

CITY OF SAN ANTONIO
~~SA2020~~**COMMISSION ON EDUCATION**
BYLAWS

ARTICLE I

Name

The name of this body shall be the ~~SA2020~~City of San Antonio Commission on Education, hereinafter referred to as the Commission on Education or the Commission.

ARTICLE II

Purpose

The Commission on Education shall serve in an advisory capacity to the Mayor and City Council on matters affecting the Education of San Antonio residents ~~in line with the SA2020 vision of orchestrating to orchestrate~~ one of the greatest turnarounds in education in the United States.

The Commission will seek to:

1. Advise policy makers and key stakeholders on programs and services that ~~align with SA2020 goals, indicators, and measures~~impact the educational outcomes of San Antonio residents.
2. Communicate identified concerns with persons and institutions able to affect change.
3. Work in concert with others to foster actions beneficial to the education of San Antonio residents.

ARTICLE III

Responsibilities

The Commission on Education shall work in partnership with City Council and City staff to meet the following objectives:

1. Determine the Commission's priorities and develop a focused, multi-phased plan of action that furthers the success of education by improving kindergarten and college readiness, high school graduation rates, college enrollment, and adult educational attainment.

2. Increase the visibility of the Commission as an advisory ~~council~~commission and expand community awareness of education issues.
3. ~~Advocate for~~Advise Mayor and City Council on the responsible funding of existing and future services to ensure the continual improvement and progress toward the ~~SA2020 Education~~community's education vision.
4. Provide annual written reports in relation to education which:
 - a. Advise Mayor and City Council on the current conditions and needs of San Antonio residents and families.
 - ~~a. Advise Mayor and City Council on service needs as they relate to SA2020 goals, indicators, and measures.~~
 - b. Advise on ways to engage the San Antonio community to actively participate in activities which will lead to the achievement of the ~~SA2020~~community's vision.
 - c. Advise on City investments that support achievement of the ~~SA2020~~community's vision.

ARTICLE IV Membership

Section 1- Composition

1. The Commission on Education shall consist of eleven members appointed by the Mayor and City Council.
2. Each City Council member and the Mayor shall appoint one member on the commission.

Section 2 -Term of Membership

1. Each appointed member shall serve a two year term to run concurrently with the term of office of the appointing council member.
2. Each member may be re-appointed to serve ~~one additional~~ two year term. ~~No member shall serve on the Commission for more than a total of four years terms.~~

Section 3 -Termination of Membership

~~The absence of a member from three or more regularly scheduled meetings within a six month period from the time of appointment shall constitute grounds for a recommendation to the appointing Council member that the member be removed and replaced. If a commission~~

member's attendance at regularly scheduled meetings falls below fifty (50) percent on an annual basis from the appointment date, or a member misses three (3) regularly scheduled consecutive meetings, the Commission's staff liaison shall notify the office of the city clerk, who shall coordinate the attendance issue with the appointing council member's office.

Members who are unable to complete their term of office shall immediately inform the Chairperson and his/her appointing Council member of their resignation in writing. Members holdover until their replacement is appointed.

ARTICLE V

Officers

Section 1 -Officers

The offices of the Commission on Education shall consist of:

1. Chair
2. Vice-Chair
3. Secretary

Other offices may be created as needed.

Section 2 -Election of Officers

1. Eligibility for Office. The Commission shall elect all officers from their membership.
2. Election of Officers. Having first established that a quorum is present, Officers officers shall be elected by majority vote ~~of the quorum~~ of members present at the regular meeting held at the beginning of each Fiscal Year as designated by the City of San Antonio.
3. Nominations. Nominations may be made by Commission members. Prior consent shall be obtained from all nominees.
4. Term of Office. Each officer will be elected to serve a one year term. No officer shall hold the same elected position for more than two consecutive terms.
5. Vacancies. If a vacancy occurs in any office, a special election shall be held at the next regular meeting.

