

BYLAWS OF THE ATTENDANCE ZONE ADVISORY COMMISSION

ARTICLE I

Mission Statement

The purpose of the Attendance Zone Advisory Commission (hereafter referred to as "the Commission") is to provide recommendations to the Board of School Trustees through the Superintendent of the Clark County School District (hereafter referred to as "the Board") concerning any necessary changes to attendance zones.

ARTICLE II

Membership

The Commission shall consist of fifteen voting members, fourteen to be appointed by the Board of School Trustees and one appointed by the Superintendent of Schools. Each member of the Board shall appoint two members who reside in his or her district. Members will serve two year staggered terms with the new members being appointed no later than mid-August of each school year. Full time employees of the school district cannot be appointed to the Commission.

ARTICLE III

Officers

The Commission shall elect one of its members to serve as chair for the school year. The Commission shall also elect a vice chair, to serve as chair in the absence of the chair, for the same period. Election shall be by majority vote.

ARTICLE IV

Duties of Officers

The chair shall serve as the official spokesperson of the Commission. The chair shall conduct meetings and work with district staff in the absence of a facilitator.

ARTICLE V

Absences

Due to the complexity of the zoning process, it is essential that members attend as many meetings as possible. After three absences, and each absence thereafter, the member will be referred, in writing, by the chair, to the appropriate Member of the Board and Superintendent, with copies to Commission members and the Board liaison to AZAC.

Revised: (9/11/07; 8/24/06; 8/28/08)

ARTICLE V (continued)

Absences

The liaison will inform Board members and work with the individual responsible for the appointment. The individual responsible for the appointment will decide whether the Commission member should be removed.

ARTICLE VI

Facilitator

If requested by the Commission, by mid-October of each school year, the Superintendent shall recommend to the Board an individual who will serve as a facilitator of the Commission. The facilitator shall have no voting rights on the Commission. The facilitator's responsibilities shall include:

1. Developing agendas for the Commission, including public hearing on proposed alternatives.
2. Ensuring that meetings of the Commission, including public hearings on proposed alternatives, are properly noticed.
3. Ensuring that minutes of the meetings are taken and distributed.
4. Ensuring that the Commission members have the appropriate information.
5. Ensuring that the information on the proposed alternatives being considered by the Commission is made available to the appropriate school communities.
6. Serving as liaison between district staff and the Commission and between the Board and the Commission.
7. Conducting the meetings of the Commission.

ARTICLE VII

Meetings

All meetings of the Commission will be conducted in accordance with the open meeting statutes of the State of Nevada. The Commission will also hold public input meetings to allow public input regarding the alternatives it is considering, to explain its proposals, and to hear comments from the community regarding its proposals. These public input meetings shall be held no later than mid-February of each school year so that recommendations can be provided to the Board no later than the first Tuesday in March of each school year.

ARTICLE VIII

District Policies

In developing alternatives and in making its recommendations, the Commission shall follow all relevant district policies, regulations, procedures, and guidelines. Commission members should make every effort to familiarize themselves with the content of the policies and regulations identified in Appendix "A" and the procedures and duties identified in Appendix "B." Appendix "A" and Appendix "B" shall be comprised of a list of relevant district policies, regulations, guidelines, duties and procedures, updated by staff as required.

ARTICLE IX

Quorum

The membership of the Commission shall constitute a quorum when not less than a majority of the current sitting members are in attendance for the transaction of business properly to come before the Commission. Each member shall be entitled to one vote and no proxy votes will be allowed. A majority vote of the total current membership will be required to pass a motion.

ARTICLE X

Vacancies

Appointments should be made by mid-August, any subsequent vacancies should be filled by November 1 if at all possible.

ARTICLE XI

Place of Meeting

Regular meetings will be held in the Board Room, at the Clark County School District Education Center, 2832 E. Flamingo Road, Las Vegas. At the discretion of the chair, the meetings may be held at other locations. Public input meetings will be held at such locations as deemed appropriate by a majority of the Commission.

ARTICLE XII

Parliamentary Procedures

Parliamentary Procedures not specified in these bylaws will be governed by Robert's Rules of Order.

Revised: (9/11/97; 8/24/06; 8/28/08)

APPENDIX A

District Policies and Regulations relevant to developing alternatives and recommendations for student boundaries.

Policy	Regulation	Title
5112	5112	School Attendance Zone Exceptions Zone Variances, Board Approved Option, Transfer and Magnet Regulation
7111	7111	District Attendance Zoning

APPENDIX B

Guidelines to be followed when developing alternatives and recommendations for student boundaries.

- AZAC Procedures
- AZAC Member Duties

Revised: (9/11/97; 8/24/06; 8/28/08)

ATTENDANCE ZONE ADVISORY COMMISSION

Procedures

A. Orientation

New members are oriented by staff, usually in August.

B. Scenarios

Develop and defend scenarios. There could be many scenarios for a given school or situation. In most cases there should be at least 2 scenarios for any proposed zone change.

C. Proposals

When ready, motions must be made to have scenarios become proposals for formal public notification and input. AZAC votes will be taken on these motions and they must pass by a majority. Whenever possible, at least 2 proposals should be taken to public for input.

D. Public Input and Recommendations

After public input meetings, modify proposals, if necessary, and make motions for recommendations to the Board of School Trustees.

E. Final Approval

Attend Board meetings where final recommendations are presented to the Board of School Trustees.

APPENDIX "B"

Adopted: 8/24/06

ATTENDANCE ZONE ADVISORY COMMISSION
Member Duties

The following is a brief description of the activities necessary for individuals accepting an appointment to the Attendance Zone Advisory Commission.

- A. Members will attend meetings beginning in September. Meetings are usually held on Tuesdays and Thursdays and members may anticipate one meeting per week in October, two meetings per week in November and the first half of December. Members should expect at least 5 evening meetings in January and then one or two daytime meetings per week. There will be a few February meetings and then the evening Board of School Trustees meetings – usually the last Tuesday in February and first Tuesday in March. Attendance at all meetings is essential for the process to be most effective.

- B. Members will develop scenarios. This will require:
 - 1. Meeting with principals, parents and region staff for input.
 - 2. Driving neighborhoods around school sites to assess for safety hazards, geographic hazards, road completions, traffic issues and suitable streets for boundaries.

- C. Members will accept public input and incorporate into scenarios when appropriate.

- D. Members will be prepared to defend each scenario and explain issues and concerns including, but not limited to:
 - 1. Geography
 - 2. Socio-economic and ethnic balance
 - 3. Neighborhoods
 - 4. Traffic and street configuration
 - 5. Feeder school alignment
 - 6. Previous zone changes in recent past
 - 7. Proximity of neighborhoods to school sites
 - 8. Growth and development
 - 9. Information gathered from neighborhood and school meetings
 - 10. Criteria in Regulation 7111

APPENDIX "B"

Adopted: 8/24/06

ATTENDANCE ZONE ADVISORY COMMISSION (continued)
Member Duties

- E. Members will be prepared to ask questions to clarify issues regarding others' scenarios.
- F. Members will be prepared to vote on each motion to carry scenarios forward.
- G. Members will review flyers for accuracy.
- H. Members will keep principals and regions informed of progress and major issues as they arise.
- I. Members will attend all Public Input meetings.
- J. Members will review recommendations for accuracy.
- K. Members will keep your trustee informed of all progress.
- L. Members will be respectful to fellow members, the public and staff.

APPENDIX "B"

Adopted: 8/24/06