

**Leon County Schools**  
**Talented and Gifted District Advisory Council (TAG DAC) Bylaws**

**This committee is Subject to Florida Sunshine Law**

**Leon County Schools Talented and Gifted District Advisory Council's**

**Mission Statement:**

The Leon County Schools' Talented and Gifted District Advisory Council is committed to enhancing the quality of instructional, educational, social, and emotional enrichment services and opportunities and supporting students within Talented and Gifted Education programs, their families, and their schools.

**Article I: Name of Council**

The name of this council is Talented and Gifted District Advisory Council (TAG DAC).

**Article II: Purpose and Function of Council**

The primary objective of this council is to serve in an advisory capacity on matters that effect the talented and gifted students, families, teachers, and schools within our community. These duties include:

1. Serving in the advisory capacity to ensure all stakeholders involved in Leon County Schools' (LCS) talented and gifted education are informed and provided with opportunities to be involved in the free and appropriate education of talented and gifted students (TAGS).
2. To advise the LCS TAG Department in developing and implementing policies and procedures relating to the coordination of services for talented and gifted students.
3. To acquire and review data.
4. To prepare statements as an organization reviewed by the TAG DAC's Chairperson publicly on any rules or regulations proposed by the Federal Legislation and Florida Department of Education (FLDOE) regarding the education of TAGS.
5. To provide representation to task forces, advisory councils and/or committees, etc. at the local, state, and national levels.
6. To provide a forum for insight, direction, and education amongst families, educators, and community members with the support of LCS staff.
7. The TAG DAC will deal with global issues and concerns rather than focusing on any one individual.

## **Article III: Composition and Membership**

### **Section 1: Composition**

The TAG DAC shall be comprised of no more than 25 voting members who reflect the diversity of the community and the talented and gifted education population, and who are involved in, or concerned with, the education of talented and gifted students.

The Leon County Schools Executive Director(s) of TAG ex-officio member(s). The composition of the voting members may include but are not limited to:

1. At least seven parents/guardians/family members of students currently in LCS TAG programs.
2. The FDLRS Miccosukee Gifted Contact
3. An LCS teacher
4. Representative for each School Board Member
5. An LCS district staff member
6. Representative of an outside agency

### **Section 2: Membership**

The membership committee of the council will solicit and review applications for membership. The membership committee will present all membership applications to the TAG DAC for discussion. Candidates for membership will be approved through a vote by voting members of the TAG DAC.

### **Section 3: Term of Membership**

TAG DAC members will serve a one year term. There will be no term limits.

### **Section 4: Termination of Membership**

A member will no longer hold membership if they no longer represent the community group or criteria for voting membership or is no longer a parent/guardian/family member of a LCS TAG program student. A member will lose voting privileges if the member makes no provision to vote by proxy or electronic means when the member misses two business meetings with or without cause.

### **Section 5: Resignation**

Any member may resign by filing a written and/or electronic resignation with the Chairperson of the council.

## **Article IV: Officers, Elections, Terms, and Duties**

### **Section 1: Officers**

1. The officers of the Talented and Gifted District Advisory Council will be:
  - a. Chairperson
  - b. Vice Chairperson.
  - c. Secretary
2. Nominations for office will be made by the Nominating Committee composed of three members of the voting body. The Chairperson will designate one of the three to serve as Chairperson of the Nominating Committee. The Nominating Committee will submit a slate of nominees to the voting membership. An opportunity will be given for nominations from the floor. Only those who have consented to serve if elected will be eligible for nomination, either by the committee or from the floor.
3. A person elected by a vote of the membership will fill a vacancy occurring in any office for the unexpired term. In the case of the occurrence of a vacancy, the office of Chairperson, the Vice Chairperson will ascend to Chairperson and serve notice of the election for a new Vice Chairperson.
4. Any person holding an elected or appointed position will serve for the designated term or until the successor is elected.

### **Section 2: Elections and Terms of Service**

1. The officers will be elected by ballot annually by the membership at the last meeting of the school year. However, if there is only one nominee for any office, the election for that office can be by voice for the nominee.
2. Upon completion of the Chairperson's term(s) of office, the Vice Chairperson will automatically ascend to the position of Chairperson on the slate of nominees.
3. Officers will serve for a single one (1) year term.
4. In the event of an officer being unable to carry out the duties of the office or resigns, a special election will be held at the next scheduled meeting, or specially called meeting, or by mail or electronic means to fill the vacancy.

### **Section 3: Duties**

1. Chairperson
  - a. Preside at all meetings of the Advisory Council.
  - b. Sign all letters, reports, and other official Advisory Council communications.
  - c. Appoint the Chairperson of all subcommittees, except the Membership Committee.
  - d. Be a member of all subcommittees.

- e. Perform all duties as may be prescribed by the Advisory Council from time to time.
  - f. Report discussions and recommendations of the TAG DAC to the LCS Board at least quarterly.
2. Vice Chairperson
- a. Substitute for Chairperson during an absence.
    - i. Perform all duties assigned to Chairperson and/or by the Chairperson during absence.
  - b. Be a member of all subcommittees.
  - c. Perform all duties assigned by the Chairperson.
  - d. In the case of a vacancy within the office of Chairperson, the Vice Chairperson will automatically ascend to the office of Chairperson on the slate of nominees.
3. Immediate Past Chairperson
- a. Will continue as a member of the Executive Board until the next rotation of the Chairperson.
  - b. Will be Member at Large in year one (1).
4. Secretary
- a. Take attendance at all meetings, both regular and special.
  - b. Keep the minutes of all meetings, both regular and special.
  - c. Transcribe meeting minutes as quickly as possible.
  - d. Maintain record book of all meeting minutes, correspondence, activities, Council members, committees and their members, and contact information.
  - e. The report of discussions and recommendations sent to the LCS Board by the Chairperson at least quarterly will be maintained by the Secretary.

## **Article V: Committees**

### Section 1: Standing and Special Committees

The TAG DAC may establish and abolish such standing or special committees as it so desires.

### Section 2: Membership

Chairperson will appoint all members to the various standing and/or special committees.

### Section 3: Terms of Office

Each member of the committee will continue for the term(s) of their appointment until a successor is appointed.

## **Article VI: Meetings of the Advisory Council**

### Section 1: Regular Meetings

The TAG DAC will meet a minimum of four (4) times during the school year.

### Section 2: Special Meetings

Special meetings may be called by the Chairperson or by a notice in writing to the Chairperson made by three (3) voting members of the Council.

### Section 3: Notice of Meetings

1. Regular meetings must be scheduled in advance.
  - a. No less than two (2) weeks prior to the meeting.
2. Special meetings require notification of each voting member of the Council.
  - a. Must be done via telephone, email, and/or in writing.
  - b. Must be received at least three (3) days prior to the meeting.

### Section 4: Open Meetings

All regular and special meetings of the TAG DAC and of its standing and special committees will be open to the public.

## **Article VII: Voting of the Advisory Council**

A quorum of 51% of the voting members present and in good standing of the Council must vote for any action to be taken. A member may vote via proxy or electronically.

## **Article VIII: Amendments**

These bylaws may be amended at any time by voting members present and in good standing of the TAG DAC by at least two-thirds affirmative vote as long as they were provided at least seven (7) days notice in writing or by electronic means.