

GIFTED ADVISORY COUNCIL

By-Laws

ARTICLE I. NAME

The name of this Council shall be the Gifted Advisory Council.

ARTICLE II. PURPOSE

The primary objective of the Gifted Advisory Council shall be to represent all students who are gifted in an advisory capacity through collaboration, consultation, and participation on school, District, and community-derived committees and organizations.

The Council functions shall include:

- A. To assist in developing, identifying, and assessing the educational needs, systemic issues, and priorities of gifted students and programs.
- B. To provide a forum for information about school and community programs, advocacy, support, procedural guidelines, Education Plans (EP), procedures, school board initiatives, educational enrichment, resources, and data.
- C. To provide suggestions for proposed legislation and tracking of new and existing federal, state, and county legislation addressing educational issues and programs.
- D. To seek legislative support for fully funded gifted programs.
- E. To promote and encourage parent and community involvement concerning gifted education issues and initiatives.
- F. To promote diversity so that students who are gifted are representative of the population of Broward County Public Schools.
- G. To implement and maintain School Board approved Gifted Advisory Council procedural bylaws and guidelines. These by-laws will follow the district by-laws template.

The responsibilities and duties of the Gifted Advisory Council will be in accordance with Florida State Statutes and Broward County School Board Policies. Officers and members are prohibited from using their titles and /or their positions to endorse, or give the impression of endorsing candidates for public office. In addition, public monies and / or materials may not be used to endorse candidates or further their campaigns.

ARTICLE III. MEMBERSHIP

The membership of the Gifted Advisory Council shall consist **primarily¹** of parents, relatives, guardians, and surrogates of students who are gifted. However, all interested parties are welcome, including school district personnel and students.

Section 1. Voting: When a consensus cannot be reached, a vote of the membership will be taken. All members of the Gifted Advisory Council shall have one vote each. A voting member must be present to vote.

¹ Delete word "primarily". This word makes it unclear as to who is considered a member and who is entitled to vote..

- Section 2. Terms of Membership: Members of the Gifted Advisory Council should attend meetings on a regular basis. However, there are no minimum attendance requirements.
- Section 3. Length of Term: There is no specified limit to the length of membership.
- Section 4. The Director of Advanced Academics or a designee will work with the Chair on setting the agenda and conducting the business of the Gifted Advisory Council.
- Section 5. Each new elected officer or other elected person shall receive training on the Gifted Advisory Council's history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff and the outgoing officer or designee.
- Section 6. Each elected officer or elected member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct and actively supports the mission, purpose, and related Gifted Advisory Council and School Board Policy statement. Also, the statement will acknowledge that the member has received staff training on Robert's Rules of Order, Newly Revised, and the Florida Sunshine Laws.
- Section 7. A Parliamentarian shall be a part of the Gifted Advisory Council as an appointed officer position.

ARTICLE IV. OFFICERS

- Section 1. Officers of this Council will consist of a Chair, Vice Chairs, Recording Secretar(ies), and Corresponding Secretary(ies)². The Parliamentarian position is appointed by the Chair and is a non-voting member of the Steering Committee. Elected officers shall serve a period of one year or until their successors have been elected. They may be elected to that office for three consecutive terms³.
- Section 2. The officers shall be elected annually at the last meeting of the school year.
- Section 3. Installation of new officers will be held immediately following the election.
- Section 4. If for any reason an elected officer is unable to complete the term of office, a new election will be held at the next meeting. An office will become vacant after three consecutive or four absences in one calendar year from properly notified general membership or steering meetings, and a new election will be held at the next meeting. If the Chair is unable to complete the term of office or is removed from office, then the Vice Chair will be asked to become the Chair and an election will be held for the Vice Chair position. Should the Vice Chair decline to take the Chair position, immediate elections will be held for an interim Chair. Elections for any and all vacant positions resulting from the officers(s) removal will take place at the next general meeting.

Section 5. Recall of Officers⁴

With the exception of automatic removal of an officer for non-attendance described in Article IV, Section 4, the process to recall an officer shall be initiated when two-thirds (2/3) of the voting members in attendance at a noticed general meeting of the Gifted Advisory Council determines that an officer or officers are not fulfilling their duties. Notice shall then be sent to the subject officer(s) by certified mail within five (5) days of such determination including the reasons for the proposed removal and the meeting date and time at which the Officer Recall Vote will be taken. A minimum of two (2) weeks written notice of the recall vote shall be advertised by email to the general membership by email distribution based on the current email distribution list. The Officer Recall

² Multiple Vice Chairs and Corresponding Secretaries are inconsistent with responsibilities and statements found in other sections of the bylaws.

