



ENVIRONMENTAL STEWARDSHIP ADVISORY
COMMITTEE
BYLAWS

Article I: Authority

Section One. Establishment. Under provisions of district policy BDF (LOCAL), the Environmental Stewardship Advisory Committee (ESAC) is established by the Superintendent and serves at the will of the Superintendent. The Superintendent shall designate an appropriate staff member to serve as the ESAC committee coordinator.

Section Two. Limitations. The ESAC is responsible to, and serves at the discretion of, the Superintendent. Any ESAC recommendations to the Board of Trustees must go through the Superintendent. The ESAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three Staff Support. The administration shall designate an appropriate staff member to serve as Coordinator of the ESAC (the Coordinator).

Section Four. Bylaws. Under provisions of district policy BDF (Local), the ESAC bylaws shall be developed by the Coordinator of District Advisory Bodies in consultation with the ESAC Coordinator. The ESAC shall observe the bylaws.

Article II: Purpose and Responsibilities

Waste minimization, recycling, reuse, and composting
Sustainable food systems and outdoor learning
Environmental & social justice

ESAC members, including governments and governmental organizations, are encouraged to collaborate with the district on grants and other sources of district funding, in order to meet district educational and sustainability objectives.

Article III: Meetings

Section One. Regular Meetings. The Coordinator and Chairs shall establish an annual schedule for regular meetings. The schedule of regular meetings shall be conveyed to members and posted on the ESAC website.

Section Two. Cancellation of Meetings. If necessary, the Coordinator and Chairs may cancel any meeting of the ESAC with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of canceled or rescheduled meetings.

Section Three. Subcommittees.

The Coordinator and Chairs may establish subcommittees from time to time as necessary or appropriate to focus on a particular topic. The below applies to subcommittees:

Members. Subcommittees shall strive to include a variety of members that reflect the ESAC membership criteria (students, parents/guardians, classroom teachers, etc.). Subcommittees shall not constitute a quorum of the ESAC. Subcommittees include current members and may engage non-members. Members may serve on more than one subcommittee.

Leaders. The Coordinator and Chairs may designate subcommittee leaders and subcommittees may also select their own leaders. Subcommittee leaders provide direction, support, and coordination to their subcommittee. There may be more than one leader to share the responsibilities of guiding the subcommittee.

Meetings. Unless otherwise directed by the Coordinator and Chairs, subcommittees shall meet at their own discretion and are not required to take minutes of meetings. Subcommittees are encouraged to meet regularly, although a regular meeting schedule is not required. Subcommittee leaders may determine whether subcommittee meetings are open to the public and guests.

Communication. Subcommittees are encouraged to post their purpose, goals, contact information, and meeting times on the ESAC website. Subcommittees shall report findings and recommendations to the ESAC through the Coordinator and Chairs.

Section Four. Community Meetings.

Section Six. Quorum. For regular and other plenary meetings of the ESAC, a quorum is a majority of the current voting membership, not counting any vacancies that may exist.

Section Seven. Attendance. Member attendance shall be monitored by the Coordinator, who shall work with members to try and resolve any attendance problems. More than three excused absences within a one-year period may result in dismissal by the Coordinator. Excused absences include, but not limited to, personal or family illness, emergency situations, jury or military duty, or mandatory employment duty. It shall be the responsibility of members to report excused absences to the Coordinator in advance or within 48 hours of the missed meeting, and the Coordinator shall record excused absences. In cases of numerous excused absences or long absence, the Coordinator shall consider the factors in each individual case and determine whether continued service on the ESAC is practicable.

Section Eight. Virtual Attendance. The ESAC shall conduct at least half of its meetings in person and may hold virtual meetings otherwise. Hybrid meetings can be made available to the extent that they engage members meaningfully and that the resources are readily available to the coordinator.

Section Nine. Decision Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member shall be entitled to one vote per motion. Members in virtual attendance may vote, but proxy voting is not allowed. In accordance with open meetings procedures, any voting must be done openly during meetings, normally by a show of hands (zoom poll or google doc) or by nonopen voting methods, such as paper ballots or email, are not allowed.

Section Ten. Agendas. Agenda items for regular meetings and other plenary meetings shall be determined by the Chairs in consultation with the Coordinator. A majority of the ESAC may also place items on future agendas. Agendas for regular meetings and other plenary meetings shall be posted in a place accessible to the public and on the ESAC website at least 72 hours in advance.

Section Eleven. Minutes. Minutes shall be kept for all regular and other plenary meetings. Minutes may be kept for subcommittee meetings at the direction of the Chairs. Minutes are records of meeting highlights and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the theme of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings and other plenary meetings shall be approved by the ESAC and posted on the ESAC website.

Article IV: Membership

Section One. Membership Criteria. Membership of the ESAC intends to reflect the geographic, gender, and economic diversity of the district. In addition, the membership of the ESAC shall aim to represent a broad range of interests, knowledge, perspectives, and lived experiences. The membership of the ESAC shall consist of the following members

Members shall strive to include:

- Six high school students that are currently enrolled in an AISD high school.
- Six parents or guardians of a student currently enrolled in a district school. Parents or guardians may not also serve the ESAC.
- Six AISD classroom teachers.
- Six nonclassroom AISD employees. This can include district staff and campus based professionals.

criteria:

Business or nonprofit representatives. The business or nonprofit member need not live or work within the district.

