

## OVERSIGHT COMMITTEE FOR PAY-AS-YOU-GO PROJECTS

Applications are being accepted by the Richmond County Board of Education for a voluntary committee of County citizens to assist in the successful selection of non construction pay as you go projects under the 2006 SPLOST. The committee will consist of up to twenty members drawn from the County at large. Persons wishing to serve should consider the following requirements that each participant should:

Accept responsibility for preparing for and attending at least four meetings per year for the duration of the 2006 SPLOST pay as you go projects (2007-2011);

Work as team members with the Board of Education toward meeting non construction pay as you go projects to include textbooks, technology, transportation and other vehicles;

Review all materials received and be prepared with questions to assure comprehension;

Listen to presentations and offer fair and direct questions as to any project concerns;

Require that answers to questions be timely and responsive;

Advise Board of Education, Superintendent and Policy Committee of any concerns as to impacts of programs on educational programs and other school board/administration concerns;

Offer constructive and timely suggestions to the Board of Education, Superintendent and Superintendent's Policy Committee as responsible representatives of the Public, and follow through to see that timely responses to suggestions are made and implemented;

Be responsive to questions raised to the committee by other members of the public to assure that any feedback from the general public is passed through for incorporation;

Give reasonable notice if unable to continue to serve on committee so that a qualified replacement may be appointed by the school board. A committee member will be replaced if they do not attend three consecutive meetings or do not attend three out of four scheduled meetings in a year;

Keep continually in mind the great seriousness of the program aspects of time and money in your evaluations of data received and in answers to questions raised;

Emphasize professionalism and answerability as to being a member of the Committee of the Public in raised expectations for the conduct of all meetings and the inputs from all members of the program team;

Represent all of the parents and children and the general citizenry of Richmond County in reaching toward the common goal of sound educational programs through this effort within the time and budget constraints required.

# **RICHMOND COUNTY CITIZENS OVERSIGHT COMMITTEE FOR PAY-AS-YOU-GO PROJECTS**

## **BYLAWS**

### **Article I: Name**

The name of the organization is the Richmond County Citizens Oversight Committee for non construction SPLOST projects, hereafter referred to as the Pay-As-You-Go Project Committee.

### **Article II: Purpose**

The purpose of this Citizens Oversight Committee is to assist in the successful prioritization and selection of school non-construction pay as you go projects authorized by the November 7, 2006 sales tax extension referendum. Members serve with the approval of the Richmond County Board of Education.

### **Article III: Objectives**

The objectives of the Committee shall be consistent with the mandate made by the voters of Augusta-Richmond County to oversee the sales tax extension program.

- Section 1.** Accept responsibility for preparing for and attending regular monthly meetings for the duration of the program. There will be at least four annual meetings. The meetings will begin after budget hearings of the Board and will be completed by November 15<sup>th</sup> of each year.
- Section 2.** To report to the public and to the Richmond County Board of Education regarding the implementation and evaluation of the non-construction pay-as-you-go projects selected to be contained in the program.
- Section 3.** Work as team members with the Board of Education, Superintendent, the Policy Committee, and assist with such other coordination or reports as may be requested by the School Board.
- Section 4.** To keep informed about general and specific pay as you go information through periodic reports from the the Deputy Superintendent's office.
- Section 5.** Attend site tours, as necessary, to be familiar with progress of the pay-as-you-go projects.
- Section 6.** Be responsive to questions raised to the committee by other members of the public to assure that any feedback from the general public is considered..

**Section 7.** Represent the parents, children and the general citizenry of Richmond County with a common goal of completing all projects on schedule and within the allocated budget.

#### **Article IV: Membership**

**Section 1.** The Committee shall consist of up to twenty (20) members.

**Section 2.** Membership shall be diverse and inclusive of the various geographical, ethnic and racial groups of Augusta-Richmond County who are interested in the oversight of the various projects.

**Section 3.** Membership shall be terminated if a member has three consecutive or three (3) unexcused absences within one (1) calendar year. An absence may be considered excused if the Secretary is notified in advance.

