

## BY LAWS

Independent School District # 709

Education Equity Advisory Committee

### ARTICLE I

#### Name

The name of this Advisory committee shall be the "Education Equity Advisory Committee" hereinafter referred to as EEAC. The committee shall exist by virtue of Independent School District #709 School Board actions and shall exist in conformity with School Board Policy NO. 1070-Citizens Advisory Committee: General Policy.

### ARTICLE II

#### Purpose

Section 1. The purpose of this committee shall be to involve community members as voting members and ISD #709 district administrative personnel as resources in providing advice and recommendations to EEAC and/or their designee regarding the planning, implementation, evaluation and monitoring of all business relative to Desegregation/Integration Rule 3535 and its related policies, procedures and goals.

### ARTICLE III

#### Members

Section 1. The active voting membership hereinafter referred to as active members of this EEAC- shall be limited to fifteen (15) active members.

1.1 Each group appointing members under Section 3.I shall be strongly encouraged to select and give preference to achieving gender balance.

1.2 Each group appointing members under section 3.I shall be strongly encouraged to select, and give preference to families of protected students in ISD #709.

Section 2. Any adult resident of ISD #709 shall be eligible for active memberships only within the parameters of this Article III.

Section 3. The active membership shall be representative of fifteen (15) members appointed by communities of color as prescribed in this Article III, Section 3.

3.1 The active community membership shall be comprised of four (4) officially appointed representatives from the Duluth Indian Education Advisory (Parent Advisory) Committee, four (4) officially appointed representatives of the African American Educational Advisory Committee, two (2) officially appointed representatives of the Asian-Pacific Educational Advisory Committee, two (2) officially appointed representatives of the Adelante Educational Advisory Committee and two (2) officially appointed community representatives selected by the Chairperson of the Board in consultation with the Superintendent and at least one (1) member will be selected from the communities (as defined by MN Desegregation Statute 3535) most affected by desegregation.

3.2 One (1) active member from Independent School District #709 school board shall be selected by the School Board and will serve one (1) year commencing in January.

3.3 Membership shall be for two (2) years commencing June 1. Exclusive of the School Board member whom will be appointed and serve as per Article III Section 3.2.

Section 4. Floating alternates for each active member shall be designated by the appointing Parent Advisory Committee (P.A.C.)/Chair in compliance with this Article III, Section 1.2 and shall function under the Bylaws established by this committee. Each group participating as members of the EEAC as identified in Section 3.1 of Article III, can appoint a floating alternate that will have the capacity to represent any active member of the group that may be absent. The active member shall be responsible for providing the name of the floating alternate to the EEAC Chairperson. The active member shall be responsible for contacting the floating alternate to attend the regular meetings when the active member's attendance is not possible. Each absence will require the active member to notify the Office of Education Equity with the name of the floating alternate who will represent him/her.

4.1 An active EEAC member or an EEAC floating alternate cannot simultaneously serve to represent in a voting capacity two or more entities (groups/P.A.C.).

Section 5. An annual schedule of meetings will be established and distributed in September and shall be considered the first notice to attend those meetings. A "second" notice will be sent within five (5) days prior to all regularly scheduled meetings.

Section 6. The active member is limited to a total of three absences during any given school year. Absences are defined as those not attended by either the active member or the alternate, where therein the active member shall be terminated.

Section 7. Any member desiring resignation from the EEAC shall submit a resignation to the chairperson.

Section 8. A proposal for subsequent membership--inclusive of replacement for terminated member as stipulated in Section 6--shall be acted upon at a regular meeting. Replacement for resigned members shall be made by the appointing group.

Section 9. Ex officio members will be nonvoting. Ex officio membership provides access for participation in meetings. Ex officio members shall be:

1. Office of Education Equity
2. Assistant Superintendent
3. The Director of Business Services
4. The Director of Human Resources

Section 10. Reasonable access will be extended to community members.

## ARTICLE IV

### Officers

Section I. The officers of this EEAC shall be a chairperson and a vice chairperson. The recording secretary/contractor will not be an elected office/officer. The officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the EEAC.

1.1 The chairperson and vice chairperson shall be elected at the June meeting and begin their term immediately. Both shall be community people.

1.1a The Chairperson and the vice Chairperson of the EEAC will be ex-official members of all EEAC Subcommittees.

1.1b The Chairperson and/or the Vice Chairperson of the EEAC can act as voting members of all or any EEAC Subcommittees when that EEAC Subcommittee lacks a quorum. This Section of Article IV authorizes that the Chairperson and/or Vice Chairperson at a EEAC Subcommittee meeting where a quorum has not been achieved, to act as a voting member of that subcommittee to achieve the quorum as stated within Article VI Section 1.1 of the Bylaws.

