

School Board of Broward County, Florida TECHNOLOGY ADVISORY COMMITTEE (TAC)

BY-LAWS

ARTICLE I. NAME

The name of this committee shall be the Technology Advisory Committee (TAC).

ARTICLE II. PURPOSE

The Technology Advisory Committee will:

- Provide strategic input, advice, assistance and recommendations in the procurement and implementation of technology.
- Ensure alignment with The School Board of Broward County, Florida's Mission and Goals along with all documents that govern the use of technology in The Broward County Public School (BCPS) system.
- Maintain strategic relationships/communications with all BCPS departments and divisions involved in systemic technology related initiatives and procurements, as identified in district flowcharts.
- Play a significant role in the planning, implementation, and evaluation of current and new technology initiatives, especially those related to all documents that govern the use of technology in BCPS (i.e. District Technology Strategic Plan) in order to provide recommendations to The School Board of Broward County, Florida.

The Committee functions shall include:

- A. The Technology Advisory Committee will serve in an advisory capacity to The School Board of Broward County, Florida. The objectives, duties and actions of the Technology Advisory Committee may not conflict with any of the powers and duties reserved by law to The School Board or to the Superintendent of schools.
- B. The Committee will make recommendations regarding the alignment of technology initiatives and the District's Technology Plan.

The responsibilities and duties of the Committee will be in accordance with The Florida Statutes and Broward County School Board Policies.

Article III. MEMBERSHIP OF THE TECHNOLOGY ADVISORY COMMITTEE

Section 1. - Voting Membership

The Committee shall be representative of the ethnic and gender diversity of the school's/district's student population. All members should have an expertise in technology and its uses and issues related to technology. The requirement of "expertise in technology" shall be satisfied as set forth below:

- 3-ETS representatives will be elected/appointed by ETS.**
- 1-District Technology Standards Committee representative will be elected/appointed by the Standards Committee.**
- 1-BECON representative will be elected/appointed by BECON.**
- 1-Supply Management & Logistics representative will be elected/appointed by SM&L.**
- 1-Curriculum representative will be elected/appointed by Curriculum and Instruction.**
- 1- Instructional Technology representative will be elected/appointed by Instructional Technology.**
- 1-Facilities representative will be elected/appointed by Facilities.**
- 3-Area Instructional Technology Specialists. One from each Area Office will be appointed.**
- 3-Teacher representatives. (Each Area Office will be responsible for electing/appointing the teacher for this representation.)**
- 1-HRD representative will be elected/appointed by HRD.**
- 1-Enterprise Resource Planning (ERP) representative will be elected/appointed by ERP.**

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2–Union representatives. One from the Broward Teachers Union-Education Professions (BTU-EP) and one from Broward Teachers Union-Technical Support Professionals (BTU-TSP) will be elected/appointed by BTU.

6–School District Administrators or designee(s) consisting of the following where each Area Office selects two administrators:

- 1–High School**
- 1–Middle School**
- 1–Elementary School**
- 1–Technical School**
- 1–Center**
- 1–Adult Community School**

9–Board member representatives. Each Board Member will appoint one representative.

1–Diversity Committee representative will be elected/appointed by the Diversity Committee.

1–Business representative will be appointed by the Broward County Alliance.

1–Broward County Government (preferably in the technology area) representative will be appointed.

1–Higher Education representative will be selected/appointed by the Broward County Educational Consortium.

5–District Advisory/Parent Representatives consisting of the following where each organization has the responsibility of electing/appointing its representative:

- 1–District Advisory Council representative**
- 1–Exceptional Student Education Advisory Council representative**
- 1–English Speakers of Other Languages Leadership Council representative**
- 1–Gifted Advisory Council representative**
- 1–Broward County Council Parent Teacher Association representative**

2-Students with strong technology background chosen by Student Government.

Additional subcommittees will include teachers with a technological background for topics pertaining to curriculum when required.

Section 2. – Non-Voting Membership

In addition to the Committee's voting members:

1–Executive Leadership Team member or designee shall attend all TAC General Meetings in a non-voting capacity.

2–One non-voting senior staff person or designee, who will work with the Chair on setting the agenda and conducting the business of the Committee.

