

**Mt. Diablo Unified School District
Student Advisory Committee (SAC)
Committee Bylaws
*Board Approved: June 23, 2021***

ARTICLE I: NAME

The name of this entity shall be the Student Advisory Committee (SAC) of the Mt. Diablo Unified School District (MDUSD.)

ARTICLE II: PURPOSE

The purpose of the Mt. Diablo Unified School District Student Advisory Committee is to serve as an advising entity to the Student Board Member, and by proxy, the Superintendent and the non-student governing board members. In an effort to accurately represent the diverse needs and concerns of the MDUSD student population, the Student Board Member shall convene this group with an agenda and detailed action items to then report to the board at the following governing board meeting.

ARTICLE III: POWERS

Section 1: This committee shall be housed by the Mt. Diablo Unified School District, and operated by students. In addition, this entity will be maintained under the jurisdiction of the school district.

Section 2. Quorum must be met in order to vote on any action items. Action must be taken under parliamentary procedure.

Section 3: Nondiscrimination. This committee maintains policies and practices that are designed to prevent discrimination against any member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the committee administration and conduct.

ARTICLE IV: MEMBERSHIP

Section 1: The Student District Committee shall be comprised of a cross-section of students from across the middle and high schools of MDUSD. If at all possible, students shall be School Site Council Committee members.

Section 2: There shall be no limit on the number of students invited to attend each meeting. However, in the event of a vote, only one member from each site may participate.

Section 3: Eight (8) students meet quorum.

ARTICLE V: OBLIGATIONS OF MEMBERS

Section 1: Each committee member is encouraged to attend each meeting.

Section 2: Each committee member shall contribute to the conversation in an engaged and respectful manner, and listen attentively.

Section 3: Each committee member who is representing their site shall report out on their site (i.e. events, controversies, grievances, etc.)

ARTICLE VI: Leadership

Section 1: The Leadership of the SAC shall be a Chair, two Vice Chairs, and Secretary.

Section 2: Each year, the Student Board Member shall chair the Student Advisory Committee and serve as a facilitator at each meeting.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this committee.

Section 4: It shall be the duty of the Chair to preside at the meetings of the committee, and serve as the official representative of the committee at school and community functions.

Section 5: It shall be the duty of the Vice Chair to write the agenda for each meeting and assist the Chair.

Section 6: The Secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence. The Secretary shall keep a log of the representation of all schools in all meetings.

Section 7: There shall be no requirement to have a formal district staff liaison.

ARTICLE VII: MEETINGS

Section 1. Meetings of this chapter shall be called by the Chair with all meeting agendas being posted on the district website with at least 72 hours' notice.

Section 2. There shall be a minimum of 1 committee meeting per month when school is in session.

Section 3. Membership in the committee is not contingent upon attendance at all meetings.

Section 4: Meeting location shall be on Zoom unless otherwise communicated.

Section 5: Each meeting shall have the opportunity for student-centered public comment.

Section 6: There shall be the opportunity for smaller, site centered meetings at different schools.

Section 7: Board members, the Superintendent, and district staff are encouraged to attend each meeting.

ARTICLE VIII: COMMUNICATION

Section 1: This committee shall be listed as an official district committee on the district website, where all bylaws, agendas, and relevant information will be open.

Section 2: All meetings shall be held in a public manner, where any middle or high school student in the district can attend.

Section 3: Each year, the Chair must make an effort to disseminate an interest form to all middle and high school students, making an effort to recruit student Site Council members.

Section 4: All communication shall be conducted via email or Remind.

Section 5: Each meeting shall be reported out to principal, vice principals, and counselors at each site so that information can be disseminated more effectively.

ARTICLE IX: RATIFICATION, APPROVAL, AND REVIEW

Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of quorum at a meeting.

Section 2: These bylaws shall be reviewed and revised, at least, every other year from the date of approval noted on this document.

ARTICLE X: AMENDMENTS

Section 1. These bylaws may be amended by a simple majority vote of quorum, provided notice of the proposed amendment has been given to members at least one week prior to the vote. The exceptions are Articles IV and V.

Section 2. Bylaw amendments must be approved by the Board of Education.

