

**ALACHUA COUNTY PUBLIC SCHOOLS
DISTRICT ADVISORY COUNCIL BYLAWS
(revised October 25, 2023)**

The School Board of Alachua County has established the District Advisory Council (DAC) as a vehicle to provide stakeholder/community input on key issues of districtwide significance. The DAC will consider issues referred to it by the Superintendent, the School Board, and/or DAC voting membership and make recommendations to be shared with the Superintendent and the School Board.

The District Advisory Council will operate under the following conditions:

- 1) The DAC shall be made up of no less than 27 voting members. This includes 22 members representing 'school blocks' appointed as outlined in Attachment A and five additional members (from this point referred to as 'board representatives') each of whom are selected by a school board member. School blocks are also defined on Attachment A.
- 2) The DAC voting members will elect 2 or 3 co-chairs each academic year to develop meeting agendas and lead the meetings. The Chairman of the School Board of Alachua County and the Superintendent of Schools shall support the 3 co-chairs in the development of DAC meeting agendas. The Chairman of the School Board of Alachua County and the Superintendent of Schools will be non-voting members of the DAC.
- 3) The terms of membership are as follows:
 - a) School block members shall serve a one-year term, commencing annually in October.
 - b) Board representatives shall serve a two-year term, commencing in October of alternate years.
- 4) Members representing school blocks or school board members shall not be precluded from serving consecutive terms on the DAC.
- 5) The DAC shall meet a minimum of four times each term. Additional meetings may be called by the co-chairs depending on the need for parental/community input.
- 6) To ensure a representative DAC, members are expected to attend all meetings. A member who misses two consecutive meetings in a term may be replaced. It will be the responsibility of the co-chairs to contact this member and inform them of their removal or possibility of their removal from the committee.

If a DAC member who is also an SAC chair is unable to attend a meeting, the SAC vice-chair from the same school may attend and vote. Their participation will count towards a quorum.
- 7) Should a vacancy on the DAC occur:
 - a) A school block member shall be replaced by a School Advisory Council (SAC) officer/member or a PTA/PTO/PTSA board member from the same school to complete the original member's term.
 - b) A Board representative shall be replaced by the Board member who selected that representative. The replacement representative will serve the remainder of the original term. If the School Board member who made the original appointment is no longer serving, the School Board member from that district shall select the replacement representative.

(continued)

- 8) No member of the DAC should profit personally from the actions of the DAC. Should an issue come before the DAC in which such a situation may occur, the affected DAC member should recuse himself/herself in advance from that particular meeting, to be replaced by a SAC officer/member or PTA/PTO/PTSA board member from the same school.
- 9) The chairs will conduct all meetings. The chairs will create meeting agendas, which shall be provided to each member at least seven days prior to the meeting. All meetings shall be legally noticed and will be open to the public.
- 10) A quorum must be present for the DAC to take any formal votes. A quorum is defined as 14 of the 27 voting members.
- 11) The DAC shall use Robert's Rules of Order to conduct meetings and votes.
- 12) Based on the issue before the DAC, it is expected that the members shall reach consensus, established through a majority vote of the voting members present, on any recommendation to be made to the Superintendent. The co-chairs will be responsible for communicating the recommendations of the DAC to the Superintendent.
- 13) The bylaws shall be reviewed and reapproved by the DAC each year.
- 14) With regard to the DAC, Alachua County Public Schools shall be responsible for:
 - a) Providing meeting space, recording equipment, and clerical assistance, to include the taking of written minutes;
 - b) Publicly noticing all DAC meetings;
 - c) Distributing meeting agendas and any necessary background information to all DAC members at least a week prior to each meeting;
 - d) Upon requests made prior to a DAC meeting, making staff available to present additional information;
 - e) Creating and maintaining a DAC website under the district's existing Strategic Planning link.

Revised 10/25/23
Board Approved 11/7/23

**DISTRICT ADVISORY COUNCIL BYLAWS
ATTACHMENT A**

The twenty-two (22) ‘school block’ members of the District Advisory Council (DAC) are drawn from local School Advisory Councils or PTA/PTO/PTSA boards, with the SAC chair as the first selection. If the SAC chair is unable or unwilling to serve, another member of the SAC board or the board of the school’s PTA/PTO/PTSA will be recruited to serve in his or her place.

To ensure an appropriate balance between the size of the DAC and school representation, the five Alachua County School Board voting districts have been established as the foundation for school block membership on the DAC. Those districts have also been subdivided to equalize representation and to ensure that each block contains a high school, middle school and elementary school. An additional block includes center schools and Alachua eSchool.

Three representatives are chosen from each block, including a representative from a high school, a middle school and one of the elementary schools in that block. In those blocks containing more than one middle or elementary school, representatives will be rotated annually so that all schools are, in time, represented. The center schools/Alachua eSchool block will be represented by one person on the DAC.

The school blocks are shown below.

Schools	# Members
Santa Fe High Mebane Middle Alachua Elementary High Springs Community Irby Elementary	3
Newberry High Oak View Middle Newberry Elementary Archer Elementary	3
Gainesville High Westwood Middle Parker Elementary Littlewood Elementary Norton Elementary Glen Springs Elementary	3
Buchholz High Fort Clarke Middle Hidden Oak Elementary Talbot Elementary Meadowbrook Elementary	3

School	# Members
PAM @ Loftan High Kanapaha Middle Idylwild Elementary Terwilliger Elementary Chiles Elementary Wiles Elementary	3
Eastside High Bishop Middle Lincoln Middle Rawlings Elementary Metcalf Elementary Foster Elementary	3
Hawthorne Middle/High Shell Elementary Lake Forest Elementary Williams Elementary	3
Sidney Lanier A Quinn Jones Alachua eSchool	1