

**COLORADO SCHOOL SAFETY RESOURCE CENTER
ADVISORY BOARD
BY-LAWS**

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ARTICLE 1. AUTHORITY, PURPOSE AND DUTIES

1.1 AUTHORITY:

The Colorado School Safety Resource Center Advisory Board, hereafter referred to as the Board, was created pursuant to CRS Section 24-33.5-1804.

1.2 PURPOSE:

The Advisory Board is created in the Colorado Department of Public Safety to recommend policies of the Colorado School Safety Resource Center (CSSRC).

1.3 DUTIES:

The duties of the Board are to act in an advisory capacity and as a resource for the School Safety Resource Center; to work together with the CSSRC and the Department of Public Safety to accomplish the goals of the School Safety Resource Center; to make recommendations for policy or practices of the CSSRC; to help identify potential partnerships for the CSSRC; to assist in identification of best practices; to provide needed level of expertise or perspective; to assist with communications and outreach, and to foster collaborations and positive perceptions of the CSSRC.

ARTICLE 2. MEMBERSHIP, REAPPOINTMENTS AND TERMS

2.1. MEMBERSHIP:

The advisory board shall consist of not less than thirteen members, each of whom shall be appointed to a term of two years as follows:

- a. One member shall represent the Department of Education (appointed by the Commissioner of Education).
- b. One member shall be an individual with professional expertise in behavioral health treatment who represents an elementary or secondary school or a school district (by the Commissioner of Education).
- c. One member shall be a school administrator (appointed by the Commissioner of Education, in consultation with a statewide association of school executives).
- d. One member shall represent state universities and colleges (appointed by the Executive Director of the Colorado Commission on Higher Education).
- e. One member shall represent community colleges and junior colleges (appointed by the State Board for Community Colleges and Occupational Education).
- f. One member shall be a member of a parents' organization (appointed by the Governor).

- g. One member shall be an elected District Attorney (appointed by the Governor).
- h. One member shall represent the Division of Behavioral Health within the Department of Human Services (appointed by the Executive Director of the Department of Human Services).
- i. One member shall represent the Department of Public Health and Environment (appointed by the Executive Director of the Department of Public Health and Environment).
- j. One member shall represent the Colorado Department of Law (appointed by the Attorney General).
- k. One member shall represent the Department of Public Safety (appointed by the Executive Director of the Department of Public Safety).
- l. One member shall be an individual with professional expertise in school security (appointed by the Executive Director of the Department of Public Safety).
- m. One member shall be a law enforcement professional (appointed by the Executive Director of the Department of Public Safety).

2.2 ADDITIONAL MEMBERS:

Additional advisory board members may be added to the advisory board as necessary and are subject to:

- a. A majority vote of approval by the Advisory Board members; and
- b. The approval of the Executive Director of the Department of Public Safety.

2.3 APPOINTMENTS:

The appointing authority of each member of the advisory board shall appoint the member on or before October 1, 2008 for a two year term, and reappoint the member or appoint a new member no later than one month before the expiration of the member's term. All members are eligible, based upon authorization of their appointing authority, to serve additional terms.

2.4 VACANCIES:

If any member of the Advisory Board vacates his or her office during the term for which appointed to the Advisory Board, the vacancy for the unexpired term shall be filled by appointment by the Executive Director of the Department of Public Safety consultation with the appointing authority for that position.

2.5 COMPENSATION:

The members of the Advisory Board shall receive no compensation but shall be reimbursed by the Department of Public Safety for necessary travel and other expenses actually incurred in the performance of their official duties.

2.6 LIAISON POSITION:

In addition to the Advisory Board members, the Board may determine that it would be helpful to the mission and goals of the CSSRC to develop a closer relationship with other various organizations. The advisory board may determine that extending an invitation to other organizations to appoint a liaison (non-voting member) to the CSSRC Advisory Board would be effective in strengthening partnerships.

ARTICLE 3. POLICIES AND PROCEDURES

3.1 RECOMMENDATION OF POLICIES AND PROCEDURES:

In order to achieve the overall purpose of the School Safety Resource Center, the Advisory Board shall from time to time recommend policies and procedures, which shall be set forth in writing and maintained on file in the Office of the Director of the CSSRC. All policies and procedures adopted pursuant to this Article shall be open to public inspection pursuant to the Colorado Open Records Act, C.R.S. 24-72-201, *et seq.*

ARTICLE 4. OFFICERS AND DUTIES

4.1 OFFICERS:

The Advisory Board shall elect from its members a Chairperson and a Secretary. The election of officers shall occur at the first meeting of every odd numbered year. Officers will serve a two year term and may not serve more than two consecutive terms.