**Section 4.** Not to exceed twenty (20) members unless authorized by the Richmond County Board of Education.

**Section 5.** Fifty percent (50%) of the then current members plus one shall constitute a quorum for transaction of business.

#### **Article V: Officers and Their Election**

**Section 1.** Officers: The officers of the Committee are a President, Vice-President and Secretary.

**Section 2.** Founding Year Elections: Election of the officers for the initial year of this Committee shall be held at the organization meeting of the Committee. These officers shall serve for a period not to exceed one year; or until their successor is elected, whichever event first occurs.

**Section 3.** Election: Election of the officers shall be made during the regular August meeting of the Committee and these officers shall serve for one (1) year. Duties of office will be assumed at the conclusion of the August meeting.

**Section 4.** In the event the President is unable or unwilling to complete his/her term of office, the Vice-President will assume his/her duties for the remainder of the term. If the President-elect is unable or unwilling to accept the office, then the Committee will elect a member to complete the unexpired term.

**Section 5.** In the event the Vice-President is unable or unwilling to complete his/her term of office, the Committee will elect a member to complete the unexpired term.

**Section 6.** In the event the Secretary is unable or unwilling to complete his/her term of office, the Committee will elect a member to complete the unexpired term.

#### **Article VI: Duties of Office**

**Section 1.** President: The President shall be responsible for providing leadership for the Committee and shall serve as an ex-officio member of all committees. The president shall arrange for the Committee to hold public forums, meet with the Board of Education Trustees, the Richmond County Board of Education administrators, the Policy Committee and others involved with the projects, as needed, throughout the life span of the current program.

**Section 2.** Vice-President: The Vice-President shall preside in the absence of the President and will serve as the Publicity Chairperson.

**Section 3.** Secretary: The Secretary shall, with the assistance of the Superintendent's office, maintain adequate and accurate minutes of each meeting. The minutes shall be typed and distributed to committee members. The Secretary shall be responsible for all correspondence (as directed by the President of the committee as a whole) and notification of all meetings. The Secretary shall maintain a record of attendance of members at all meetings.

#### **Article VII: Standing Committees**

**Section 1.** The President shall appoint all standing committees. Ad Hoc committees shall be appointed by the President, as needed.

**Section 2.** The President and Vice-President shall be ex-officio members of all committees.

#### **Article VIII: Duties of Committee Chairpersons**

**Section 1.** Committee chairs or their designees shall attend Board of Education Committee meetings as needed and will make appropriate reports to the Committee.

**Section 2.** Committee chairs shall make recommendations to the Committee for approval to be submitted to the Board of Education or made available to the public by the President or his/her designee.

#### **Article IX: Executive Board**

**Section 1.** The members of the Executive Board shall be the President, Vice President, Immediate Past President, Committee Chairperson(s), and Secretary.

**Section 2.** The Executive Board shall meet at the call of the President, Vice-President or the Richmond County Superintendent. All meetings of the Executive Board shall be called at least three (3) days in advance.

**Section 3.** The Executive Board shall conduct the business of the Committee during intervals between regular meetings of the Committee.

**Section 4.** Fifty percent (50%) plus one (1) shall constitute a quorum for transaction of business of the Executive Board.

### **Article X: Citizens Oversight Committee Meetings**

**Section 1.** Regular meetings of the Committee shall be held on as defined each year by the Committee. Meeting dates may be changed by the Executive Board provided three-(3) days advance notice is given.

**Section 2.** Eleven (11) members shall constitute a quorum for transaction of business of the Committee.

### **Article XI: Parliamentary Authority**

**Section 1.** Robert's Rules of Order Newly Revised shall govern the Committee in all cases where applicable.

**Section 2.** The President shall appoint a parliamentarian.

### **Article XII: Amendments**

**Section 1.** Proposed changes to the bylaws may be suggested by any member of the Committee. The Executive Board shall consider all suggested changes and will transmit the written proposed changes to the Committee with or without a recommendation. Members of the Committee must be notified in writing at least fourteen (14) days prior to the meeting at which proposed changes will be considered.