



FACILITIES ADVISORY COMMITTEE

BYLAWS

Adopted April 7, 2022



ARTICLE I IDENTIFICATION

The Board of Education (Board) of Marysville Joint Unified School District (District) hereby establishes the Marysville Joint Unified School District Facilities Advisory Committee. This body will also be referred to as the Marysville FAC, hereinafter referred to as the Committee which shall have the duties and rights set forth in these Bylaws.

ARTICLE II PURPOSE

The purpose of the Committee shall be to advise and make recommendations to the Board, Superintendent, and District management staff regarding facilities matters. The FAC is expected to reflect the views of parents and other community members about school construction and facilities. The FAC aims to serve as the voice of the community and other stakeholders and the avenue for conveying their perspectives to the Board in an advisory capacity.

ARTICLE III RESPONSIBILITIES AND DUTIES

The Committee shall have the power and shall be required to:

- A.** Actively review District facilities projects to anticipate District facilities needs by studying current and future needs in the face of growing or declining student enrollment.
- B.** Act as the voice of the community and District employee organizations.
- C.** Review the general project scope of work in relation to the Long Range Facility Plan (LRFP) and the most current Board approved Implementation Plan.
- D.** Review the general project scope of work at the programming or schematic design phases. Projects already in progress, such as projects beyond programming or schematic design, shall not be subject to review by the committee.
- E.** Make recommendations to the Board regarding District facilities priorities.



- F. Be cognizant of the importance of timely reviews and recommendations as they relate to project schedules and Board and other agency approvals. The committee shall make timely recommendations to avoid project delays.
- G. Review:
 - 1) Annual demographic report and provide input on the District's facilities priorities based on enrollment growth or decline
 - 2) Housing development trends: Look at where students are actually being generated from, construction or existing homes.
 - 3) Annual bond report and assess alignment with District priorities
 - 4) Staff proposals and provide input regarding viability options
- H. Other Responsibilities:
 - 1) Review and publicize periodic Construction Status Reports.
 - 2) Provide other recommendations as requested by the Board

ARTICLE IV MEMBERSHIP

- A. Members of the Committee shall be appointed by the Marysville Joint Unified School District Board of Education. With the exception of the student member, to qualify for membership on the committee, a person must be at least 18 years of age.
- B. Composition and Terms of Office of the Committee:
 - 1) The committee shall consist of 12 members to serve for a term of two (2) years. In the first term, 2 or 3 parent members and 2 or 3 community members will be asked to volunteer to serve an initial three-year term. If there are more than 3 volunteers, the 3-year terms will be awarded by a voice vote or open ballot of a majority of the members present. A member can serve an unlimited number of terms. No Committee member shall receive any compensation for performing their official duties as a Committee member.
 - 2) The Committee shall include:
 - a) Three (3) parents/guardians, one from each of the District's three (3) attendance areas - Lindhurst, Foothills and Marysville



- b) Three (3) community members
- c) One (1) parent member from a school not represented in an attendance area (MCAA)
- d) One (1) student member
- e) One (1) certificated staff
- f) One (1) classified staff

In no event, however, shall any one of the District's attendance areas have more than three (3) members on the committee.

C. Resignation

Any Committee member may resign by filing a written communication of the resignation with the Superintendent and the Committee Chair. The members of the Committee shall be informed of the resignation by the Chair at the next regularly scheduled meeting.

D. Attendance

All members of the committee shall be in attendance at the hour appointed for each regular, special or recessed meeting. In the event a committee member is absent without a valid reason for three (3) regular meetings during a calendar year, the Board may choose to remove that member from the committee.

An absence may be excused due to a serious special circumstance (such as a serious illness or a death in the family) with the approval of a majority of the members present.

The recording secretary shall review the attendance records after each regular meeting, and if the recording secretary finds that any member has become ineligible for continued membership due to lack of attendance, he or she shall promptly notify the chairman, the Board of Education, and the Superintendent of such fact in writing. The Superintendent or designee shall begin the process of filling the new vacancy.

E. Vacancy

Vacancies will be publicized by Marysville Joint Unified School District and applications will be made available for the Board of Education to consider. The District's goal will be to fill all vacancies within ninety (90) days.



F. Changes in Status during a Term of Office

In the event that a Committee member whose status as the last representative of a designated group as expressed in Article IV (B)(2) changes during their term on the Committee, the member may complete their current term as if still in their original status.

ARTICLE V ETHICS

A. Members of the Committee are subject to the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are required to complete Form 700.

B. Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code ("Article 4") and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code ("Article 4.7") are applicable to members of the Committee. Accordingly:

- 1) Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and
- 2) Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the District's Board of Education, except as permitted under Article 4.7.

VI GOVERNANCE

A. Officers

The officers of the Committee shall be the Chair, the Vice-Chair, and the Secretary.



B. Election to and Term of Office

The officers of the Committee shall be elected by the Committee members to serve in that capacity for one year at the regular meeting in September. The election of each officer shall be comprised of an open nomination, followed by a voice vote or open ballot. The winner will be the candidate who receives a majority, more than half, of the total votes cast. A Committee member must be present to vote. In the event of a tie, a run-off election shall take place. The elections shall be supervised by the Chair.

C. Duties of the Officers

1) Chair

The Chair shall preside at all meetings of the Committee and may sign letters, reports, or other communications on behalf of the Committee. The Chair also serves as the spokesperson and representative to the Board of Education on behalf of the Committee. The Chair shall compose in conjunction with a staff person, the meeting agenda. Any Committee member may submit to the Chair, at least seven days prior to the meeting, a proposal to be placed on the agenda of the next meeting for the Chair's consideration. The Chair shall serve as *ex-officio* member on all subcommittees. All other duties of this office shall be the same as those normally ascribed to in the latest edition of *Robert's Rules of Order*.