3–Parliamentarian, a non-voting member, shall be a part member of the committee. The staff member assigned to the committee shall be trained in parliamentary procedures and serve as parliamentarian when deemed necessary.

Section 3. – Term of Membership

A. Length of Term: Technology Advisory Committee members shall be elected and/or appointed for one (1) year and may be elected and/or appointed for additional terms. Members nominated by the various selection/source groups should have an expertise in technology and its uses and issues related to technology. A term shall begin July 1 and end on June 30 of the following year or as directed by School Board Action. Each designated group listed in Section 1 (Voting Membership) shall elect or appoint its representative to this Committee no later than August 31st of the current year.

B. Members of the Technology Advisory Committee should attend meetings on a regular basis. A member will be removed from membership after three(3) consecutive or 4 absences in one calendar year from properly noticed meetings.

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- C. Any member may resign by filing a written resignation addressed to the Chair of the Technology Advisory Committee.
 - D. Any vacancy of the Technology Advisory Committee shall be filled for the remainder of the unexpired term through appointment/election, by the electing/appointing **body or agency** which member represents.
 - E. All members shall abide by the "Conflict of Interest Policy" as described in the Technology Advisory Committee Policy # 5306.1, Section B, Paragraph 6.
- Section 4. Each new member shall receive training on the Committee's history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff, **Sunshine Laws and Public Records Act and Robert's Rules of Order.**
- Section 5. **Acknowledgement:** Each member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct, abide by the Nondiscrimination Policy Statement (4000.1) and actively support the mission, purpose, and related Committee and School Board Policy statements. In addition, the statement will acknowledge that the member has received staff training on Robert's Rules of Order, Newly Revised, the Florida Sunshine Laws, Public Records Act, and School Board Policies that affect the Committee's functions. (See Appendix #1 Broward County Public Schools' District Committee Training Acknowledgement Statement)

ARTICLE IV. OFFICERS

Section 1.

- A. Officers of this committee will consist of a Chair, Vice Chair, Recording Secretary, and any other officer deemed necessary by the Committee.
- B. The Technology Advisory Committee will elect a Chair, who is a non School Board employee, from the full TAC membership to a term of one year starting on July 1 and end on June 30 of the following year or as directed by School Board Action.
- C. Any officer elected by the Technology Advisory Committee may be removed by a two-thirds affirmative vote of all members sitting on the Technology Advisory Committee whenever, in the judgment of the Committee, the best interests of the Committee thereby would be served. Two (2) weeks notice must be given to all members with all grounds stated in writing. The officer subject to the removal procedure, and/or representative, shall be provided time, as per district guidelines, to respond to the allegations and to be heard prior to the Committee taking a vote on this matter.

Section 2. The officers shall be elected annually at the May meeting and shall serve from July 1 and end on June 30 of the following year or as directed by School Board action.

Section 3. Installation of new officers may be held at the last meeting of the school year or as soon thereafter as possible.

Section 4. If a vacancy should occur among the offices of the Recording Secretary, Vice Chair or Chair of the Technology Advisory Committee, the office may be filled at the next general meeting. Members shall be notified at least two (2) weeks prior to the meeting that the vacancy (ies) exists. Notices of vacancies shall be published to the general public as part of the meeting agenda. Nominations will be accepted from the floor and the majority vote of the members present at the meeting will elect the person to the vacant position for the remainder of the term.

Section 5. Nominating Committee:

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- A. The Chair will appoint, at least one (1) month prior to the election, a nominating committee composed of an odd number, no less than three (3) and no greater than five (5) members who shall select a Chair for the Nominating Committee. The Chair of the Technology Advisory Committee shall not be a member of the nominating committee. The recommendations (slate) of the nominating committee shall be published two weeks prior to the election meeting to the membership and to the general public as part of the meeting agenda. The Chair shall open the floor for additional nominations.
- B. The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.

