

Portland Public School District  
***Talented and Gifted Advisory Council Bylaws***  
December 2014

**Article I  
Name**

**Section 1.** The name of this advisory council is Talented and Gifted Council (TAGAC). Hereinafter referred to as the Council.

**Article II  
Purpose**

**Section 1.** The Council shall review aspects of the Portland Public Schools' Talented and Gifted program, and make recommendations to the TAG Administrator, the Superintendent and the School Board, with respect to services for talented and gifted students in Portland Public Schools. A report of the Council's activities shall be provided to the TAG Administrator, the Superintendent, and the School Board in writing at least annually.

**Article III  
Membership**

**Section 1.** The Council should consist of not less than 12 members and not more than 18 members. Members should represent the demographics of the students serviced by the district including gender, race, ethnicity, culture, and socioeconomic status. Members should include parents or guardians of elementary school children, middle school children and high school children, with additional consideration of geographic representation. Special efforts must be made to appoint parents of traditionally under-represented racial groups in at least six member positions. Up to six member positions may be kept unfilled to facilitate recruiting more diverse members.

**Section 2.** The parent or guardian of any PPS district eligible student who can fulfill all duties and responsibilities stated in these bylaws may submit a membership application to the Chair or the TAG Administrator at any time. New members of the Council shall be appointed jointly by the TAG Administrator and the Chair. Either the Chair or the TAG Administrator may also individually recommend applicants as new members, who must then be voted on at the next regular Council meeting with a quorum present.

**Section 3.** Appointments should generally occur at the last meeting of the school year for a term beginning the first Monday of the following September. Each member shall be appointed for a term of three years to provide for continuity of membership. The term of a member first appointed between the first Monday of September and the last day of the following January shall be deemed to have started on the first Monday of September. The term of a member first appointed after the last day of January shall begin as appointed, but the three year period shall be deemed started on the upcoming first Monday of September.

**Section 4.** Any member who attended more than half of all regular TAGAC meetings during their first term shall be eligible for one additional three year term of service. At least five days before the last regular meeting of any eligible member's term, the TAG Administrator or any Council member may request to the Chair, a vote of affirmation. Upon such a request, the Chair will hold the vote at the next regular meeting with a quorum. A majority affirmative vote (not including the eligible member) is required for the eligible member to be appointed for the second term. If the vote cannot be held until after the first term expires, the additional term is provisional until the vote is held. Absent such request, an eligible member is automatically appointed for a second term.

**Section 5.** If a member is absent from two (2) consecutive meetings without justification, a quorum of the Council shall vote on whether or not to replace that member. When a member has been absent for more than half of the regular meetings in a single school year, that member shall be removed, unless a quorum of the Council votes not to remove that member.

## **Article IV**

### **The Duties of the Officers and Facilitator**

**Section 1.** The principal officers of the Council shall be the Chair and Vice-Chair. Each year these positions will be elected at the last meeting of the school year.

**Section 2.** The duties of the officers shall be:

Chair: The duties of the Chair shall be to:

- Preside at all meetings;
- Appoint all committees and work groups in consultation with the Council, the Council Facilitator, and the TAG Administrator;
- Other duties that ordinarily pertain to the office of Chair;
- Prepare and submit an End-of-Year Report to the TAG Administrator, the Superintendent, and the School Board, with the assistance of the Council Facilitator;
- Establish an agenda with input from constituents and the TAG Administrator.

Vice-Chair: The duties of the Vice-Chair shall be to:

- Perform the duties of the Chair in his/her absence;
- Assist the Chair in preparing the End-of-Year Report.

**Section 3.** The officers shall serve a one-year term beginning the first Monday in September. The officers shall have been Council members for at least one year before assuming office. The officers of the Council shall be elected annually at the last meeting of the year. Candidates shall be nominated by Council members. The Chair shall serve as a member of the Council for at least one year after their term of office in the role of Past-Chair in order to assist and advise the current Chair.

**Section 4.** A staff member of the office of Talented and Gifted shall be appointed by the TAG Administrator to serve as the facilitator of the Council. The staff person shall be responsible for:

- Facilitation of the Council meetings;
- Arrangements and notification of meetings distribution of records and minutes of each meeting to Council members;
- Securing additional staff support as necessary to conduct Council business;
- Preparing necessary reports, including the End-of-Year Report;
- Keeping a file of Council records and minutes; and
- Carrying out other duties as requested by the Council and assigned by the TAG Administrator.

The facilitator shall serve as an ex-officio member of Council committees.

## **Article V**

### **Meetings**

**Section 1.** The Council shall hold regular meetings monthly during the school year. The meeting days and times shall be determined by the Council. Members shall receive the agenda, any information necessary to act on agenda items, and the minutes of the previous meeting at least a week in advance of each regularly scheduled meeting.

**Section 2.** A quorum shall consist of a simple majority (51%) of the Council membership or 5 members, whichever is smaller. A simple majority of the quorum shall be required to adopt a resolution of motion.

**Section 3.** Anyone attending a meeting may speak to any issue in accordance with established Council procedure. Only Council members may initiate or amend proposals and motions, and only Council members may vote. The Chair is a voting member of the Council.

**Section 4.** The Chair, in consultation with the facilitator and the TAG Administrator shall set the agenda for each Council meeting. Members may request additional items to the agenda provided this request reach the facilitator at least one week in advance. New items not covered in the agenda may be proposed by members and may be considered at the conclusion of the regular agenda.

**Section 5.** At the first meeting of the school year the Council shall:

- Review the End-of-Year Report;
- Establish goals for the school year;
- Establish activities to meet the goals for the school year.

**Section 6.** At the end of each year, the Chair and facilitator shall prepare an annual report which summarizes the work of the Council. This report shall be forwarded to the TAG Administrator, the Superintendent, and the School Board.

**Article VI  
Committees**

**Section 1.** The Council may establish task forces and/or work groups for limited terms as needed to carry out activities approved by the Council.

**Section 2.** The duties and responsibilities of each committee shall be adopted by the Council in the form of a resolution that shall be entered into the minutes of the Council meeting. The duties and responsibilities of standing committees shall be reviewed at least once each year.

**Section 3.** Persons other than members of the Council may serve on a committee upon recommendation of the head of the committee or of the Council. Each such committee shall be chaired by a member of the Council. Membership on committees shall include parents or guardians of TAG-identified children.

**Article VII  
Establishment of Bylaws**

**Section 1.** These Bylaws will be established by the TAG Administrator who established this Council for the purpose of stakeholder input and advice. These Bylaws may be amended by the Council with input from the TAG Administrator. The amendments shall be sent to all members and made available along with Council meeting minutes.

**Article VIII  
Representation of the Council**

**Section 1.** No individual member may speak on behalf of the Council. Council members may speak on behalf of the Council as assigned by the Council in accordance with actions and resolutions which will be written into the minutes of the Council meeting.

**Revision History**

- 1: April 2005: Created and established. (Electronic version seems missing.)
- 2: September 2013: New electronic version created with minor edits and reformatting but no change in meaning or intent.
- 3: January 2014: Article III replaced. Article V Section 1, Article VI Section 3, and Article VII Section 1 modified. Details are given in the January 2014 meeting minutes.
4. December 2014. Definition of a quorum changed in Article IV Section 2 and resultant unnecessary words from Article III Section 2 removed.