In addition to the responsibilities as noted above, the Chair shall be the point of contact for the public distribution of Committee related material. All material presented to the public by the Chair shall first receive the formal approval of the majority of the committee. The Chair shall:

- a) After each meeting prepare or oversee preparation of a synopsis of the meeting, and forward it to the community as appropriate
- b) Respond, as agreed by the committee, to the public and media who want information on the committee's activities
- c) Produce and coordinate a schedule for committee members to go to School Board meetings, make statements during oral communication as directed by the committee, and report back to the committee on pertinent issues that come before the Board
- d) As directed by the committee, write, gain approval of, and issue press releases



- e) Monitor the Committee's web page for completeness, timeliness, ease of use, etc. and send appropriate recommendations to the web master

2) Vice-Chair

The Vice-Chair shall assume the duties of the Chair in the absence of the Chair. The Vice-Chair shall also be responsible for such duties as may be assigned by the Chair as well as those normally ascribed to in the latest edition of *Robert's Rules of Order*.

3) Secretary

The Secretary shall have custody over the official Minutes and Records of all Committee meetings, and maintain an accurate roster of Regular Committee members.

The clerical function of the Secretary shall be provided by the District. The Secretary shall monitor in a timely fashion, the Committee's voicemail and e-mail messages, and shall log such messages and respond as appropriate. The Secretary shall provide a report of these messages and responses to the Committee at each meeting. The Secretary shall prepare meeting minutes.

D. Removal from Office

An Officer may be removed from office by a two-thirds vote of the Committee by voice vote or open ballot at a regular, noticed meeting provided:

- 1) That the Officer has been presented with a written statement of the causes for removal
- 2) The Officer is allowed an opportunity to present a written response to the causes for removal within ten (10) days of receipt of the charges
- 3) That both the causes for removal and the response be published as part of the meeting agenda



ARTICLE VII SUB-COMMITTEES

- A.** Sub-committees and Task Forces shall be appointed by the Chair with the advice and consent of the majority of the Committee. Such sub-committees shall study and report in the area of responsibility established for them by the Committee and then shall be dissolved when their purpose has been completed.
- B.** Each sub-committee shall keep a written record of their deliberations and recommendations. These are to be filed with the Secretary after the report has been presented to the Committee as a whole.
- C.** All sub-committee members have voting rights on the committee to which they serve. The Chair shall be the *Ex-Officio*, non-voting member of all committees. Removal of subcommittee members shall be accomplished by the Chair, when necessary, at the direction of the majority of the Committee.

ARTICLE VIII MEETINGS

- A.** The Committee shall meet every month from September– June. A calendar of these meetings shall be adopted at the first regular meeting of the school year.
- B.** Additional meetings may be called by the Chair or upon receipt by the Chair of a written petition signed by a majority of the Committee. All regular meetings are governed by the *Brown Act*.
- C.** The Committee shall hold its meetings at the Marysville Joint Unified School District at 1919 B Street in Marysville (unless otherwise noted on the agenda and permissible under the Brown Act), and be readily accessible by all members of the public, including those with special needs.
- D.** A preliminary Agenda and the Minutes of the previous meeting shall be distributed to all Committee members not less than five (5) days prior to a scheduled regular meeting. Committee members must acknowledge receipt of these materials within 72 hours. These materials may also be mailed to such persons as the Committee and the Board of Education direct.
- E.** All meetings of the Committee shall be open meetings. Public notice shall adhere to the provisions of the *Brown Act*. A portion of the Agenda of regular meetings shall be set aside for public comment (*Oral Communications*).



- F. A *quorum* shall consist of a majority, more than half, of appointed members of the Committee.
- G. All decisions of the Committee shall be made by majority vote provided that a *quorum* is present.

ARTICLE IX GOVERNANCE DOCUMENTS

- A. All governance shall be conducted in accordance with the Governance Documents. These are as follows, in order of their rank and precedence:

- 1) Board Policy and Administrative Regulations, if any**

- 2) Bylaws**

- The Bylaws shall be the blueprint for the decision-making capability of the Committee.

- 3) Standing Rules**

- The Standing Rules, if adopted, shall be a written set of administrative policies for conducting the business of the Committee.

- B. Governance Documents and Minutes shall be maintained in the District Office, and distributed upon request.

ARTICLE X AMENDMENTS

- A. Amendments of the Bylaws**

- 1)** A proposed amendment to the Bylaws shall be placed on the Agenda by a majority vote of the Committee. Only the Board of Education can approve changes to the bylaws.
 - 2)** The proposed amendment receives a First Reading at the next regular meeting of the Committee. A majority vote of the Committee is required to adopt the First Reading.
 - 3)** The proposed amendment receives a Second Reading. A two-thirds majority of the Committee shall be required to bring the amendment to the Board of Education for consideration and adoption. The amendment will take effect immediately upon Board adoption, unless otherwise specified.



B. Amendments of the Standing Rules

- 1) A proposed amendment to the Standing Rules shall be placed on the Agenda by a majority vote of the Committee.
- 2) The proposed amendment may be adopted by majority vote of the Committee at the next regular meeting. The amendment will take effect immediately upon adoption, unless otherwise specified with notification of the Board of Education.