4.2 CHAIRPERSON:

The Chairperson shall preside at each meeting of the Board.

- a. The Chairperson shall not vote except to break a tie vote of the board.
- b. The Chairperson may invite or allow liaisons or non-members of the Board to address the Board, unless there is an objection by a member of the Board, in which event there shall be a vote of the Board upon the matter.

4.3 SECRETARY:

The Secretary of the Board shall serve as a Vice Chair, and act as chair when the chair is absent or when the chair declares a conflict.

ARTICLE 5. MEETINGS

5.1 REGULAR MEETINGS:

The Advisory Board will meet as determined necessary by the CSSRC Director.

5.2 ATTENDANCE:

Members are expected to attend all meetings of the Advisory Board. If members miss more than three (3) meetings in a row, the Chairperson of the Advisory Board shall contact that member. Members may attend by conference call with prior arrangements. The Board may direct the Chairperson to report to the Executive Director of the Department of Public Safety any members who do not meet attendance requirements for notification of their appointing authority. The Executive Director may ask the appointing authority to name a replacement for the Member who has failed to attend meetings.

5.3 QUORUM:

In order to transact business, a simple majority of the members must be present at the meeting, and they shall constitute a quorum. If a quorum is not present at the scheduled time of the meeting, the Chairperson may convene the meeting for the purpose of informal discussion of the agenda items. However, no vote will be final until ratified by a quorum either when a quorum is reached at the current meeting or at the next regular meeting.

5.4 VOTING:

After a quorum is announced, a simple majority of those voting on a motion that has been properly seconded shall be sufficient to pass and make it the official act of the Board, except as otherwise specified in the By-Laws or by the Board's adopted policy. Where the vote is not unanimous, the number of ayes, nays, and abstentions will be recorded and entered in the minutes of the Board's proceedings. All formal votes (to include ayes, nays and abstentions) will be recorded and entered into the minutes of the Board's proceedings.

Board members who are not present and are participating by conference call may vote by conference call.

5.5 CONFLICT OF INTEREST:

No Board Member may vote when he or she has a conflict of interest or any appearance of a conflict of interest. When declaring a conflict, the Board Member shall provide the Board with the reasons for the conflict. If there are questions surrounding the potential conflict, the Board may discuss the issues. If a Board Member fails to declare a conflict and another Board Member questions whether a conflict exists, any member may raise the issue for discussion. The Board Chair will determine whether a conflict exists.

5.6 AGENDA:

The conduct of business will be pursuant to an Agenda prepared by the Staff with the approval of the Chairperson of the Board and will be made a matter of record by minutes taken of business conducted during the meeting.

5.7 OPEN MEETINGS:

Board meetings are subject to the Open Meetings Law (Section 24-6-401 and 402, C.R.S.).

ARTICLE 6. MINUTES AND RECORDS

6.1 APPROVAL AND RETENTION OF MINUTES:

There shall be written minutes prepared by the CSSRC staff of all regular and special meetings of the Board, and said minutes of the meeting shall be approved by the members of the Board at the next regular meeting. These minutes shall be posted on the website of the School Safety Resource Center for three years.

ARTICLE 7. COMMITTEES

7.1 AD HOC COMMITTEES:

Other committees, standing or special, may be appointed by the Chairperson to achieve the purposes of the CSSRC.

7.2 POWERS:

Ad Hoc Committees shall provide information to the CSSRC Director, the Board, and the staff, as requested. No committee shall act in any manner on behalf of the Board or the CSSRC without the specific authorization of said Board and CSSRC.

7.3 MINUTES AND REPORTS:

Written minutes shall be kept of all Committee meetings, and committee reports will be provided at each Board Meeting.

ARTICLE 8. ROBERT'S RULES OF ORDER

8.1 PARLIAMENTARY MATTERS:

All matters not covered by the by-laws, or policies and procedures approved by the Board shall be governed by Robert's Rules of Order.

ARTICLE 9. AMENDMENT OF BY-LAWS

9.1 PROCESS TO AMEND BY-LAWS:

These by-laws may be amended by a majority vote of a minimum of two-thirds of the Board after a proposed amendment has received one presentation at a regular public meeting prior to full Board action. Proposed amendments shall be distributed to the Board members at least ten (10) days preceding the meeting at which the proposed amendment presentation will take place.

These by-laws supersede all previously enacted by-laws and shall remain in place until amended or abolished.

Voted and approved by the Advisory Board June 1, 2010