



BYLAWS of the Fort Bend ISD Gifted and Talented Parent Advisory Committee.

Article I: Name

The name of this organization is the Fort Bend ISD Gifted and Talented Parent Advisory Committee (GT PAC).

Article II: Purpose

Section 1

The purpose of the GT Parent Advisory Committee is to provide insight, support, and encouragement to the Gifted and Talented Department and the Fort Bend ISD gifted and talented community in order to facilitate the continuous improvement and success of the Fort Bend ISD Gifted and Talented (GT) program.

Section 2

In order to accomplish the above, the GT Parent Advisory Committee will focus on the following:

1. **Resources:** Identify and provide needed resources for Gifted and Talented students and their families through collaboration with schools, the District, and the community.
2. **Policy:** Become knowledgeable of local instructional services and personnel serving gifted students as well as state or national laws, rules, regulations and guidelines affecting gifted services. Contribute suggestions concerning policies and program improvements in Gifted and Talented services.
3. **Advocacy:** Advocate for Gifted and Talented students, families, schools, and the District program in an effort to promote the awareness of the unique social and emotional needs of gifted and talented students.
4. **Community:** Cultivate a strong Gifted and Talented Community in Fort Bend ISD by creating opportunities for positive interactions between families, schools, and the community.
5. **Education:** Facilitate community education within the District with a focus on bridging the gap between Community feedback and District actions.
6. **Texas State Plan:** Fulfill the Texas State Plan for the Education of Gifted and Talented students, Section 5: “Family/Community Involvement” standard of having a parent advisory committee.

Article III: Membership

Section 1

Members of the GTPAC shall be parents or guardians of children identified for gifted services in Fort Bend ISD. Members may serve up to three years per campus as determined by principal and Director of Enriched Learning Opportunities. The membership year shall be from July 1st to June 30th.

Section 2

The membership can be composed of one representative and one alternate from each school. GT PAC members may self-nominate. Representatives will be randomly selected from the nominations and then approved by the Director of Gifted and Talented according to nominating procedures. The Gifted and Talented Department shall make every effort to have representation for all campuses, with varying ages, educational needs, and with cultural diversity.

Section 3

Each campus receives only one vote, regardless of whether that campus has multiple GTPAC members. Proxy voting and absentee ballots shall not be permitted.

Section 4

Any member may resign by filing a written resignation within 30 days notice. Three consecutive absences by any member of the GTPAC shall be considered as a resignation unless the member has notified and discussed his/her reasons with the President. Removal and replacement of members shall be the responsibility of the Executive Board and Steering Committee.

Section 5

Membership in the Advisory Committee is not transferable. However, a committee member may send an alternate to a Committee meeting. The alternate must meet the requirements set in Article III, Section 1. The alternate shall have no voting power.

Article IV: Steering Committee and Executive Board

Section 1

The Steering Committee shall include the Director of Gifted and Talented, the Coordinator(s) of Gifted and Talented, the Gifted and Talented Academy Coordinator and three (3) members of the GTPAC. The steering committee is to oversee the initial implementation of the FBISD GTPAC By-laws. Once the Executive Board is established, the steering committee shall serve as advisors to the Executive Board and shall only include District personnel.

Section 2

The Executive Board shall be elected from existing GT PAC members and shall consist of but is not limited to President, President-Elect, Secretary, and Parliamentarian.

1. The President shall preside at all Board and General GTPAC meetings. The President shall sign all letters, reports, and other communications from the Advisory Committee, and shall develop with the Executive Board a yearly operating plan (goals) for the coming year to be approved by the Steering Committee prior to the first meeting of the year. The President shall not be entitled to vote except in the event there is a tie in the voting process. In the event that the President is absent, the President-Elect shall preside in his/her absence and shall cast the tiebreaking vote should one be required.

2. The President-Elect shall be informed in all aspects of the GTPAC and substitute for the President during his/her absence. If so acting, the President-Elect shall not vote except in the case it be required to break a tie.
3. The Secretary shall maintain communication of meeting and event timelines to the GTPAC and shall keep the minutes of the meetings, both regular and special. The Secretary shall promptly transmit true and correct copies of the minutes to the members of the Advisory Committee.
4. The Parliamentarian shall provide advice on the rules of procedure.

Section 3

Each member of the Executive Board shall serve a maximum of two years in a given role.

Section 4

Duties and roles may be created or amended as needed.

Section 5

The Steering Committee shall oversee the process of Executive Board selection. At the last meeting of each school year, Committee members shall nominate any GTPAC member, including self-nomination, for service on the Executive Board. The Director of Gifted and Talented shall review nominations within 10 days of written notification from the committee. All nominees shall be finalized and approved by Director of Gifted and Talented. Should there be multiple nominees for a position, the GTPAC members will then vote to select someone from the nominated members for each Executive Board position by a simple majority vote.

Section 6

The Executive Board shall meet with the Steering Committee from time to time separate and apart from General GTPAC meetings to discuss the yearly operating plan, progress towards the goals, and any other topics as determined by the President.

Section 7

The Executive Board and Steering Committee should report on its activities and progress to the FBISD Board on at least a yearly basis.

Article V: Subcommittees

The Executive Board may establish and abolish such subcommittees, as it may desire to achieve the goals developed annually by the Committee. No subcommittee may exercise the authority of the GTPAC.

Article VI: Meetings

Section 1

The entire membership of the GTPAC shall meet regularly no fewer than two (2) times each semester, during the school year. The meetings shall be scheduled and announced by the Executive Board no later than August 1st and coordinated with the District calendar. Meeting shall be at a location approved by the Gifted and Talented Department. At least one meeting per year shall be open to all parents of gifted learners in Fort Bend ISD.

Section 2

Special meetings of the GTPAC may be called by the President or by majority vote of the GTPAC.

Section 3

Board meetings may be called by the President or set by the Executive Board.

Section 4

Members must be notified of all meetings. Any change in the established date, time, or location must be given in writing (including email) not less than five (5) days before the date of such meeting.

Section 5

Decisions requiring a vote shall be determined by the Executive Board and shall be made by an affirmative vote of voting members in attendance provided a quorum is present. One third of the total voting membership for the Committee or Executive Board shall constitute a quorum for the Committee.

Section 6

Committee members shall be notified of voting opportunities within five (5) days of the vote at a general meeting.

Section 7

Roberts' Rules of Order, Newly Revised shall be used as a guide in questions of procedure not specified in these bylaws.

Article VII: Amendments

A petition to amend these bylaws must be presented, in writing, to the Executive Board at any meeting of this organization. The proposed amendment is accepted when first approved by two-thirds majority vote of the Steering Committee and then approved by a majority vote of the GTPAC. The proposal will be acted upon within 3 months of formal submission.

The Parent Advisory Committee shall have no power to enter into contracts of any nature or to spend public funds except in cases of committee expense approved by the Director of Gifted and Talented. The Advisory Committee shall have no power to bind any member of the District to any debt, liability, or obligation in the absence of any express written authorization from the party to be bound. The Advisory Committee shall have no powers beyond those expressly set forth herein.

No member of the Advisory Committee shall be empowered to speak for the entire Committee unless authorized by the Committee. Such authorization must be reflected in the minutes of the committee.