

District Accreditation/Accountability Committee
(By-Laws)

1. **Name:** The name of this group will be the Dolores School District RE-4A Accreditation/Accountability Committee.
2. **Purpose:** The purpose of the committee will be to act in an advisory capacity to the Dolores School District RE-4A Board of Education and to perform those tasks directed by the Board in accordance with the state law.
3. **Membership**
 - a. Members will be appointed by the Board in September for one-year terms and will be eligible for reappointment. The secretary of the Board and/or the Superintendent will notify members of their appointments.
 - b. Membership will include but not be limited to: at least three parents, to include one elementary, one secondary, and one at large; two elementary staff members with at least one teacher; two secondary staff members to include at least one teacher; each site administrator; the superintendent; one community business representative; and one secondary student. One School Board Member will be an *ex officio* member.
 - c. The Board will endeavor to make committee membership representative of the school district population.
 - d. Any member absent without valid reason for three consecutive meetings will be dropped as a committee member. A member's absence will be determined by a roll call at each meeting.
4. **Officers**
 - a. The committee will elect officers from among its membership each September/October.
 - b. The minimum number of officers will be three; chairman, vice-chairman and recording secretary.
 - c. Duties of officers will be as follows:
 - (1) Chairman: Preside over all meetings of the group and assume other responsibilities normally associated with presiding officers.
 - (2) Vice Chairman: Preside over meetings in the absence of the chairman

- (3) **Secretary:** Keep official records of the committee, including a list of the membership. The members of the District Accountability Committee may elect to choose a roving Secretary for each meeting.

5. **Meetings**

- a. The committee will meet monthly (October – May) at such time and place as agreed upon by the membership
 - b. All meetings will be open to the public. However, those attending as guests will be present as observers with the following exceptions:
 - (1) Those persons invited by the committee to share information
 - (2) Guests who have contacted the chairman or the school district office at least one week prior to the meeting so as to be included on the meeting agenda. Guests may sign up to speak for three minutes to an agenda item or to another issue after agenda items are completed and may speak for another three minutes following discussion by the members. Upon majority vote of the committee, the minute rule may be extended up to ten minutes.
 - (3) Any person appearing before the committee at the request of the Board
6. **Quorum:** At least 51 percent of the membership must be present to constitute a quorum for the transaction of business.
 7. **Subcommittees:** The chairperson will appoint subcommittees and sub-committee leaders. The chairperson will instruct each subcommittee on any conditions deemed necessary to carry out mandates of the Board.
 8. **Procedures:** It is the belief of the committee, based upon historical operation, that maximum flexibility can be achieved by informal operation during meetings. However, at the discretion of the chairman, strict adherence to procedures prescribed in *Robert's Rules of Order, Newly Revised*, may be required for meetings to be conducted properly.
 9. **Charges:** Directives will be given by the Board to the committee and will be used as guidelines for committee actions. Recommendations will be reported back to the Board for possible action.

Approved prior to 1992

Revised: May 2003

