FACILITIES, TRANSPORTATION AND FINANCE COMMITTEE BYLAWS

I. **Name**
The name of the committee shall be the Facilities, Transportation and Finance Committee.

II. **Authority**
The Facilities, Transportation and Finance Committee is a standing committee of the San Juan Unified School District Board of Education as established by formal board action and shall operate in compliance with the state’s open-meeting laws (Ralph M. Brown Act). In this regard, a majority of committee members shall not meet at the same time and place to hear, discuss, or deliberate upon any matter within the jurisdiction of the committee, and shall not make any agreement to take or refrain from taking any particular course of action, except during the course of a public meeting.

III. **Charge**
As directed by the Board, superintendent or designee, the Facilities, Transportation and Finance Committee shall serve the Board of Education in an advisory capacity on matters pertaining to facilities planning, transportation and district finance.

IV. **Function**
Standing committees may collect information, assemble and respond to important issues, review materials, and develop recommendations. They may also meet, share information, interpretations or recommendations with other committees and the administration pertaining to planning of facilities and transportation and specific district finance items.

In implementing the charge and functions, the Facilities, Transportation and Finance Committee shall:

A. Review and advise the Board on the allocation of resources to provide adequate facilities, appropriately maintained schools, and adequate transportation for students.

B. Review and advise the Board on facilities and transportation needs of the district including proposals related to categories which may require a large expenditure of funds or may be controversial in nature.

C. Review and advise the Board on effective utilization of facilities and transportation due to enrollment problems caused by shifting, increasing, or declining enrollment.

D. Review and advise the Board on the annual budget, the budget adoption process, specific items and long-range budget planning.

E. Provide written and oral presentations to the Board as requested or at the committee’s initiative, citing advantages and disadvantages for each recommendation.

V. **Voting and Quorum**
Staff and guests may participate in discussions but do not have voting privileges. For the purposes of taking action, a quorum shall consist of a simple majority of the appointed members of the committee. No action may be taken without a quorum; however, the committee may continue to meet and consider topics without a quorum. Any action adopted must be approved by a simple majority of the quorum.
VI. Staff Liaison
A. The superintendent shall appoint the following staff liaisons for this committee: Chief Financial Officer or other(s) as the Board of Education deems appropriate.

B. The staff liaisons shall serve as a resource, providing information and materials to the committee.

VII. Composition
The composition of the committee shall be determined by the Board.

Fifteen (15) community members (three appointed by each board member)

VIII. Selection of Members
The process for selection of community members shall be determined by the Board of Education as follows: The Board of Education Administrative Assistant will inform board members of all committee vacancies. Each Board member shall appoint three community members to the committee.

IX. Term
Committee members shall serve two-year staggered terms. They may be reappointed for additional terms if mutually agreeable to the member and to the Board member making the appointment. Members should be prepared to attend all regular meetings. Three absences from regularly scheduled meetings in the past twelve months will initiate a vacancy recommendation to the appointing Board member. The appointing Board member will determine whether the member should continue on the Facilities, Transportation and Finance Committee.

X. Vacancies
Vacancies will be filled in the same manner that initial appointments are made. If a Board member fails to make an appointment within a time period of one month, the Board President shall remind Board members of any vacancies and the need to fully staff the committee.

XI. Elections
Elections shall be held at the first meeting of each academic year, and the committee shall:

A. Elect a chairperson for a term of one year, being eligible for re-election for one additional, consecutive term. The chairperson shall be responsible for coordinating with staff liaison and the committee secretary in developing each meeting’s agenda; for conducting the meeting and working with the liaison to ensure compliance with the Brown Act; reviewing a draft of the minutes; and shall also be responsible for preparing or delegating the preparation of the annual summary report and any committee reports.

B. Elect an assistant chairperson for a term of one year, being eligible for re-election for one additional, consecutive term, who shall assist the chairperson in fulfilling his/her responsibilities, and who shall chair the meeting in the absence of the chairperson.

C. If the Committee cannot have an election or does not reach a clear decision, the chairperson and assistant chairperson may continue to serve until the election of the their successors for a maximum of 60 days after the expiration of their terms. If no successor is elected at the end of the 60-day period, then the positions are deemed vacant, and the chairpersons can act for each meeting until such a time as new chairpersons are elected. If neither is present, the meeting can be chaired by a member based on seniority of appointment with the Committee.
XII. Organizational Meeting
The annual organizational meeting of the committee shall occur at the committee’s first meeting of each academic year. The committee shall do all of the following at its organizational meeting:

A. Establish an annual schedule of regular meetings. At least one regular meeting shall be scheduled each month, except for the month of July when there shall be no meeting. The committee may schedule additional meetings if desired, and may also cancel regularly scheduled meetings lacking a quorum or business to conduct.

B. Review and approve the annual report to the Board of Education.

XIII. Agendas
Requests for items to be placed on the agenda should be directed to the committee chair who, upon determination that the item(s) meets the charge of the committee, will place it on the agenda.

XIV. Operating Rules
The Operating Rules of the Facilities, Transportation and Finance Committee shall be followed.

XV. Annual Report
The chairperson will submit an annual committee summary (1-2 pages) report for the Board of Education no later than November 1 of each year. This report should compare committee activities and products with its charge and function and should contain recommendations for continuation, for modification, or for termination of the committee. This report will be sent to the Board as information only. The chairperson shall prepare this report and submit to the FT and F committee members no later than August 31 for review with approval at the Organizational Meeting.

XVI. Budget
The Board will determine the budget which will cover the operating costs of all board advisory committees.

Approved by the Facilities/Transportation/Finance Committee: 12/6/94
Approved by the Board of Education: 12/13/94
Revised/Approved by the Board of Education: 3/24/98
Revised/Adopted by FT & F 3-06-12
Revised/Approved by the Board of Education 10-9-2012