

## **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 reappointment of current members no later than June 15. Any subsequent vacancies are to be filled by September 15 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 and liaison to the Board of School Trustees. The chair shall conduct meetings and work with district staff in the absence of a facilitator. In the event of absence of both chair and vice chair the meeting will be moderated by another member of the commission.

Revised: (9/11/97; 8/24/06; 8/28/08, 8/27/20)

## **ARTICLE V**

### Attendance Policy

Due to the complexity of the zoning process, it is essential that members attend as many meetings as possible. If a commissioner is unable to attend a meeting due to an emergency or unforeseen circumstance a telephone conference may be requested allowing remote participation, if amenities are available. The Commission may request Clark County School District technical personnel to facilitate telephone conferencing, if available. After three absences in a school year, and each absence thereafter, the member will be referred, in writing, by the chair, to the appropriate Member of the Board and the Superintendent, with copies to Commission members. Members with 6 or more absences within a school year will not be reappointed the following year.

The chair 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

The Demographics, Zoning and Geographic Information Systems (DZG) Department staff will facilitate the Commission. The DZG staff shall have no voting rights on the Commission. The facilitator's responsibilities shall include:

1. Developing agendas for the Commission, including public hearings 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 members present will be required to pass a motion.

## **ARTICLE X**

### Vacancies

Reappointment of current members should be made by June 15; any subsequent vacancies must be filled by September 15.

## **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, 8/27/20)

## **APPENDIX A**

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

Policy	Regulations	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, 8/27/20)

## **ATTENDANCE ZONE ADVISORY COMMISSION**

### Procedures

A. Orientation

New members are oriented by DZG staff, prior to the attending their first meeting.

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 of members present. Whenever possible, at least 2 proposals should be taken to the 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.

## 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 early each school year. 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 most 5 evening meetings in January and then one or two daytime meetings per week. There may 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 may require:
  - 1. Meeting with principals, parents and Region Leadership for input.
  - 2. Driving neighborhoods around school sites to assess for safety hazards, geographic barriers, road completions, traffic issues and suitable streets for boundaries.
- C. Members will consider public input and may incorporate it into scenarios when appropriate.
- D. Members will be prepared to defend each scenario and explain issues and concerns including, but not limited to, listed in no priority order:
  - 1. Geography
  - 2. Socio-economic and ethnic balance
  - 3. Neighborhoods
  - 4. Traffic and street configuration
  - 5. Feeder school alignment
  - 6. Recent zone changes
  - 7. Proximity of neighborhoods to school sites
  - 8. Potential growth and development
  - 9. Information gathered from neighborhood and school meetings
  - 10. Criteria in Regulation 7111

APPENDIX “B”

Adopted: 8/24/06 Revised: 8/27/20

## **ATTENDANCE ZONE ADVISORY COMMISSION**

### Member Duties (continued)

- E. Members should be prepared to ask questions to clarify issues regarding others' scenarios.
- F. Members should be prepared to vote on each motion to carry scenarios forward.
- G. Members should review flyers for accuracy.
- H. Members should keep Trustees, School Associate Superintendents and principals informed of progress and major issues as they arise.
- I. Members should attend all Public Input meetings, specifically those within the Trustee District which they represent.
- J. Members should review recommendations for accuracy.
- K. Members should be respectful to fellow members, the public and staff.

APPENDIX "B"

Adopted: 8/24/06 Revised: 8/27/20