

## Douglas County School District Re.1

### BYLAWS OF THE MILL BOND OVERSIGHT AD HOC COMMITTEE

#### Article I. Name

The name of the Douglas County School District RE.1's ("DCSD" or "District") mill bond oversight committee shall be the "Mill Bond Oversight Ad Hoc Committee," hereinafter referred to in these Bylaws as the "MBOC" or "Committee."

#### Article II. Charge of the MBOC

The charge of the MBOC shall be to become familiar with the 2018 mill levy override (MLO) and bond (Bond) program and project list, monitor the progress of the improvements and programs being implemented, ensure MLO/Bond expenditures are in alignment with ballot language approved by voters.

#### Article III. Term of MBOC

The MBOC will sunset December 31, 2022, with an option to extend if needed, as determined by the District's Board of Education (BOE).

#### Article IV. Responsibilities of MBOC

##### A. General Responsibilities of MBOC

The responsibilities of MBOC shall be implemented consistent with Board Governance Policy 1.7.5 (attached to these Bylaws as Attachment 1). These responsibilities include:

- Assisting the BOE in fulfilling its responsibility to provide transparency and assurance that mill levy and general obligation bond funds, approved by Douglas County voters in November 2018, are spent as intended and represented to the voters
- Reporting periodically, at least annually, to the BOE regarding the status of MLO/Bond expenditures
- Assisting in maintaining public trust and confidence in the District through active involvement in MLO/Bond project communications
- Meeting regularly to review progress to date
- Reviewing MLO/Bond expenditures for alignment with ballot language approved by voters
- Participating in scheduled site visits during construction, as invited by the DCSD Chief Operations Officer
- Reviewing the Chief Financial Officer's recommendations for maintaining congruence between financial statements and identified spending of MLO/Bond funding
- Reviewing the ongoing master schedule of projects
- Providing regular updates to the DCSD Communications Team that can be shared with the community

##### B. Responsibilities of Staff Appointed to MBOC

District staff appointed to support MBOC shall be directed by the Superintendent to implement their responsibilities, which may include preparation of reports, collection of data, and general support to the Committee.

#### Article V. Membership

This Committee shall be composed of members as described in these Bylaws. Initially, the BOE shall appoint voting members who have been nominated through a process reasonably determined by the

Superintendent and approved by BOE legal counsel. Thereafter, the BOE shall appoint voting members nominated by the voting members of the Committee. The BOE may not appoint a nominee and may remove any Committee member if, in the BOE's discretion, that action would be in the best interest of the District.

It is expected that the voting members will represent a broad background of viewpoints and interests including, but not limited to public education, financial management, human resources, information technology, development/construction, architecture/engineering, and facility operations, including safety and security.

Vendors, architects, engineers and contractors who are eligible to submit quotes or bid on services to be paid for via the MLO and/or Bond are not eligible to serve on MBOC.

A. Voting Members

Voting members of MBOC shall include sixteen (16) voluntary community representative members as follows:

1. DCSD Licensed Educator: Elementary
2. DCSD Licensed Educator: Secondary
3. DCSD Employee Council Representative
4. Parent/Community Member Region: Castle Rock
5. Parent/Community Member Region: Highlands Ranch
6. Parent/Community Member Region: Highlands Ranch
7. Parent/Community Member Region: Parker
8. Parent of DCSD Charter School Student
9. Student Advisory Group Representative
10. Business Community Representative
11. Government Agency Representative
12. Safety and Security Representative  
(i.e. member of law enforcement, fire protection, emergency services, etc.)
13. Community Member At-Large
14. Fiscal Oversight Committee (FOC) Representative
15. Long Range Planning Committee (LRPC) Representative
16. District Accountability Committee (DAC) Representative

B. Non-Voting Members

Non-voting members of MBOC shall include:

- BOE Director(s) designated as a BOE Liaison(s) to the MBOC
- District administrative staff appointed by the Superintendent to serve on the MBOC
- Any other person appointed to the MBOC by the BOE after consideration of the recommendation from voting members of the Committee.

C. Term of Members

Initial members approved by the BOE may serve through the date the MBOC sunsets on December 31, 2022. Should the BOE exercise an option to extend the existence of MBOC beyond such sunset date, the means to extend membership terms will be evaluated and determined at such time by the BOE.

D. Resignation

Any MBOC member may resign by giving written notice to the Chairperson or Vice-Chairperson, who will then submit the notice of resignation to the BOE.

E. Vacancies

Any vacancy, regardless of cause, shall be filled by the BOE acting upon the recommendation of the remaining voting members of MBOC after implementation of the Notice, Nomination and Recommendation procedures described in Article VI below and shall assure that the desired composition as outlined in Article V is honored.

F. Removal from Committee

Because members are appointed by and serve at the pleasure of the BOE, members are subject to removal, with or without cause, upon the recommendation of a member of the BOE and a majority vote of the BOE.

