

Orange Unified School District
Gifted & Talented Education (GATE)
Community Advisory Committee (CAC) Bylaws
Adopted January 25, 2010
Article III, Section B revised March 22, 2010

Mission Statement

The Gifted & Talented Education (GATE) Community Advisory Committee (CAC) of the Orange Unified School District shall encourage the development of procedures that ensure the ongoing participation of parents of gifted and talented students in supporting the GATE programs funded under state law. EC§52205(f).

Article I - Responsibilities of the GATE CAC

The Orange Unified School District, Gifted & Talented Education (GATE), Community Advisory Committee (CAC), hereinafter referred to as the "GATE CAC", shall carry out the following responsibilities:

1. The GATE CAC shall collaborate with the coordinator to offer professional development opportunities to staff, parents, and community members related to gifted education and to provide parent education opportunities related to gifted education. CDE Standard 6:2.
2. The GATE CAC shall advocate for continued funding for GATE programs.
3. The GATE CAC shall ensure that parents participate in the GATE CAC which shall meet on a regular basis at least five (5) times a year. CDE Standard 6:2.
4. The GATE CAC shall be consulted in the development of the district's state GATE application related to GATE programs. CDE Standard 6:1.
5. GATE members shall regularly inform the GATE CAC of current research and literature in gifted education. CDE Standard 6:2.
6. The GATE CAC shall solicit community support and encourage partnerships for the district's GATE programs. CDE Standard 6:2.
7. The GATE CAC shall carry out all other duties required by state and federal law.

Article II - Membership

Section A: Representation

1. The GATE CAC shall include:

- a. Parents of children attending elementary GATE or secondary Honors/AP/IB classes. Each school having a GATE or Honors program shall be represented by a minimum of one (1) member.
 - GATE CAC parent members may be employees of the school district as long as they have a child attending GATE or Honors classes. Membership in the GATE CAC shall be open to all parents regardless of sex, race, ethnic origin, age, or family status.
- b. Teachers serving GATE children in the elementary GATE Magnet Program and the GATE Department Chairpersons at the middle school and high school level.

2. Members-At-Large

- a. Each parent representative is considered a member-at-large of the GATE CAC with full voting rights.
- b. New members shall be voted in at the first CAC meeting in September.

3. Executive Council

- a. One representative from each school site will be designated a member of the Executive Council as determined by their school site each Spring for the following school year.
- b. The GATE Coordinator will work with the site principals and GATE Chairs to establish a process for selecting Executive Council Representatives.
- c. Selection of Executive Council Members will be repeated each year.
- d. Members-at-Large who are elected as officers will also serve on the Executive Council.
- e. Any vacancy of the GATE Executive Council during the school year shall be filled by appointment at the school site for the remaining period of time until the end of the school year.

4. Voting

- a. Each member-at-large is entitled to one vote and may cast that vote on any matter submitted to a vote of the GATE CAC. Absentee ballots shall not be permitted.
- b. The district GATE coordinator shall be a non-voting member of the GATE CAC.

5. Termination of Membership

- a. The GATE CAC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any member may terminate his or her membership by submitting a written letter of resignation to the GATE CAC chairperson.

Article III - Officers

Section A: Officers

The elected officers of the GATE CAC shall be a Chairperson, Vice-Chairperson, Secretary, and other officers the GATE CAC may deem desirable. Both Members-at-Large and Executive Council Members may serve as officers.

The Chairperson shall

- Preside at all meetings of the GATE CAC
- Sign all letters, reports and other communications of the GATE CAC and cosign the district's state GATE application.
- Perform all duties incident to the office of the Chairperson
- Have other such duties as are prescribed by the GATE CAC.

The Vice-Chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The Secretary shall:

- Keep minutes of all regular and special meetings of the GATE CAC.
- Transmit true and correct copies of the minutes of such meetings to members of the GATE CAC and other interested parents and/or parties upon written request.
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the GATE CAC.
- Keep a register of the names, addresses, telephone numbers and e-mail addresses of each member of the GATE CAC, the chairpersons of school advisory committees, and others with whom the GATE CAC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the GATE CAC.
- Work with the district GATE coordinator to disseminate information to parents of GATE students.

Section B: Election and Terms of Office

The officers shall be elected annually, at the last meeting of the GATE CAC, and shall serve for one year, or until each successor has been elected. Nominations shall be taken from the floor at the last meeting, provided the nominee has expressed a willingness to serve.

Section C: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the GATE CAC, for the remaining portion of the term of office.

Article IV - Committees

Section A: Sub-committees

The GATE CAC may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the GATE CAC. No sub-committee may exercise the authority of the GATE CAC.

Section B: Other Standing and Special Committees

The GATE CAC may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the GATE CAC, including, but not limited to, bylaws. No such committee may exercise the authority of the GATE CAC.

Section C: Membership

Unless otherwise determined by the GATE CAC, the GATE CAC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The GATE CAC shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the GATE CAC, or policies of the district governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the GATE CAC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article V - Meetings of the GATE CAC

Section A: Meetings

The GATE CAC shall meet no less than once per quarter and five (5) times per a year during the months of September, November, January, March, and May, with appropriate notice given to members. The first meeting will be in the month of September. Special meetings of the GATE CAC will be when deemed necessary by the chairperson or by a majority vote of the GATE CAC.

Section B: Notice of Meetings

Written public notice of date, time and location shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: the Orange Unified School District website, posted in the OUSD office complex, and posted at the GATE elementary and secondary schools.

All required notices shall be delivered to GATE CAC and committee members no less than 72 hours in advance of the meeting, personally, by mail, or by e-mail, or by student delivery to the parent.

Section C: Quorum

The act of a majority of the members present shall be the act of the GATE CAC, provided a quorum is in attendance. A majority of the members of the GATE CAC shall constitute a quorum at the meetings.

Section D: Conduct of Meetings

Meetings of the GATE CAC shall be conducted in accordance with the rules of order established in the next paragraph, and with Robert's Rules of Order or an adaptation thereof approved by the GATE CAC.

Any meeting held by the GATE CAC shall be open to the public and any member of the public shall be able to address the GATE CAC during the meeting on any item within the subject matter jurisdiction of the GATE CAC. The GATE CAC may not take any action on any item of business unless that item appeared on the posted agenda or unless the GATE CAC members present, by majority vote, find that there is a need to take immediate action and that the need for action came to the attention of the GATE CAC subsequent to the posting of the agenda. Questions or brief statements made at a meeting by members of the GATE CAC, or public, that do not have a significant effect on pupils or employees in a school or the school district or that can be resolved solely by the providing of information need not be described on an agenda as items of business. If the GATE CAC violates the procedural meeting requirements of this section and upon demand of any person, the GATE CAC shall reconsider the item at its next meeting, after allowing for public input on the item.

Section E: Meetings Open to the Public

All meetings of the GATE CAC, and of committees established by the GATE CAC, shall be open to the public. Notice of such meetings shall be provided in accordance with Sections B and D of this article.

Article VI - Amendments/Miscellaneous

An amendment of these bylaws may be made at any regular meeting of the GATE CAC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the GATE CAC members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.

The district GATE coordinator shall distribute a copy of the Bylaws to each member in good standing.

The district GATE Coordinator's address and telephone number is as follows:

GATE Coordinator
Orange Unified School District
1401 N. Handy Street
Orange, CA 92867
Telephone: (714) 628-5451
Fax: (714) 628-4086