Community members that live within the district

Six representatives from local government.

The two co-chairs representing the membership criteria above.

The total number of members is 42.

Section Two. Restrictions. The following restrictions apply to ESAC membership:

- Parent members must be a custodial parent or guardian of a student currently enrolled in the district;
- A district employee may not count as a parent member;
- Teacher members refer to classroom teachers employed by AISD;
- Any business members need not live or work within the district; The business member may also be a parent.
- Any community members must live or work within the district; and be at least 18 years of age. Community members may not also be parents or district employees.
- The following persons may not serve on ESAC at the same time:
 - Both parents or guardian of a student
 - A sibling and the sibling's parents or guardian
 - Sibling students
 - Other close relatives [See (LOCAL)]

Section Three ExOfficio Members. Committee coordinating staff shall s.3 (.)3 (ct)-5]TJ -0. (g)2.6 (an)22.3 (it).1 (

4. Presiding at all regular meetings and other plenary meetings of the ESAC (refer to the [district's Information for Chairs of Advisory Committees](#))
5. Enforcing basic, commonly accepted parliamentary procedures or delegating this responsibility to a member to serve as parliamentarian.
6. Representing the ESAC by signing all letters, reports, and other communications on behalf of the ESAC.
7. Performing other responsibilities as may be requested by the Superintendent, AISD Leadership, or Coordinator.
8. Serving as a mentor to student members who would like to participate in ESAC activities as a learning and leadership experience.

Section Four. Removal of Chairs. Chairs serve at the will of the ESAC. A two-thirds majority of the ESAC members may at any time remove a Chair. Such action in itself does not equate to dismissal from the ESAC.

Article VI: Website

Section One. Content. The Coordinator shall ensure that the following information on the ESAC website:

1. Schedules for regular and other plenary meetings
2. Agendas for regular and other plenary meetings
3. Approved minutes of regular and other plenary meetings
4. Current membership
5. General information
6. Bylaws
7. Contact information
8. Resources (reports, recommendations, fact sheets, links, etc.)

Section Two. Maintenance. The Coordinator shall ensure that the ESAC website is maintained and kept current.

Article VII: Role of the Coordinator

Section One. Ongoing Administrative Support. Responsibilities of the Coordinator shall include, but are not limited to:

1. Ensuring that adequate facility, material, and staff arrangements are made for all regular and other plenary meetings.
2. Providing members and presenters with agendas and background materials sufficiently in advance of regular and other plenary meetings.
3. Serving as custodian of ESAC records, including the status of member terms.
4. Ensuring minutes are kept for all regular and other plenary meetings and subcommittee minutes if so directed by the Chairs.
5. Ensuring that agendas and approved minutes for regular meetings and other plenary meetings are posted in a timely manner.
6. Serving as a point of contact and information for stakeholders and conveying any pertinent information to the ESAC.
7. Ensuring that new members are sufficiently oriented to service on the ESAC.
8. Informing the Chairs of attendance problems.

9. Consulting with the Coordinator of District Advisory Bodies as needed.

Section Two. Technical and Specialized Support. The Coordinator shall ensure that appropriate technical and specialized support, either internal or external to AISD, are available to the ESAC as needed.

Article VII: Sunset Review

Section One. Review of the Committee. Superintendent appoints advisory committees that are not

- i. Ensure adherence to subcommittee guidelines and charges;
- ii. Develop agendas based on subcommittee input;
- iii. Convey agendas, messages and information to the subcommittee;
- iv. Pace meetings and encourage participation of all members;
- v. Bring any problems or concerns to the SAC committee coordinator; and
- vi. Bring committee recommendations to the SAC committee coordinator;
- e. The SAC will consider subcommittee recommendations and determine the extent to which they are forwarded to the Superintendent. Any recommendations to the Board are through the Superintendent.
- f. The SAC committee coordinator and chairs may direct the subcommittee to accelerate, conclude, or extend its work.

4. Meetings

- a. The SAC committee coordinator will establish a date, time, and location for the initial meeting of the subcommittee.
- b. At the initial meeting, the minimum order of business is:
 - i. Ask for a volunteer to record meeting attendance and highlights (or this responsibility may rotate from meeting to meeting);
 - ii. Review the subcommittee guidelines;
 - iii. Review the subcommittee charge;
 - iv. Initiate discussion of issues;
 - v. Establish a contact list of subcommittee communications; and
 - vi. Agree on a schedule for subsequent meetings.
- c. The subcommittee chair(s) provides meeting schedules and highlights to the EAC committee coordinator.
- d. The subcommittee may invite non-ES members to meetings to provide information or input, and as such may take part in meetings.
- e. The subcommittee may not conduct or direct school or community meetings, interviews,