

**DAAC BY-LAWS**  
**DURANGO SCHOOL DISTRICT 9-R**  
**ACCOUNTABILITY ADVISORY COMMITTEE**

**I. Purpose**

The District Accountability Advisory Committee (DAAC) is an accountability committee to the board of education created in accordance with the provisions of the Colorado Revised Statutes, Title 22-7-102,104,105, 205, 207. The DAAC and each school advisory council (SAC) are important elements in the state mandated local program of accountability. The DAAC's purpose is to fulfill its responsibilities under these statutes as well as any other charges enumerated by the board of education.

**II. Membership**

**A. Total members**

1. One parent from each school in the district. Parent members must be members of their school advisory councils and may not be employees of the district, nor related to an employee of the district.
2. Two teachers from the elementary level.
3. One teacher from the middle school level.
4. One teacher from the high school level.
5. One school administrator, either a principal or assistant principal, from any school in the district.
6. Three non-parent, community members. One of these community members should be a person involved in business. It is preferred that one be from the minority population and one from the non-profit sector.

**B. Nomination and appointment of members**

1. The school advisory council will nominate parent members.
2. Community members will be recruited through public notice and nominated by a joint committee consisting of a member of the board of education and the DAAC chairperson.
3. Teacher representatives will be recruited through internal notice and nominated by a joint committee consisting of a member of the board of education and the DAAC chairperson.
4. The district's K-12 principals will nominate administrator members.
5. The board of education will determine the membership of the DAAC by appointment and is not bound by the nomination process.

**C. DAAC membership determination**

Nominations for the following school year's membership must be submitted by the DAAC to the board of education for its consideration in June.

D. Terms

1. Parent, teacher, and community member terms are two years; parent, teacher, and community members are limited to two consecutive two-year terms.
2. The administrator member term is one year; the administrator member is limited to two one-year terms.

E. Vacancies

1. Any member who is absent and unexcused for three consecutive meetings of the DAAC will be recommended to the board of education for removal from the membership roster. A replacement parent member will be nominated by the affected school advisory council, a replacement community member by the DAAC chairperson and a member of the board of education, and a replacement administrative or teacher member by the superintendent for consideration by the board of education. If appointed, the new person will serve the remainder of the dropped member's term.
2. In the event that a DAAC member is unable to fulfill his/her term for any reason, a new member will be secured in the same manner as a dropped member.

F. Other Attendees

The superintendent of schools, the director of student achievement, or their designees will serve in a resource/advisory role. Board members are invited to attend and participate in any manner consistent with board policies. The public is invited and encouraged to attend and participate in all DAAC meetings.

**III. Meetings**

A. A minimum of nine DAAC meetings will be conducted per school year.

B. Meetings will be held the first Tuesday of each month or on the Tuesday prior to the first monthly school board meeting.

C. Notice of DAAC meetings will be sent to DAAC members at least 48 hours prior to monthly meetings and include an agenda, prior meeting minutes, and any necessary supporting materials.

D. Meetings will be held in the district administration building.

E. Public notice will be provided at least 48 hours in advance for every DAAC meeting. Notice will be posted in the administration building.

F. The DAAC membership may temporarily modify the date, time, or place of meetings with at least 48 hours advance notice to DAAC members as well as the public.

G. Meetings will be conducted utilizing Robert's Rules of Order.

H. Special meetings of the DAAC may be called by the chairperson, if necessary. Notice of date, time, and purpose of a special meeting will be sent to the DAAC members and the public no less than 48 hours prior to such meeting.

#### **IV. Voting**

A. For the purposes of voting, a quorum is defined as those members present at any given meeting, as long as the attendees constitute a 51% majority of the membership.

B. Only appointed members of the DAAC are entitled to vote.

C. Any motion that results in a tie vote is considered not passed.

#### **V. Officers**

Officers consist of a chairperson, vice-chairperson, and secretary and must be currently appointed members of the DAAC. Only one of these positions may be an employee of the school district. The officers may serve two-year terms. The immediate past chairperson serves in an advisory role with the officers. These officers serve as an executive committee.

##### **A. Election of Officers**

The current chairperson from the DAAC membership will appoint a nominating committee. The members will elect the officers from the DAAC membership at the last meeting of the school year. If any officer is unable to, or does not fulfill his/her responsibilities or term, a successor will be elected by the members of the DAAC to fill that term, at the next regular meeting.

##### **B. Officer Responsibilities**

###### **1. Chairperson**

- a. Preside at all regular meetings of the DAAC.
- b. Prepare each monthly agenda with the assistance of the vice-chair and secretary, as available.
- c. Appoint sub-committees as needed and designate sub-committee chairpersons, if necessary.
- d. Serve as an ex-officio member of all sub-committees of the DAAC.
- e. Act on DAAC matters consistent with state statutes, DAAC by-laws, or district policies and regulations.
- f. Ensure that all meeting publicity is prepared and posted in accordance with the DAAC by-laws and Colorado open meetings law.
- g. Present DAAC findings and recommendations to the board of education, at least twice annually.
- h. Assume other duties as requested by the board of education.

###### **2. Vice-Chairperson**

- a. Assist the chairperson in the execution of his/her responsibilities.
- b. Preside at DAAC meetings in the absence of the chairperson.

- c. Keep membership lists current, adding new members after they have been appointed by the board of education and recommending removal of members after they have three consecutive unexcused absences or resigned.
  - d. Ensure that an orientation is held for all new members.
  - e. Assume other duties as requested by chairperson.
3. Secretary
- a. Record and ensure distribution of minutes of all DAAC meetings, including attendance, and ensure that this is accomplished within time requirements.
  - b. Assume other duties as requested by chairperson.

## **VI. Duties of the DAAC**

- A. Ensure that all responsibilities are carried out in accordance with board policies, district regulations, state statutes, and procedures in the District Accountability Handbook.
- B. Ensure that any proposed changes in DAAC by-laws are forwarded to the board of education for consideration of action.
- C. Ensure that any areas of study by the DAAC have been cooperatively determined, at least annually, by the DAAC and the board of education.
- D. Ensure that each parent member reports to his or her school's staff and accountability committee regarding the activities of the DAAC after each monthly DAAC meeting, and reports any information from SAC to the DAAC.
- E. Fulfill other charges annually established cooperatively with the board of education.

## **VII. By-Laws Changes/Amendments**

Any proposed changes or amendments to these by-laws must be submitted in writing to the membership of the DAAC for review at least 30 days prior to action by the board of education.

Approved: DAAC - October 6, 1998; BOE – October 13, 1998

Revised: DAAC – April 3, 2001; BOE – May 31, 2001

Revised: DAAC - May 7, 2001; BOE – June 11, 2002

Revised: DAAC – May 2, 2006; BOE – June 27, 2006

Revised: DAAC – April 2008; BOE – June 10, 2008