1.2 The recording secretary shall be the person that is employed as the Office of Education Equity Secretary or contractor.

Section 2. The officers shall be elected by ballot to serve for one year, or until their successors are elected.

Section 3. Officers shall be elected by majority vote of the active membership at the June regular meeting.

Section 4. The EEAC Executive Committee shall consist of the EEAC Chairperson and an EEAC Vice Chairpersons and all the Chairpersons of all the EEAC Standing Committees.

Section 5. The removal of officers shall follow Robert's Rules of Order.

## ARTICLE V

### Meetings

Section 1. The regular meeting of the EEAC shall be held monthly in a facility with handicapped access, unless otherwise ordered by the Independent School District #709 School Board, Superintendent, or by the executive committee.

Section 2. Special meetings can be called by the executive committee or by the Superintendent. The purpose of the special meeting shall be stated in the call for the meeting--with the notice of that special meeting--distributed at least three (3) school days prior to the meeting.

Section 3. The regular meeting in September of each year shall be known as the annual meeting. The meetings for each year shall be established at this annual meeting and shall be called the "Annual Schedule of Meetings."

Section 4. Eight (8) active members of the EEAC shall constitute a quorum for the purpose of doing business.

4.1 Temporary suspension of the eight (8) member quorum.

4.1a Special circumstances as acknowledged by the majority vote of the EEAC membership will determine the need and duration of any temporary suspension of the eight (8) member quorum.

Section 5. All meetings of this EEAC shall be open to the public.

## ARTICLE VI

### Sub-committees

Section 1. A budget subcommittee, comprised of the chairperson and the minimum of four (4) and a maximum of seven (7) EEAC members shall be appointed by the EEAC chairperson . It shall be the duties of this sub-committee to recommend actions regarding budgets and budget modifications to the EEAC.

1.1 An official quorum for an EEAC Subcommittee is defined as a simple majority of the official members appointed to that EEAC Subcommittee.

Section 2. Such other committees, standing, special or task shall be appointed by the chairperson with a convener or chairperson of that subcommittee designated.

2.1 All EEAC Standing Committees will appoint/elect a Chairperson and Vice Chairperson.

Section 3. The chairperson will endeavor as much as possible to balance the subcommittee membership by race, gender.

Section 4. Floating alternate members of EEAC can be selected (appointed) to serve as members of various EEAC sub-committees.

4.1 Each officially appointed EEAC Subcommittee member may suggest an alternate that when present in the absence of the officially appointed EEAC Subcommittee member will assume all voting privileges of that EEAC subcommittee member. The officially appointed EEAC subcommittee member shall select their alternate from the EEAC membership.

4.2 The officially appointed EEAC Standing subcommittee member shall submit the name of their alternate at the first meeting of that EEAC Subcommittee. During the course of operation, replacement members and alternates can be appointed pending the approval by the Chair of the EEAC.

4.3 The officially appointed EEAC Subcommittee alternate will serve a term that corresponds to the term of the official appointed EEAC Subcommittee member.

4.4 The officially appointed EEAC Subcommittee member will have the responsibility to contact their floating alternate so that they may serve at Subcommittee meetings when the EEAC Subcommittee member's absence is eminent.

## ARTICLE VII

### Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the EEAC in all cases to which they are not inconsistent with these bylaws and any special rules of order the EEAC may adopt. Unless stipulated in these bylaws: all actions, motions, resolutions, etc. voted upon by the active membership at a regularly scheduled meeting, shall carry the force of the EEAC if passed by simple majority.

## ARTICLE VIII

### Amendment of Bylaws

These bylaws can be amended at any meeting of the EEAC by majority vote of the active members. The amendment shall be introduced in writing at one meeting and discussion allowed at the following regular meeting. Upon EEAC approval of any amendment to the Bylaws, the amendment will be sent to the Duluth School Board as an action item.

## ARTICLE IX

### Operating Procedures

Operating procedures shall not violate the personnel policies and procedures of Independent School District #709. Operating procedures of this EEAC shall acknowledge--and to its fullest capacity--comply with all laws, acts, rules, policies and procedures that govern education within the state of Minnesota.

- “Floating alternate assumes the responsibility and voting privilege of the active member during the active member’s absence. When the active member enters the meeting; and upon requests of the active member the floating member relinquishes the responsibility of membership to the active member.
- “That when floating alternates are appointed by their respective appointing group/P.A.C. that a ‘rank order’ number be associated with each floating alternate. That further the floating alternate assume the responsibility of an absent active member in a descending order of the assigned rank order and that the floating alternates relinquish the responsibility upon the request of the active member should they become present.”

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