisions:

Revision 1 passed by Committee: February 2, 2009; Approved by the Board: March 11, 2009