



SCHOOL RENAMING  
TASK FORCE  
  
C H A R T E R

April 4, 2018



Section Four. Posting of Agendas. Agendas for regular meetings shall be posted at least 72 hours in advance on the SRTF website and at district central offices. Agendas for subcommittee or work group meetings do not require posting.

Section Five. Meeting Minutes. The Coordinators shall ensure that summary minutes of regular meetings are prepared and placed on the SRTF website. The SRTF shall approve the minutes of regular meetings. Minutes are not required for subcommittee or work group meetings.

#### Article IV: Membership

Section One. Selection. The Superintendent shall select the membership of the SRTF, or delegate selection of the membership to the Coordinators.

Section Two. Structure. The SRTF membership shall provide a balance of representation among various stakeholders and interests. The SRTF membership shall include, but is not limited to, the following:

- < Parents
- < Students
- < Campus principals and teachers
- < Community members
- < Central administrators
- < Governmental and business partners

Section Three. Co-Chairs. The Superintendent shall, from the SRTF membership, identify two Co-Chairs, or delegate the selection of the Co-Chairs to the Coordinators. One Co-Chair shall be a district employee and one shall not. The Co-Chairs shall preside over meetings, apply basic parliamentary procedure, consult with the Coordinators in developing the regular meeting schedule and agendas, and formally represent the SRTF as may be necessary or appropriate.

Section Four. Attendance. Reasonably regular attendance by members is expected, and is important to representativeness, thorough discussion, and decision-making.

Section Five. Conduct. The district welcomes freedom of expression and debate. However, SRTF members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. Unless otherwise authorized by the SRTF, members shall not speak for the SRTF; and, unless otherwise authorized by the district, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the SRTF.