

DISTRICT ADVISORY COMMITTEE FOR GIFTED AND TALENTED EDUCATION

BYLAWS

ARTICLE I - NAME

The name of this committee shall be the District Advisory Committee for Gifted and Talented Education (“GATE-DAC” or “the Committee”).

ARTICLE II - PURPOSE

GATE-DAC provides a vehicle for parent and community involvement in educational programs for gifted students. It serves as a communication tool in disseminating information to sites, as well as gathering useful feedback for the district in planning and implementing gifted programming.

ARTICLE III - OBJECTIVES

The Committee’s objective is to support the GATE program by:

1. Educating GATE parents on current developments, issues, problems and solutions in/around GATE identification, placement, programming, best practices, and evidence-based GATE strategies;
2. Advising district staff and BOE with feedback, input, and recommendations regarding district plans for programming, goals, objectives, and services for the GATE program in order to facilitate parent input in planning and evaluation of GATE programs;
3. Enlisting the input of parents and community members to stimulate growth and involvement in the GATE-DAC;
4. Doing an annual review/evaluation of district program objectives and implementation;
5. Supporting activities on behalf of gifted students such as, but not limited to:
 - Coordinating efforts to promote communication on GATE issues, such as publishing newsletters;
 - Facilitating collaboration between parents and professionals who have special expertise in GATE programs;
 - Assisting school site and district planning committees;
 - Participating in gifted education conferences.

ARTICLE IV – MEMBERS AND RESPONSIBILITIES

1. Composition

The Committee shall be comprised of parent representatives from schools throughout the District, and is designed to represent all geographical areas of the District, as well as the GATE programs and the grade levels in which they are offered. The committee shall have no fewer members than five (5) and as many representatives as the district has school sites with GATE programming. Additionally, there shall be four (4) seats open to community members. The community members shall be nominated by the Executive board and elected by the body of the Committee with a two-thirds (2/3) vote of the members present at the voting meeting. The community member positions shall be limited to one (1) year terms, with no term limits.

2. Selection

GATE-DAC members shall be appointed by their school site Principal or their site School Site Committee (SSC) to a minimum of one year (1), with two (2) years being recommended. There will be no term limits for membership. Service will commence at the beginning of the school year, and members will notify the district GATE office if they plan to serve during the following school year in May of the preceding school year. The Committee, by a two-thirds (2/3) vote of the members in attendance at the voting meeting, may also extend the term of a sitting Executive Board member.

District Staff: District staff will represent the District at each GATE-DAC meeting, but they are not considered members of the Committee.

Non-Members: Interested members of the public may attend the GATE-DAC meetings as non-voting guests. Guests may participate in general discussions related to the educational issues.

3. Resignation

Any member may resign from the Committee by giving written notice to the Chair. The resignation will be effective immediately upon receipt of such notice.

4. Removal

Any member of the Committee who is absent for three (3) consecutive meetings will be asked to resign from the Committee. A member will be deemed to have attended a meeting if a substitute attends on behalf of the member. The district GATE office will contact the site GATE administrator to request a new member be identified. The GATE-DAC, by a two-thirds vote of the members in attendance at the voting meeting, may also remove a member of the Board. In order to initiate the removal, a motion must be made and seconded at a meeting with the vote to be held at the following meeting. Removal requires a two-thirds (2/3) vote of the members in attendance at the voting meeting.

5. Duties

All GATE-DAC members must agree to assist with the GATE-DAC objectives.

6. Compensation

No member may receive any compensation for their service as a member of the Committee.

ARTICLE V – OFFICERS and DUTIES

The GATE-DAC officers will consist of a Chair, a First Vice-Chair and a Second Vice-Chair, as well as two members nominated by the chair from the body of the Committee. The officers shall be elected by the members of the Committee, with a simple majority of members present at the voting meeting, every two (2) years, for a two (2) year term. There will be no term limits. These officers and team members will comprise the Executive Committee. Elections will take place at the May meeting for service commencing the following school year.

1. The Chair's duties are as follows:

- a. Act on behalf of the GATE-DAC.
- b. Preside over all GATE-DAC meetings, general and executive.
- c. Address GATE-DAC member matters.
- d. Have the ability to contact GATE student families and GATE-DAC members through the district's GATE office via various communication tools, not limited to email and ed-connect (robo-call).
- e. Initiate special committees and call caucuses when appropriate.
- f. Set the monthly agenda in cooperation with the Executive Committee.
- g. Liaise with the District office responsible for GATE programs.
- h. Review minutes before distribution to the general GATE-DAC body for ratification and posting to the GATE-DAC website.
- i. Meet with project staff and other concerned constituents, involved persons, groups and/or organizations.
- j. Delegate specific tasks to members, as requested or as needed.
- k. Perform other auxiliary functions as required.
- l. Report to the Board of Education 1-2 times per year.

2. The GATE-DAC Vice-Chair's duties are:

- a. Preside at meetings and perform all duties of the Chair in in his or her absence, as designated by the Chair.
- b. Assume the position of Chair, if necessary.
- c. Coordinate subcommittee activities as designated by the Chair.
- d. Serve as an Executive Board member.
- e. Perform other duties as designated by the Chair.

ARTICLE VI - DISTRICT STAFF RESPONSIBILITIES

The District staff shall:

1. Record minutes for GATE-DAC general meetings.
2. Distribute minutes and agenda for each meeting and post to the GATE-DAC website a minimum of seventy-two (72) hours before the monthly meeting.
3. Maintain an attendance record of all members and provide a report to the Chair one week after each monthly meeting.
4. Make copies of GATE-DAC records for the Chair and post to the GATE-DAC website.
5. Afford the Chair of the Committee access to the Committee membership and GATE student families. Access to GATE student families shall be through the supervising office.

ARTICLE VII – MEETINGS

1. Meetings shall normally be held on the second Monday of every month, during the traditional school year. Special meetings may be called, as needed.
2. The agenda shall contain GATE-DAC business, District staff business and any other items relevant to the GATE program.
3. A majority of the Committee members in attendance at the voting meeting shall constitute a quorum.
4. Each Executive Board member may vote on any issue presented to the Committee. The Committee may also act without meeting if an email discussion and email vote is held and the response is unanimous.
5. Only GATE-DAC site designated members, Community members elected by the Committee, and Executive Board members have the opportunity to make motions, recommendations or vote on agenda items.

ARTICLE VIII – AMMENDMENTS TO THE BYLAWS

1. Thirty days' notice of any proposed bylaws amendments shall be given to the GATE-DAC membership in writing. Proposed changes to the bylaws may be made by any member of the GATE-DAC during the Roundtable portion of a regularly scheduled meeting, by making such a motion for review and consideration pursuant to the process within the bylaws.
2. A two-thirds (2/3) affirmation vote by the GATE-DAC members present at the voting meeting, after the thirty (30) days' notice, is necessary to amend the bylaws.

3. The bylaws must be reviewed every two years at a minimum.
4. The bylaws will be translated into Spanish.