**Article VI. Notice, Nomination and Recommendation to Fill Vacancy on MBOC**

- A. Notice of MBOC Vacancy. Notice to the public shall be given advising of a particular representative vacancy on MBOC and inviting individuals to nominate him or herself and/or nominate another person to fill the vacancy. Notice shall be given for a period of at least thirty (30) calendar days through means set by the Chairperson and District administrative staff appointed to MBOC, but shall include notice provided on the District's website.
- B. Nominations to Fill Vacancy. After the initial appointments by the BOE, the MBOC shall manage the nomination process to fill a vacancy on MBOC. Any person may nominate him or herself and/or nominate another person to fill any vacancy for a voting voluntary community representative position.
- C. Recommendation to BOE. The MBOC shall review the nominations, conduct interviews it deems necessary or appropriate, select a candidate or candidates, and forward to the BOE its recommendation for appointment to any vacancy for a voting voluntary community representative position.

**Article VII. Officers of the MBOC and Appointed Staff**

A. Elected Officers

The MBOC shall elect from its membership a chairperson, vice-chairperson, and such other officers as may be determined to be necessary or appropriate. The term for elected officers shall be one (1) year.

Chairperson. The Chairperson shall preside over all MBOC meetings and events. The Chairperson will be responsible for setting the MBOC's agenda. Other officers of the MBOC, District staff and BOE liaison(s) may participate in and assist the Chairperson in the agenda setting process. The Chairperson is required to provide the agenda to MBOC members at least three (3) business days prior to any meeting or event. In all regards, the Chairperson is required to assure that the MBOC complies with these Bylaws.

Vice-Chairperson. The Vice-Chairperson assumes the duties of the Chairperson when the Chairperson is unavailable to perform the duties of the Chairperson and otherwise assists the Chairperson to assure the MBOC complies with these Bylaws.

## B. Appointed Staff to Support MBOC

Recorder. The recorder ensures the timely distribution of meeting agendas, minutes, and the warehousing by the District of files containing all MBOC business and otherwise assists the Chairperson and Vice-Chairperson to comply with these Bylaws.

## Article VIII. Subcommittees

The MBOC may establish any subcommittee as appropriate to its needs in meeting the Committee's charge and responsibilities.

## Article IX. Meetings

### A. Regular Meetings

1. Regular meetings of the MBOC shall be held at least quarterly.
2. Subcommittees may meet outside of the MBOC meeting times in order to fulfill their assigned duties provided that updates or summaries of these meetings are included at the next regular meeting of the MBOC.

### B. Special Meetings

Special meetings may be called by the MBOC Chairperson and/or appointed District staff, with a minimum of three (3) business days' advance notice given to all MBOC members.

### C. Notice of Meetings

Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted at the District offices and on the MBOC website at least 24 hours in advance. The notice shall include the meeting time, location, a description of any matters for which member action may be requested, and a description of the purpose or purposes for which the meeting is called.

### D. Agenda and Minutes

1. Regular Meeting Agenda Items. Members may propose regular meeting agenda items to the Chairperson at least ten (10) business days before the meeting.
2. Public Comment. The MBOC agenda shall include time during the meeting for members of the public to address the MBOC on matters related to MBOC. Each speaker shall have up to three (3) minutes to address the MBOC. The Chairperson shall have the discretion to adjust the time allotted for public input as may be necessary to allow the MBOC ample time to conduct its business.
3. Meeting Minutes. Meeting minutes shall be produced and distributed to members at least three (3) business days before the next scheduled regular meeting. Minutes shall be publicly available following their approval at a subsequent meeting. As soon as practical, approved minutes shall be publicly available on the MBOC website.

### E. Attendance

1. Expectation of Attendance in Person. Voting members of the MBOC are expected to attend all meetings and participate in person unless extenuating circumstances exist.
2. Notice of Member Inability to Attend. For regular and special meetings, members shall contact the Chairperson or Vice-Chairperson if unable to attend.

3. Scheduled Visitors. Speakers may be scheduled to address the MBOC on any topic of considerable District and community interest, subject to approval of the topic by the Chairperson. The Chairperson shall schedule and determine the duration of each presentation.

F. Compliance with Colorado's Open Meetings Law

All regular and special meetings shall be open to the public with the meeting time and location posted in compliance with Colorado's Open Meetings Law, C.R.S. §24-6-401 et seq. Additionally, minutes of any regular and special meeting shall be available for public inspection in accordance with Colorado's Open Meetings Law, C.R.S. §24-6-401 et seq.

G. Quorum

At any meeting, a quorum shall consist of a majority of the current voting members in order to have an official meeting of the Committee.

H. Voting

1. At all meetings, each voting member shall have one vote. If a voting member is believed to be conflicted or is unable to be impartial as it relates to a particular vote, then said member should recuse him/herself from that vote.
2. Majority Vote. A majority vote of the quorum present is required to adopt or amend any motion or resolution of the Committee.
3. Tie Vote. In the case of a tie vote, the motion being voted upon shall be deemed to have failed.