³ Defines term limits for the officers.

⁴ Allows the membership to remove an officer for reasons other than missing meetings.

Vote shall be an agenda item at either the next regularly scheduled general meeting or a Special Meeting scheduled to address the recall vote. All sides shall have an opportunity to be heard prior to the vote. Termination of the officer(s) shall be immediately enacted upon a two-thirds (2/3) majority vote of the voting members in attendance. In the event that the Chairperson is recalled, the Vice Chair will be asked to become the Chair and an election will be held for the Vice Chair position. Should the Vice Chair decline to take the Chair position, immediate elections will be held for an interim Chair. Elections for any and all vacant positions resulting from the officers(s) removal will take place at the next general meeting. Written notice of the change in officer(s) shall be sent to the officer, the Director of Advanced Academics, the Superintendent and the School Board. Any newly elected officer(s) shall serve on an interim basis to be confirmed at the next regularly scheduled Gifted Advisory Meeting.⁵

Section 56. Nominating Committee:

- A. The Chair of the Gifted Advisory Council shall appoint a Nominating Committee Chair at the General Membership meeting held three months prior to the last General Membership meeting of the year. The Committee Chair shall recruit at least two (2) additional members (resulting in an odd number) and the Committee should be as representative as possible of the District in terms of geography, diversity, and grade levels.
- B. The nominating committee will present a slate of candidates for each office (including the Chairs of the Standing Committees)⁶ at the second to the last General Membership meeting of the year. Nominations will also be taken from the floor at the election which will be held at the last meeting of the year⁷.

In the event that there is more than one candidate for office, the election shall be by a written ballot with each member in attendance having only one vote and voting for only one candidate for each office. The ballots will be counted by a member of the nominating committee who is not on the ballot and a representative of Advanced Academics⁸.

ARTICLE V: DUTIES OF THE OFFICERS

- A. The Chair shall preside at all meetings of Gifted Advisory Council and will be an ex-officio member of all committees except the nominating committee. The Chair will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it. Additionally, the Agenda will be emailed to the general membership by email distribution based on the current email distribution list.⁹ The Chair shall review and sign all letters, reports and other Gifted Advisory Council communications. The Chair shall perform all duties incidental to the 'Office of Chair' and any other duties as from time to time may be assigned to him/her by the Gifted Advisory Council. The Chair shall represent the majority vote of the Gifted Advisory Council. The Chair shall be a member of and preside over the meetings of the Steering Committee, and either represent, or designate a designee to represent, the Gifted Advisory Council at District Meetings. The Chair must be a parent or guardian of a legally identified gifted child currently enrolled in the Broward County Schools. A Broward County School Board employee may not serve as Chairperson, ~~Co-Chairperson~~¹⁰, or Vice Chairperson.
- B. The Vice-Chair shall preside at the meetings of the Gifted Advisory Council in the absence of the Chair; represent the Chair in assigned duties; and perform such duties as may be assigned to him/her by the Chair of the Gifted Advisory Council. The Vice-Chair shall be a member of the Steering Committee.

⁵ Defines procedures to remove an officer or officers.

⁶ Approved by the membership at the February, 2010 meeting.

⁷ Clarifies when the election will be held. Is consistent with Article IV, Section 2.

⁸ Specifies the method for electing officers when more than one person runs for a position.

⁹ This assures that all current members who have provided e-mail addresses see the Agenda.

¹⁰ The bylaws do not allow for a Co-Chairperson.

- C. The Recording Secretar(ies) or his/her designee¹¹ shall keep the minutes of all meetings both regular and special meetings, as well as the Steering Committee meetings, and shall transcribe them in a timely manner. Copies of the minutes will be maintained and will be made available for public view. They shall also be provided to all members and to other such persons as the Council may direct. The Recording Secretary shall also be the custodian of all committee reports and correspondence. The Recording Secretary shall be a member of the Steering Committee.
- D. The Corresponding Secretary or his/her designee shall prepare all correspondence as necessary. He/she shall be responsible for all notices duly given in accordance with these by-laws, including notices of all meetings. He / she shall distribute notices of meetings and agendas to the general membership by email distribution based on the current email distribution list. He / she will perform all other duties as delegated by the Chair or the Council. The Corresponding Secretary shall be a member of the Steering Committee.

