



Flagstaff Unified School District
Anti-Racism and Anti-Bias
Advisory Committee-Bylaws

Introduction

The Anti-Racism and Anti-Bias Advisory Committee of Flagstaff Unified School District #1 of Coconino County, in order to more clearly set forth its powers and duties, does hereby establish these Bylaws.

Article I
Committee Name

Section 1

The name of this committee shall be the Flagstaff Unified School District #1 Anti-Racism and Anti-Bias Advisory Committee.

Article II
Purpose

Section 1

The Anti-Racism and Anti-Bias Task Force was formed by the Board in August 2020 to examine issues related to bias, racism, and inequity in the District and to make recommendations about these issues to the Board. The Task Force was intentionally developed to center a diverse set of community perspectives, and to leverage inclusive community dialogue about equity concerns within the District. The Task Force identified four priority domain areas in the objectives. These domains were: (1) FUSD staff diversity, (2) professional learning for FUSD staff, (3) curriculum, and (4) student behavior and social-emotional learning. The purpose of the Anti-Racism and Anti-Bias Advisory Committee shall be to provide feedback and recommendations to the Governing Board for projects associated with Anti-Racism and Anti-Bias.

Article III
Committee Selection and Membership, Term

Section 1

The Anti-Racism and Anti-Bias Advisory Committee will be comprised of the following members, which shall include the following categories of membership:

- A. An odd number of members (a minimum of 5 and up to 9) of the general public selected and appointed by the FUSD Governing Board for terms of three (3) years each.
- B. The individuals holding the following positions within FUSD:
 - a. Superintendent
 - b. Director of Equity, Inclusion, and Support
 - c. Director of Human Resources
 - d. Assistant Superintendent, Curriculum and Instruction
 - e. Professional Learning Coordinator

- f. Director of Student Support Services
- g. Native American/Indian Education Coordinator
- h. Director of Bilingual and ELL Education

C. Two (2) FUSD Governing Board members, with one (1) alternate Governing Board member designated to attend Anti-Racism and Anti-Bias Advisory Committee meetings in the absence of the appointed member.

Section 2

To safeguard the integrity of the Anti-Racism and Anti-Bias projects in areas of conflict of interest and personal gains, the following will be applied:

- A. General public members must be a resident of the district and registered to vote.
- B. The Governing Board will decide if an applicant will be appointed to serve on the Anti-Racism and Anti-Bias Advisory Committee. Except as provided in Section 1(B) above, FUSD employees and officials may not serve on the Anti-Racism and Anti-Bias Advisory Committee.

Section 3

Anti-Racism and Anti-Bias Advisory Committee members shall serve 3 years with staggered terms:

- A. Membership for FUSD administrators shall end automatically upon the individual leaving such administrative position, and the successor to such position shall be automatically appointed to the committee. The term for an administrator shall be the length of their position and not for a set number of years.
- B. Governing Board members and the alternate, may serve for only two (2) consecutive years. Membership shall end automatically when a Board Member no longer serves on the Governing Board.

Section 4

Membership Selection:

- A. The FUSD Governing Board shall request that members of the public who are interested in serving on the Anti-Racism and Anti-Bias Advisory Committee submit a letter of interest and a brief bio of related experience when a membership position becomes available. The Governing Board shall review the applications and appoint individuals to fill some or all open seats. The Governing Board does not have to appoint an individual to the Anti-Racism and Anti-Bias Advisory Committee, even if there is a vacancy, if the Governing Board does not feel that any applicant is qualified.
- B. At the first annual meeting in January, the Governing Board shall appoint two members of the Governing Board and an alternate to serve on the Anti-Racism and Anti-Bias Advisory Committee.

Article IV

Committee Removal and Resignation

Section 1

The Anti-Racism and Anti-Bias Advisory Committee may remove a member by majority vote for two consecutive unexcused absences from scheduled Anti-Racism and Anti-Bias Advisory Committee meetings. Written notice will be provided to the member prior to the meeting in which their removal will be considered by the Committee.

Section 2

The FUSD Governing Board may remove a member by majority vote for any of the following:

- A. Neglect of duty.
- B. Proven violation of the Anti-Racism and Anti-Bias Advisory Committee Bylaws.
- C. Conviction of a crime as provided in Arizona Revised Statutes Section 15-512.

Section 3

The Anti-Racism and Anti-Bias Advisory Committee member may resign at any time by submitting a written resignation to the Governing Board.

Article V

Reimbursement

No member of the Anti-Racism and Anti-Bias Advisory Committee shall receive a stipend for services on the Anti-Racism and Anti-Bias Advisory Committee. The Anti-Racism and Anti-Bias Advisory Committee shall establish and maintain a budget to underwrite the costs of Anti-Racism and Anti-Bias Advisory Committee participation in site visits and any necessary travel to learn more about activities that are being conducted under the Anti-Racism and Anti-Bias committees. If sufficient funds are available and each expense is properly substantiated under the term of the Internal Revenue Code, each member of the Anti-Racism and Anti-Bias Advisory Committee may be reimbursed by FUSD, at the discretion of the Governing Board, for:

- A. Travel expenses, including meals and lodging, incurred for any Anti-Racism and Anti-Bias Advisory Committee-related activity, as approved prior to such travel, including mileage, at the then-current IRS rate. Mileage will not be provided for travel within the City of Flagstaff.
- B. An Anti-Racism and Anti-Bias Advisory Committee member seeking reimbursement shall be responsible to submit all claims for reimbursement with proper substantiation to the Director of Equity, Inclusion, and Support.