I. Participation by Electronic Means:

1. Any member may participate in a meeting by means of telephone conference or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. However, the member does not count toward the quorum necessary for conducting business and may not vote unless there is a quorum physically present in the meeting room.
2. Members shall make this request to the Chairperson or Vice-Chairperson at least three (3) business days before the meeting, unless there are extenuating circumstances.
3. The MBOC and the District will make every effort to accommodate the request, but if the necessary equipment is not available or not working, the request may be denied.
4. It is preferred that the member is present in person and this option should be utilized only when unusual circumstances prevent the member from traveling to the meeting.
5. The Chairperson has the option to deny the request if the specific member has used this option more than once in a given school year.

**Article X. Amendments**

A. Articles Not Subject to Amendment. These Bylaws may not be amended, repealed, or altered except by action and approval of the BOE.

B. Proposals for Additional Articles and Amendments. Proposals for additional articles and amendments to these Bylaws may be made by the MBOC, subject to the following procedures and limitations:

1. Proposed amendments may not conflict with these Bylaws and must comply with all guidelines and policies established by the District and applicable law.

2. Subject to Article X(A) above, an amendment, repeal or alteration of the Bylaws may be proposed at any regular or special meeting of the MBOC.
3. Members shall be provided with notice at least one (1) meeting in advance prior to any meeting the MBOC plans to discuss and approve any proposed amendment, repeal, or alteration unless unusual circumstances exist and the MBOC must temporarily approve an amendment, repeal or alteration to meet emergency conditions. If such unusual circumstances occur, final ratification of any amendment, repeal or alteration shall occur at the next meeting.
4. To be effective, a proposed amendment, repeal, or alteration of these Bylaws must first be endorsed by a majority of the voting membership of the MBOC before being taken before the BOE for approval.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019

DOUGLAS COUNTY SCHOOL DISTRICT

By: \_\_\_\_\_  
President, Board of Education

Attest:

\_\_\_\_\_  
Secretary, Board of Education

## Attachment 1

### *GP 1.7 Board Committee Structure*

The only Board committees are those that are set forth in this policy. Unless otherwise stated or required by law, a committee ceases to exist as soon as its task is complete.

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#### 1.7.5 Name: Mill and Bond Oversight Adhoc Committee (MBOC)

##### 1.7.5.1 Charge:

The charge of the Mill and Bond Oversight Committee (MBOC) shall be to become familiar with the 2018 mill levy override (MLO) and bond (Bond) program and project list, monitor the progress of the improvements and programs being implemented and ensure MLO/Bond expenditures are in alignment with ballot language approved by voters. The MBOC will sunset December 31, 2022 with the option to extend if needed.

##### 1.7.5.1.1 For the Superintendent/District:

- Meet regularly to review progress to date.
- Ensure that MLO/Bond expenditures are in alignment with ballot language approved by voters.
- Participate in scheduled site visits during construction, as invited by the Chief Operations Officer.
- Review Chief Financial Officer's recommendations for maintaining congruence between financial statements and identified spending of MLO/Bond funding.
- Review the ongoing master schedule of projects.
- Provide regular updates to the DCSD Communications Team that can be shared with the community.

##### 1.7.5.1.2 For the Board:

- Assist the Board in fulfilling its responsibility to provide transparency and assurance that mill levy and general obligation bond funds, approved by Douglas County voters on November 6, 2018, are spent as intended and as represented to the voters.
- Regularly report to the Board of Education the status of MLO/Bond expenditures.
- Assist in maintaining public trust and confidence in the district through active involvement in MLO/Bond project communications.

##### 1.7.5.2 Composition:

This committee shall be composed of members as described in the committee's by-laws. Initially, the Board shall appoint committee members who have been nominated through a process reasonably determined by the Superintendent and approved by Board legal counsel. Thereafter, the Board shall appoint committee members nominated by the committee. The Board may not appoint a nominee and may remove any committee member if, in the Board's discretion, that action would be in the best interest of the District.

Vendors, architects, engineers and contractors who are eligible to submit quotes or bid on services to be paid for via the MLO and/or Bond are not eligible to sit on this committee.

1.7.5.3 Authority:

This committee shall have authority granted by law, by its by-laws and by Board policy. Law and by-laws shall be interpreted by Board legal counsel. Board policy shall be interpreted reasonably by the Board's liaison (s), or if unavailable, by the Board President. The committee's by-laws shall be acceptable to the Board, its legal counsel and the Superintendent.

1.7.5.4 Authorized Funds and Staff Time:

This committee may use funds, staff time and other District resources as reasonably determined by the Superintendent.

1.7.5.5 Monitoring Timeline:

Unless otherwise stated in the charge above, this committee's products shall be provided to the Board at least annually, as determined by the Board President.