

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

**ARTICLE I
Name**

The name of this body shall be the 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 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 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 commission and expand community awareness of education issues.
3. Advise Mayor and City Council for the responsible funding of existing and future services to ensure the continual improvement and progress toward the 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.
 - b. Advise on ways to engage the San Antonio community to actively participate in activities which will lead to the achievement of the community's vision.
 - c. Advise on City investments that support achievement of the 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 additional two year terms.

Section 3 -Termination of Membership

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 support 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.

ARTICLE V Officers

Section 1 -Officers

The offices of the Commission on Education shall consist of:

- Chair
- Vice-Chair
- 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. Officers shall be elected by majority vote 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 Chairperson 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 as designated by the Chairperson.
 - b. Be responsible for the recording of minutes of all meeting proceedings. Minutes shall be distributed to Commission members within one week of each meeting.
 - 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 to take minutes of the meeting.

ARTICLE VI

Meetings

Section 1 -Meetings

1. Frequency-the Commission on Education shall meet on a monthly basis or as often as may be necessary.
2. Quorum-a majority of appointed members in attendance at a meeting shall constitute a quorum.
3. Attendance-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 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 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 \ Special Committees, which may be established from time to time on an ad hoc basis.
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 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 committee 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.
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 from City staff, shall report specific goals and objectives to the appropriate City Council Committee through annual memoranda and presentations.
2. The Commission will make a full report of its activities to the appropriate City Council Committee on a yearly basis.
3. Additional representatives 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.