

The Poudre School District (PSD) District Advisory Board (DAB) has been established in accordance with PSD Board Policies AB and GP 3.6.

The District Advisory Board ("DAB") shall represent the interests of and communicate with the Board of Education and superintendent on behalf of, current District students and their parents/guardians in a cooperative effort to help improve and support Poudre School District programs and operations.

1. The DAB shall meet at least eight times during the school year (August through May).
2. All meetings will be held in accordance with the Colorado Open Meetings Law, C.R.S. §§ 24-6-401, et seq., as amended from time to time.
3. Meeting dates, location, and times will be chosen by the Chair.
4. Notice of each meeting date, location, time and agenda shall be posted on the DAB website and communicated via email to the membership, building principals, Board of Education Directors, district liaison, and the Superintendent.
5. The Chair may call special meetings, giving at least 48 hours notice to the members.
6. Meetings may be conducted informally, but any member may move (and a vote taken) that a meeting shall be conducted in accordance with Robert's Rules of Order, Newly Revised.
7. The Secretary shall take minutes at each meeting. They shall be maintained and posted to the DAB website after approval.
8. A simple majority of voting members is required for adoption of a motion.
9. Visitors wishing to address the DAB must contact the Chair in advance.

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8. Vacancies shall be filled in the same manner for each representative named above as soon as possible.

1. Nominations and Elections

DAB members will nominate officers from the school representatives.

Except in the case of a mid-term vacancy, nominations must be made at the meeting prior to the meeting at which the election will be held. Nominations may also be made and seconded from the floor with the consent of the nominee.

Vacancies shall be filled by election held no later than the second meeting following the occurrence of the vacancy. The DAB Membership shall nominate person(s) to fill the vacancy no later than the first meeting after the vacancy occurs. Nominations may also be made and seconded from the floor with the consent of the nominee no later than the first meeting after the vacancy occurs.

2. Terms

Each officer serves a one-year term beginning July 1st and ending June 30th of the next year.

The Chair is eligible for re-election after serving as a school representative for one year prior to re-election. If the Chair is elected after February 1st to fulfill the remainder of a term, the Chair is eligible for immediate re-election.

1. Voting members of the Executive Board shall be the DAB Chair, DAB Chair Elect, DAB Past Chair, Secretary, Membership and Training, the District Accountability Committee Representative, Board Legislative Subcommittee Representative (s), and Academic Committee Chair.
2. The Executive Board is responsible for communication with the Board of Education and district, agenda setting, and workflow planning. It may form ad hoc committees as needed. Ad hoc committees shall be bound by the same policies and procedures as all DAB committees.
3. The Executive Board shall meet on a regular basis as determined by the 3

- Reports to the Board of Education at the times and in the manner determined by the Board and Superintendent.
- Meets regularly with the Superintendent and/or his/her designee at the Superintendent's discretion.
- Acts as a liaison between the Board of Education/liaison, and Superintendent/designee and the DAB membership, regarding DAB work, questions, and/or concerns.
- Creates an agenda and facilitates DAB meetings.
- Chairs Executive Committee meetings.
- Cannot represent an individual school while serving as Chair.
- Votes only in the case of a tie—denot repd

- o Qualifications: Preferably one full year term on DAB.
8. Board Legislative Subcommittee Representative(s)
 - o Elected by DAB members to serve a one year term.
 - o Serves as a liaison between DAB and BOE Legislative Subcommittee.
 - o Attends the Board of Education's Board Legislative Subcommittee Meetings.
 - o Serves as a member of the DAB Executive Committee.
 - o Qualifications: Preferably one full year term on DAB.
 9. Other Committee Representatives included but not limited to Budget Advisory Committee, Calendar Committee, and Faith Advisory Board.
 - o Selected by the DAB Chair or elected by DAB members to serve for at least one year or the duration of the committee.
 - o Serves as a liaison between DAB and PSD.
 - o Serves as a member of the Executive Committee.
 - o Qualifications: Preferably one full year term on DAB.
1. Members of DAB Committees shall include any interested DAB representatives. Board of Education Directors and/or district administrative personnel may serve as non-voting members.
 2. The DAB Committee shall elect a Chair and Recorder.
 3. The Chair shall determine the meeting schedule. Meeting dates, times, and locations shall be made available to all DAB members. All meetings will be held in accordance with the Colorado Open Meetings Law, C.R.S. §§ 24-6-401, et. seq., as amended from time to time.
 4. A simple majority vote of committee members is required for committee work to move forward.
 5. The Recorder shall take minutes and forward them to the DAB Secretary. The minutes from the Committee will be posted on the DAB website.
 6. The DAB Committee shall keep the Executive Committee updated regarding work topics, timelines, and progress on a regular basis.
 7. DAB Committees shall submit final reports to the full DAB.
1. Any voting DAB representative may propose amendments to the DAB Bylaws by submitting 4 u mit mimat