ARTICLE VI: MEETINGS

The Gifted Advisory Council shall meet on a regular monthly basis during the calendar school year. The schedule of meetings for the year will be determined and published ~~in August~~ no later than one week prior to the first meeting of the year¹² for the current school year. Notification of all regular meeting places will be included in the minutes.

Section 1. Guests: All meetings are open to the public under the Florida Sunshine Law.

Section 2. Attendance of members will be kept for all meetings. The Recording Secretary(ies) or designee will take attendance. Attendance records will be sent to the Department of Advanced Academics.

Section 3. Minutes of all meetings will be recorded by the Recording Secretary(ies) or a designee. Approved minutes will be sent to the Department of Advanced Academics, kept on file at the office of Advanced Academics and posted for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted. Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions reached by consensus.

Section 4. Special meetings may be called by the Chair or by notice of any three (3) **unrelated** members in writing to the Chair¹³.

Section 5. All scheduled meetings, meeting times, and places will be announced at least one week in advance. Members must be advised of a change in the established date, time or location. All special meetings will require notification.

Section 6. Gifted Advisory Council meetings will be scheduled at times and locations convenient for all stakeholders.

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. A majority of the membership of the Gifted Advisory Council Steering Committee (Executive Council) (50% plus 1) constitutes a quorum. The quorum for a general Gifted Advisory Council meeting is ten (10) members, one of whom is an officer.

Section 8. Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present.

Section 9. Voting will be by voice or by the raising of hands when there is a discrepancy. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law).

¹¹ Provides a provision for taking minutes when the Secretary or Secretaries are not present at meetings. Consistent with Article VI, Section 3.

¹² Allows for changes in the annual school calendar. Is consistent with Article VIIB, Section 1b.

¹³ Prevents a single family from calling a Special Meeting.

Section 10. All motions which will be brought to the attention of the School Board require two consecutive votes, one each in two consecutive general meetings, with both consecutive votes reflecting the same outcome. The exception is when a situation is deemed “time sensitive” where the waiting time for the second vote would render an affirmative vote ineffectual. A 2/3 vote is necessary to determine a “time sensitive” situation.

ARTICLE VII. COMMITTEES

- A. The Chair shall create by appointments such committees as may be required in School Board Policy to promote the objectives of the Gifted Advisory Council. Additionally, the Chair shall create committees that a majority of the Steering Committee or the general membership voting at a general meeting deems advisable. The Gifted Advisory Chair will appoint a temporary Committee Chair for the purpose of calling the first meetings. Membership of a committee will consist of those council members who volunteer to serve on the committee. All persons who sign up to serve on a committee shall be notified of the meeting dates of the committee. The committee members shall elect the Chairperson of each such committee at their first committee meeting. Each Committee Chair (or his/her designee) shall have the duty to update the Gifted Advisory Council membership, as necessary, at the monthly general meeting. No ~~standing or special~~¹⁴ committee shall exercise the authority of the Gifted Advisory Council.
- B. The Steering Committee is a permanent standing committee of the Gifted Advisory Council. Other standing committees will be designated ~~using the same protocol as contained in Article VII, Section A, through two consecutive votes by the membership, one each in two consecutive general meetings, with both consecutive votes reflecting the same outcome. If a motion to add, change or delete a standing committee is going to be presented to the general membership, the Agenda for the meeting must indicate that a vote on standing committees will take place, and the agenda must be e-mailed to the general membership by email distribution based on the current email distribution list.~~¹⁵

Section 1. Duties:

- a. The purpose of the Steering Committee is to ~~set direction and priorities for the organization; and~~ act on behalf of the organization between general meetings. Additionally, the steering committee will assist the Chair in setting the agenda for all upcoming meetings. The Steering Committee will assist the Chair in developing suggested direction and priorities for the organization, which will then be reported to the general membership. ~~The Steering Committee will also work to assure future leadership for the organization; build support for the organization among gifted parents, the School Board, and other parent groups; and advocate for improved education for gifted children in Broward County Public Schools~~¹⁶.
- b. The Steering Committee shall establish the dates, in advance, for the regular meetings of the Council and the Steering Committee. A calendar shall be planned ~~the first meeting of the school year for the new school year and published at least one week prior to the first meeting of the year;~~¹⁷
- c. The Steering Committee shall assist in establishing the agenda of a special meeting called by the Council or the Chair if time permits.
- d. The Steering Committee shall perform such other duties as may be delegated by the Council.

