

## **By-Laws of the Citizens' Advisory Committee for Technology**

*The Manhasset Board of Education (the "Board") established the Citizens' Advisory Committee for Technology ("CACT" or the "Committee") for the purpose of advising the Board and making recommendations regarding the purchase and use of technology in the Manhasset Union Free School District (the "District").*

### **A. Board of Education Charge to CACT**

CACT's primary responsibilities are to:

1. Provide two-way communication between the Committee and the Board.
2. Enable the Board to draw upon the resources and advice of the Committee.
3. Advise the Director of Technology and the Board regarding technology matters that have a direct bearing on fiscal or educational aspects of the District.
4. Provide input and advice to the Board prior to the submission by the Superintendent of the first draft budget.
5. Serve as a liaison between the community and the Board on technology matters.
6. Prepare and submit a written annual report to the Board which should include:
  - a) A summary of CACT's deliberations during the year,
  - b) Recommendations for Board action, and
  - c) A priority agenda for the following school year.
7. Conduct studies or complete specially designated projects, as may be determined by the Board, from time to time.

### **B. Statement of Purpose**

The goal of CACT is:

1. To gain an understanding of the District's technology needs and issues, in order to provide input and advice to the Board that is comprehensive, considered and rational, and fiscally prudent
2. To provide advice to help ensure that the technology is an integral part of the Manhasset educational program.
3. Through community study, to gain an understanding of community interest about the District's technology needs and educational programs

## **C. Membership**

### **1. Composition**

CACT shall be composed a cross-section of parents / community members with varying interests and experience with the District and who are broadly representative of community interest, attitudes, and backgrounds, and designated District personnel. Members of CACT shall include:

- a) Up to 15 Parents / Community Members representing a cross-section of residents with varying interests and experience with the District; intimate knowledge and experience in the field of technology is considered to be an asset.
- b) The Director of Technology and/or the Assistant Superintendent of Business.
- c) A Board member shall serve as liaison.
- d) Extra members may be appointed at the discretion of the Board.

### **2. Term**

- a) Parent / Community members shall serve as members of CACT for a term of up to three (3) years.
- b) A committee member who has served a three-year term may apply to the Board to serve additional term(s).
- c) The appointment of members may vary as the Committee is initially established, but terms shall generally be staggered such that in any given year, the term of one-third (1/3) of CACT's membership shall expire.

### **3. Leadership Roles**

#### **a) Chairperson:**

The Chairperson, who shall be appointed by the Board, shall:

- 1) Ensure that CACT adheres to the Board's charge.
- 2) Establish meeting agendas.
- 3) Ensure that there is a quorum (a majority of the members) present at each meeting.
- 4) Guide discussions at committee meetings in order to arrive at resolution of issues by reaching consensus. When necessary, a formal vote of the members shall be taken.
- 5) Provide the Board with the Committee's input and advice, prior to the submission by the Superintendent of the first draft budget.
- 6) Draft the annual report to the Board, based on discussions and input from Committee membership.
- 7) Deliver the Committee's written annual report to the Board and summarize its contents to the Board in or around the Board's first meeting in June.

In the event that a meeting has to be canceled or a special meeting has to be scheduled, the Chairperson should coordinate with the Secretary to ensure that CACT members are advised of the change in schedule. In the absence of the Chairperson, meetings will be led by a member of CACT who is temporarily appointed by the Chairperson.

b) Secretary:

The Secretary, who will be appointed by the Chairperson, shall:

- 1) Keep written minutes of all meetings.
  - a. Minutes of each meeting shall be provided to the Committee members in advance of the subsequent meeting for approval at the upcoming meeting.
  - b. Minutes are to be provided to the Board liaison, for circulation to the full Board.
- 2) Maintain any other requisite documentation of the Committee's activities.
- 3) Maintain a list of active members and record of attendance for all meetings.

c) Director of Technology:

The Director of Technology is responsible for the following:

- 1) To work in close consultation with the Chairperson to provide input on issues that are placed on meeting agendas for discussion and consideration by CACT at meetings.
- 2) To establish meeting dates for the next school year and arrange to have these dates published in the District's calendar and in the *Manhasset Press*.
- 3) During each meeting, to report on initiatives in the District's technology plan and on matters of interest and mutual concern.

d) Sub-Committee Chairperson:

The Chairperson for any sub-committee or ad hoc committee formed by CACT shall be responsible for:

- 1) Scheduling and conducting committee meetings.
- 2) Collecting appropriate information, preparing written reports, and reporting deliberations, findings, and recommendations to CACT at the group's regularly scheduled meetings.

**4. Appointment of New Members**

- a) Prior to the commencement of each school year, parents / community members shall be invited to become members of CACT to replace those members whose terms are expiring. The Board shall appoint new members prior to the end of September and they will be invited to attend the first CACT meeting for that school year.

- b) To remain in good standing as a member for the subsequent year, barring extenuating circumstances, Committee members are expected to attend a majority of the Committee's meetings as well as to participate in between monthly meetings in such tasks that are required to accomplish the goals of the Committee.

#### **D. Procedures**

In order to facilitate the smooth operation of the CACT, the following procedures shall be adopted:

1. CACT meetings are to be held at least monthly during the school year.
2. The first meeting of each new term shall be a planning session, and for the Chairperson to appoint a Secretary, set the Committee's agenda, and establish the specific functions of any sub-committees being formed.
3. A majority of the Committee membership must be present for a Committee meeting to be conducted.
4. At each meeting, the minutes from the previous CACT meeting shall be reviewed, corrected if necessary, and approved.
5. All meeting dates shall be published in the school calendar and in the *Manhasset Press* and shall be open to the full Committee membership as well as the general public. Public notice of these meetings shall be given whenever possible.
6. The general public may participate in the committee proceedings at the discretion of the Chairperson.
7. All proceedings shall be conducted in a civil and courteous manner so as to encourage a free and open discussion of all viewpoints.
8. At each full CACT meeting, the Chairperson of each standing sub-committee or ad-hoc committee shall report on their respective committee's deliberations.
9. CACT members will not be permitted to advance personal agendas or issues, and discussions at CACT meetings will not be allowed in support of advancing personal agendas.
10. Matters pertaining to the job performance of personnel shall not be discussed.

***Adopted: November 5, 2009***