ARTICLE V. DUTIES OF THE OFFICERS

- A. The Chair shall preside at all meetings of the Committee and will be an ex-officio member of all committees except the nominating committee. The Chair will prepare and cause to be published an agenda at least 7 calendar days in advance for regular meetings. A copy of the agenda shall be provided to anyone who requests it.
- B. The Chair shall preside at all meetings of the Technology Advisory Committee and may sign all letters, reports, and other communications of the Technology Advisory Committee. In addition, he/she shall perform all duties incident to the office of the Chair and such other duties as may be prescribed by the Technology Advisory Committee from time to time. The Chair shall not be an employee of The School Board of Broward County, Florida. The Chair will be responsible for reporting to The School Board at the regular School Board meetings under committee reports.
- C. The duties of the Vice-Chair shall be to represent the Chair in assigned duties and to substitute for the Chair during his/her absence, and shall perform such other duties as from time to time may be assigned to him/her by the Chair or by the Technology Advisory Committee.
- D. The Recording Secretary shall be the official "Custodian of Records" and keep the minutes of all general and special meetings of the Technology Advisory Committee. Official minutes of any and all committee meetings must be approved by the general membership of TAC prior to transmission to other parties. The Recording Secretary shall promptly transmit to each of the members, to the members of The School Board, to the Superintendent and to such other persons as the committee may direct, true and correct copies of the official minutes of such meetings. The recording secretary will be responsible for keeping the official attendance records for all committees. It is the duty of the Recording Secretary to comply with the Florida Public Records Act (Chapter 119, Fla. Stat.)

ARTICLE VI. MEETINGS

The Technology Advisory Committee shall meet regularly and the schedule of meetings for the year will be published in August 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; however, nonmembers/guests may not vote on Committee issues. Members of the public may not participate in the Committee discussions unless permission to speak is specifically granted to the individual who requests to speak by the Chair.

Section 2. Attendance

Attendance of members will be kept for all meetings. The Secretary or a designee will take attendance.

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Technology Advisory Committee meetings will be scheduled at times and locations convenient for all stakeholders. All meetings must be scheduled and officially advertised in advance in compliance with the Sunshine Law (Chapter 286, Florida Statutes). Any change in the established date, time or location shall be re-advertised in compliance with the Sunshine Law.

A quorum necessary for the transaction of the business of the Technology Advisory Committee consist of simple majority (50% + 1) of the total membership as listed in Article III. An official quorum of committee members must be physically present at the meeting location for the committee to conduct official business. Individuals participating from remote locations through the use of technology may not be counted for the purpose of establishing a quorum for the committee to conduct official business.

Section 3. Agendas

Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. Meeting discussions will be restricted to those topics on the agenda and in compliance with the Robert's Rules of Order.

Any matter that is scheduled to come before the Committee for a vote must be on the agenda.

Section 4. Minutes

Minutes of all meetings will be recorded by the Recording Secretary or a designee and maintained in compliance with the Public records Act (Chapter 119, Florida Statutes). Approved minutes will be kept on file on the TAC website 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 the motion, the results of the vote and action taken).

Section 5. Voting Rights

Each member shall be entitled to cast a vote and to speak on each item submitted for a vote before the Technology Advisory Committee. An individual holding more than one (1) position on the TAC, either elected or appointed, shall cast only one (1) vote on each matter submitted. A member must be present to vote. When necessary, the Recording Secretary shall tally the votes according to the roll call of members present. Vendors and other interested may participate as allowed by the Chair and contribute to committee discussions, but have no voting rights. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law).

Section 6. Special Meetings

Special meetings may be called by the Chair or by a majority vote of a quorum of members of the Technology Advisory Committee having voting rights. All special meetings will be advertised at least three (3) calendar days in advance.

ARTICLE VII. COMMITTEES

- A. The Chair shall create such committees as may be required in School Board Policy to promote the objectives of the Committee.
- B. The Technology Advisory Committee may, from time to time, establish and abolish strategic task force committees as it may desire. No standing task force shall exercise the authority of the Technology Advisory Committee. The Chair of TAC will appoint a Chair for each task force.

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ARTICLE VIII. AMENDMENTS

- A. Bylaws must conform to the State of Florida statutes and School Board Policy.
- B. Amendments to the bylaws must be approved by a simple majority of the TAC membership. Bylaws will be reviewed every two years or at such time that legislation or School Board action occurs that would require a review.
- C. All bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Committee.

These Bylaws and all amendments thereto shall become effective on the date of the School Board approval.

Approved: 1/21/03

Amended: 4/29/03, 12/07/04, 06/06/06, 08/03/10