



## HAYS C. I. S. D. TRANSPORTATION LEADERSHIP COUNCIL (TLC) BY-LAWS

### I. Principles

This document is authored to provide the protocols for the administration and parliamentary function of the Hays CISD Transportation Leadership Council (TLC).

### II. Purpose

The purpose of the TLC shall be to advise, assist, support, and advocate for the Hays CISD Transportation Department on matters that impact the department. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for transportation. The specific purposes of the Council may include the following responsibilities:

- Assist with retaining employees in the Transportation Department;
- Facilitate cooperation and communication between the TLC, Transportation Department and the District;
- Develop recommendations for Department improvement;
- Assist the Department in setting priorities, including participating in planning activities;
- Support and advocate for the Department by helping to raise our profile and visibility;

### III. Council Members

Term: Member terms shall be three years. No member shall serve more than two consecutive terms, but a former member may be re-appointed after a one-year absence from the board.

Voting: Voting: Shall take place the week of spring break for four weeks after. It shall be broken down into this time frame; at the beginning of spring break the form to nominate for open positions goes out via email and remains open the first full week after we return from spring break, second week after spring break an email goes out with the nominations list and how to vote online, it shall remain open for one full week, then the third week after spring break the director or assistant director will sit down with the vote winners and discuss what TLC is and if they want to join.

Composition: The Advisory Council shall consist of one (1) appointed and thirteen (13) elected members elected by simple vote from the following

position types:

8 Drivers- 5 regular ed **Uhland** drivers, 2 sped drivers, 1 driver from Beacon Hill

2 Monitors

1 Coordinator (appointed every 2 years by transportation director)

1 **248-Day Employee**

1 **230-Day Employee**

1 Operations specialist (elected every 2 years)

\*In addition, only if needed, 2 at large positions (for voted members who have switched roles in the department).

Positions and vacancies are filled as the Council requires, specifically in the event that there are specific areas of expertise required to meet the needs of the department. In the event that a position becomes vacant in the middle of term the council has a week to set up a voting box, members of that position (i.e., monitors) should nominate and vote on that new TLC member to represent them. Employees nominated will meet with the transportation director to accept or decline the nomination before moving forward with ballot.

Members who have changed department positions may move to the at large position. At large position members have the same ability to vote and act on behalf of transportation.

At large positions are 2 vacant positions in the event that a voted members moves positions within the department and has term years left. If a seat becomes vacant during the term year, then the “at large” member gets first priority, if they meet the seat requirement.

#### **IV. Organizational Structure**

Officers: The TLC will have a chair, vice chair, and recording secretary who are elected for one-year terms by the membership. These officers along with the Transportation Director, or designee, shall be known as the TLC Executive Council. Elections will be held at the first meeting of the new membership year. Duties of officers shall be those commonly ascribed to these offices. Officers shall be elected by simple majority of appointed members.

#### **V. Roles and Responsibilities**

The TLC Executive Council will be responsible to set meeting agendas and generate meeting notes. Potential agenda items should flow from the staff through their elected committee members to the TLC Executive Council to set the agenda. All members who attend the TLC meeting must perform their roles and responsibilities as representatives consistent with the principle of collaboration. Members must:

- Continuously work toward improving communication between management and staff to ensure all members are informed of the Council's purpose and agenda;
- Advocate for and support TLC decisions, whenever possible, the TLC should work toward a consensus mode of decision-making. There may be dissenting votes which are a matter of record. However, once a decision has been made, all TLC Members should support the majority vote of the Council, recognizing that it carries the full authority of the TLC, and individually respect that vote;
- Make every effort to involve the staff members by the position types they represent;
- Attend and participate in all meetings;

## **VI. Procedural Rules**

By-Laws: The TLC will adopt a set of written by-laws which govern TLC operation. By-laws require a two-thirds vote for adoption or change.

Meetings: A quorum shall consist of a simple majority of elected members. The TLC will meet at least three times per year in September, January, and May, and other such times as a special-called meeting is necessary. Written notice of upcoming meetings will be sent to Council prior to the meeting.

Minutes: Minutes of each meeting will be kept by the Recording Secretary. Copies will be provided to the TLC membership and Department Leadership within two weeks after a meeting.

Recommendations and Reports: TLC recommendations and reports will be submitted in writing to the Transportation Director. Documentation will include both suggested action and justification for suggestions. The Transportation Director, or designee, will respond/react to such recommendations/reports in writing no later than the next scheduled meeting.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The TLC will move to fill the position. **In addition, if a member resigns, they shall be ineligible**

to come back as a member form the remainder of that current term.

Public Announcements: While members are expected and encouraged to discuss the actions of the TLC within the community, members shall not report opinions expressed in meetings by other TLC members.

**VII. Getting Issues to the TLC**

- The Council is not the proper forum for individual issues. Individual issues such as grievances should be discussed with your supervisor/labor representative or Human Resources representative.
- Prior to placing an issue on the TLC agenda, the issue should go through the appropriate TLC member to be vetted, then sent to the Executive Council for final consideration.

**VIII. Sub-Committees**

- Standing Committees of the Advisory Council will be established as needed.

**IX. Parliamentary Authority**

Decisions will commonly be made by consensus. A vote shall be taken when a December 5, 2022 decision is required and it is to be documented for future reference to advise and inform future action. In the event of a split/tie vote, the coordinator will recuse his/her vote to break the split/tie.

Bylaws adopted: September 27, 2019 \_\_\_\_\_

Bylaws amended: May 12, 2023 \_\_\_\_\_