Article VI
Voting Rights

Section 1

Each Anti-Racism and Anti-Bias Advisory Committee general public member shall have one vote regarding any matter. Any member may abstain from voting on any matter. FUSD staff and Governing Board members do not vote.

Section 2

Absentee ballots or proxy voting shall not be permitted.

Article VII
Meetings

Section 1

Meetings shall be held every other month, or as needed, at the FUSD administrative offices or virtually. All meetings shall be open to the public and shall conform to Arizona Open Meeting Law (A.R.S Section 38-431 *et seq.*). Meetings shall be held the first Thursday of the month starting in August from 4:00 pm to 5:30 pm.

Section 2

Notice of all meetings shall be posted in accordance with Arizona law providing the following information: agenda, date, location and time.

Section 3

The presence of a majority of voting Anti-Racism and Anti-Bias Advisory Committee members shall constitute a quorum necessary to carry out the business of the Anti-Racism and Anti-Bias Advisory Committee. No decision of the Anti-Racism and Anti-Bias Advisory Committee shall be valid unless a majority of the voting Anti-Racism and Anti-Bias Advisory Committee members present concur therein by their votes. The meeting will be cancelled if no quorum is present within fifteen (15) minutes after the scheduled meeting.

Section 4

Open meeting:

- A. All regular and special meetings of the Anti-Racism and Anti-Bias Advisory Committee and its standing or special committees, if any, shall be open to representatives of the general public.
- B. Any Anti-Racism and Anti-Bias Advisory Committee member may present items for the agenda. Non-members may request an item be included on the agenda by notifying the Superintendent, Director of EIS, Director of Human Resources, or President of the Anti-Racism and Anti-Bias Advisory Committee. To be considered at a meeting, an item must be placed on the agenda prior to posting the agenda for the meeting.
- C. The agenda shall list all matters to be discussed and decided.

- D. The Anti-Racism and Anti-Bias Advisory Committee shall elect a President in August, for a two-year term, to collaborate with FUSD staff to prepare agendas and facilitate meetings.
- E. The Anti-Racism and Anti-Bias Advisory Committee shall elect a Vice-President in August, for a two-year term, to facilitate meetings when the President is absent.

Article VIII

Due Process

Section 1

Any member of the Anti-Racism and Anti-Bias Advisory Committee who has been removed for any reason, excluding resignation, shall have access to due process to appeal the decision made by the Governing Board.

Section 2

The Governing Board shall provide a written notification of the decision for removal and reason for removal, effective date, and copy of due process procedure.

Section 3

The due process procedure shall include the following:

- A. The individual removed from the Anti-Racism and Anti-Bias Advisory Committee must file an appeal, if any, in writing, to the Governing Board President within five (5) working days of removal to request an appeal.
- B. The Governing Board President shall respond to the individual within five (5) working days of receipt of appeal to clarify the decision for removal.
- C. If not satisfied, the individual may within five (5) working days request a hearing in the case before the full Governing Board to present witness testimony on the removed member's behalf, and to introduce any written documentation.
- D. Within five (5) working days after receiving the written request for a hearing, the Governing Board shall schedule a special hearing within thirty (30) days.
- E. The Governing Board shall consider any information or testimony presented to them in the appeal process and shall render a final decision to the individual, within fifteen (15) working days from the date of the hearing.
- F. Neither the Governing Board, the Anti-Racism and Anti-Bias Advisory Committee, nor individual members of the Anti-Racism and Anti-Bias Advisory Committee, shall be held liable for any personal or legal cost incurred by the removed individual during the due process proceeding.

Article IX
Amendments

These Bylaws may be amended only as follows:

- A. Any member may submit a proposed amendment to the Bylaws in writing to the President.
- B. The Anti-Racism and Anti-Bias Advisory Committee shall vote on whether to recommend to the Governing Board, to adopt the amendment to the Bylaws.
- C. At the next regular or special meeting of the Governing Board, the Anti-Racism and Anti-Bias Advisory Committee President may present the reason(s) for the proposed amendment and the Governing Board may hold discussions, which shall be recorded in the minutes of the meeting. Plans for further review or discussion, if any, shall be recorded in the minutes of the meeting.
- D. A majority vote of the Governing Board shall be necessary to approve any amendments to these Bylaws.

Certification

These Bylaws shall be declared adopted by the Anti-Racism and Anti-Bias Advisory Committee when passed by a majority vote of the Governing Board at a duly-called meeting.

These Bylaws were approved at a duly called meeting of the Governing Board of Flagstaff Unified School District #1 this __10th__ day of __Jan.__, 2023, by a vote of _5_ in favor __0__ opposed and __0__ abstained.

Authorized Representative, Governing Board
Flagstaff Unified School District #1

IN WITNESS THEREOF:

Anti-Racism and Anti-Bias Advisory Committee President