Section 3 -Duties of Officers

1. The Chairperson shall:
 - a. Preside at all meetings of the Commission.
 - b. Appoint Special Committee Chairpersons and/or Special Committee members.
 - c. Call meetings as deemed necessary to carry out the activities of the Commission.
2. The Vice-Chairperson shall:
 - a. Perform the duties of the Chair in the absence of the Chairperson.
 - b. Act in an advisory capacity to the Chairperson.
 - c. Should a vacancy occur in the office of the Chairperson, the Vice-Chairperson shall become Chairperson until a Chairperson is elected by the Commission at its next regular meeting.
3. The Secretary shall:
 - a. Prepare official correspondence of the Commission, with the assistance of City staff, as ~~designated-requested~~ by the Chairperson.
 - b. Be responsible for the recording of minutes of all meeting proceedings. Minutes shall be distributed to Commission members for review within one week of each meeting. Minutes may be approved at subsequent meetings.
 - c. Keep and maintain a current list of names, addresses, and contact information of the Commission's membership.
 - d. Maintain a record of voting results at meetings.
 - e. In the absence of the Secretary, the Chairperson will appoint ~~an officer~~ a member to take minutes of the meeting.

ARTICLE VI Meetings

Section 1 --Meetings

1. Frequency. ~~The~~ the Commission on Education shall meet on a monthly basis or as often as may be necessary.
2. Quorum. ~~A~~ a majority of appointed members in attendance at a meeting shall constitute a quorum.

3. Attendance. ~~Commission-commission~~ members shall strive to attend all scheduled meetings. If a member must be absent from a regularly scheduled meeting he/she shall notify the ~~Chairperson-staff liaison~~.

Section 2 -- Voting

1. Each member shall have one vote in all action items of the Commission.
2. A proposed action is adopted if a majority of the ~~votes cast are~~ members in office cast a vote in favor of the action.
3. Proxy votes will not be allowed.

ARTICLE VII Subcommittees

1. The Commission on Education shall have subcommittees consisting of ~~Standing and~~ Special Committees, which may be established from time to time on an ad hoc basis to carry out the goals and objectives of the Commission. The Chairperson shall appoint to such Special Committees.
2. The size of a subcommittee's membership shall be no less than three and no more than five Commission members, with a quorum consisting of the majority of ~~appointed~~ members appointed to the Subcommittee.
3. Subcommittee chairpersons shall keep a record of its activities and findings and shall report updates to the Commission through written or verbal reports at each regularly scheduled Commission meeting. Each subcommittee shall be responsible for establishing operational procedures appropriate to its functions. On issues requiring a vote by the Commission, the subcommittee chairperson shall present a recommendation and supporting rationale.
- ~~1. Standing Committees. There is to be a Bylaws Evaluation Committee appointed by the Chairperson.~~
- ~~4. Special Committees. The Chairperson shall appoint such Special Committees as deemed necessary to carry out the goals and objectives of the Commission.~~

ARTICLE VIII Salaries and Compensation

Commission on Education members shall receive no salary or compensation for their services.

ARTICLE IX Reporting

1. The Commission's Chair or designee, with assistance ~~offrom~~ City staff, shall report specific goals and objectives to the appropriate City ~~Council's Educational Excellence~~Council Committee(s) through annual memoranda and presentations.
2. The Commission will make a full report of its activities to the ~~Educational Excellence~~appropriate City Council Committee on a yearly basis.
3. Additional reports will be made as requested by the City Council or initiated by the Commission with assistance of City staff.

ARTICLE X Amendments

These bylaws may be amended at any regular or special meeting by two-thirds vote of members present ~~and voting~~, provided that the amendment has been submitted in writing and presented to the Commission prior to the meeting. Non-substantive amendments to Commission bylaws shall become effective at the close of the meeting in which they are approved. In the event an amendment is in conflict with the City's Rules for Boards and Commissions, the amendment must be approved by the City Council, through the passage of an ordinance.