¹⁴ No committee shall exercise the authority of the Gifted Advisory Council (not just standing or special committees).

¹⁵ The general membership believes the membership should decide on STANDING committees and not the Chair. Given that Standing Committees are permanent committees, the membership understands the importance of adding Standing Committees. The wording of this section assures that the membership has ample time to think about/input on Standing Committees.

¹⁶ Clarifies the role of the Steering Committee as approved by the general membership at the February, 2010 meeting.

¹⁷ Publishing the calendar at least one week prior to the first meeting of the year is consistent with Article VI (which discusses schedule of meetings) and Article V (which discusses notification of meetings to the membership).

Section 2. Membership: Composition of the Executive (Steering) Committee shall include the following:

Officers of the Council

Chair

Vice-Chair

Recording Secretary(ies)

Corresponding Secretary

Chairs of Standing Committees

Nonvoting Support:

The Director of Advanced Academics

The Gifted Coordinator(s)¹⁸

Parliamentarian

ARTICLE VIII: ADDITIONAL STANDING COMMITTEES.

A. The following are additional standing committees of the Gifted Advisory Council¹⁹:

1. **Communications Committee** - The purpose of the Communications Committee is to develop and distribute flyers, e-mails, mailings, robot calls, etc, in order to increase membership and provide information about meetings and important updates. The group will work with Advanced Academics and the schools to get information to parents.
2. **Local and State Legislative Committee** - The purpose of the Legislative Committee is to monitor legislation and Board actions that affect gifted education and recommend appropriate action, as needed. This group will advise the Gifted Advisory Chair of critical School Board and State legislative items affecting gifted and will work with the Gifted Advisory Corresponding Secretary to send out appropriate communications.
3. **Classroom Education Committee** - The purpose of the Classroom Education Committee is to work with Advanced Academics to improve education for gifted children in the classroom.
4. **Accountability and Monitoring Committee**. The purpose of the Accountability and Monitoring Committee is to work with Advanced Academics, the Budget Department and individual schools (as warranted) to encourage school compliance with the Gifted Policy, the Gifted Procedural Guide and Gifted items within the District (including schools spending their incremental gifted funds on the gifted children). The committee will work with Advanced Academics on accountability and monitoring issues.

¹⁸ Advanced Academics has had more than one Gifted Coordinator in the past. All Gifted Coordinators are invited/encouraged to attend Gifted Advisory Council Steering meetings.

¹⁹ These Standing Committees were approved by the general membership at the February, 2010 meeting.

- B. Standing Committee Chairs will be elected using the protocol found in Article IV, Section 6B. The President, Vice President(s), Recording Secretar(ies), and Corresponding Secretary may be elected both for their officer position and as a Standing Committee Chair or Chairs. In the event that no member can be found to Chair a Standing Committee, the Standing Committee will be temporarily suspended until a Chair can be found.²⁰
- C. A Standing Committee Chairs can be recalled using the protocol found in Article IV, Section 5.²¹
- D. Per Article VII B, Section 2, the Chair of Standing Committees will be voting members of the Steering Committee.
- E. Additional Standing Committees may be formed using the protocol found in Article VII, Section B.

ARTICLE IX: AMENDMENTS

- A. Bylaws must conform with the State of Florida statutes and School Board Policy~~ies~~.²²
- B. Amendments to the bylaws will be approved by a majority of the members of the Gifted Advisory Council in attendance at two successive general meetings. Bylaws will be reviewed every two years or at such time that legislation or School Board action occurs that would require a review. A bylaws committee shall be formed in the same manner as stated in Article VII, Section A. This committee shall review the by-laws and make recommended changes. The recommended changes shall be presented to the membership for a first reading and for comments / amendments made by the membership. A second reading shall occur at the next general membership meeting and a vote taken. After approval at the second reading, the bylaws will be presented to the School Board.

The officers shall date and initial the amended By-Laws after adoption.
- C. All bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Gifted Advisory Council.

Ratified _____ Date

Amended _____ Date

²⁰ Clarifies the process to elect the Standing Committee Chairs.

²¹ Sections C, D and E make it easier to assure that the Standing Committees follow the information found in other sections of the Bylaws.

²² Gifted Advisory’s bylaws must conform with all of the School Board’s policies.