

BYLAWS FOR THE SUPERINTENDENT'S GENDER EQUITY AND SEXUAL HARASSMENT ADVISORY COMMITTEE

A. NAME

The name of the Committee shall be the Superintendent's Gender Equity and Sexual Harassment Advisory Committee (GESHAC).

B. AUTHORITY

The Superintendent may establish a Superintendent's Gender Equity and Sexual Harassment Advisory at their discretion.

C. FUNCTION

The Superintendent's Gender Equity and Sexual Harassment Advisory Committee shall serve the Berkeley Unified School District in an advisory capacity and in the following manner:

1. Receive annual staff presentations from BUSD program leaders;
2. Advise and make recommendations to the Superintendent on funding, policies, programs, and practice in areas including
 - a. Sexual safety such as prevention of sexual harassment (inclusive of sexual assault, harm and harassment) and all forms of discrimination based on actual or perceived sex, gender, gender identity and expression and/or sexual orientation
 - b. Consent, sex education and sexual safety for students, families and staff
 - c. Transformative supportive practices for individuals harmed, who have caused harm, as well as the broader BUSD community
 - d. Issues affecting gender equity including gender identity and expression
 - e. Issues affecting LGBTQ+ students

- f. Improvement to the district’s response including supportive measures and investigations
3. Provide annual recommendations to the Superintendent;
 4. One committee member will be selected and represent the Gender Equity Advisory Committee on the Superintendent’s Budget Advisory Committee, which is composed of representatives from other district advisory committees.
 5. GESHAC will establish two subcommittees, one focusing on Gender Equity and one on Sexual Safety. Membership in subcommittees will be voluntary.

D. MEMBERSHIP

The Superintendent's Gender Equity and Sexual Harassment Advisory Committee membership will be established as follows:

Committee Members	Voting/Non-voting
1. Four representatives from the high school level	Voting
2. Four representatives from the elementary level	Voting
3. Three representatives from the middle school level	Voting
4. Two community-at-large members	Voting
5. Two BHS Students	Voting
6. One BHS Administrator	Voting
7. District Staff <ul style="list-style-type: none"> a. Superintendent b. Title IX Coordinator and Compliance Officer c. Prevention Coordinator d. Superintendent designee 	Non-voting

School representatives can either be parents or staff members who will be recommended by the school principal and selected by the Superintendent or their designee.

Community-at-large representatives will be selected by the Superintendent or their designee.

E. TERM OF MEMBERSHIP

1. Committee members will serve in one-year terms, which commence on September 1 and may be reappointed for additional terms as long as it is mutually agreeable to the member and the Superintendent.

2. A Committee member may resign prior to the end of a term by providing written notification to the Superintendent, with a copy to the Title IX Coordinator and Compliance Officer.

F. VACANCIES

The Title IX Coordinator and Compliance Officer will inform the Superintendent of all Committee vacancies. The community or employee organization shall then appoint a replacement member to the Committee in the same manner that initial selections were made. Replacement members will be appointed as needed to complete unfilled terms.

G. CO-CHAIRS

1. Two co-chairs will be elected annually. Each will be nominated by the respective subcommittees on Gender Equity and Sexual Safety and voted on by the committee as a whole.

2. The duties of the co-chairs include facilitating the respective subcommittees meetings, working with Committee staff to suggest agenda items, organize the annual calendar of presentations, and make an annual update to the Superintendent.

H. STAFF LIAISON PERSON

1. The Superintendent's Gender Equity and Sexual Harassment Advisory Committee will be staffed by the the Title IX Coordinator and Compliance Officer.

2. The duties of the staff liaison person is:

a. To ensure a recording secretary is present at all meetings to take minutes;

- b. To notify Committee members of their appointments and business;
- c. To take charge of all documents belonging to the Committee;
- d. To call a meeting to order, in the absence of the chairperson or vice chairperson or assist the chairperson and to preside until the election of a chairperson pro tern;
- e. To notify all members of meetings;
- f. To coordinate and prepare required correspondence as directed;

I. OPERATING RULES

The GESHAC meetings will provide a limited amount of time at the beginning of every meeting for public input. Participation in the business of the GESHAC at the meetings is limited to regular members only.

J. ANNUAL RECOMMENDATION

The GESHAC will present, in February of each year, an annual set of recommendations to the Superintendent for the purpose of informing the district's annual budgeting process and Local Control Accountability Plan.

By May, the committee will create a brief report to compare the Committee's activities and products with its charge and function and should contain recommendations for the continuation, modification, or termination of the Committee. This report will be sent to the Board of Education for information.

K. MEETINGS

Meetings shall be held regularly between October and June. Additional meetings may be held at the discretion of the Superintendent.

L. ATTENDANCE

It is essential that a representative attend all meetings. Two absences may result in a recommendation to the Superintendent that a Committee member be replaced.

M. QUORUM

A quorum will be 50% or more of the current voting membership at the time of each meeting.

N. PREPARATION AND DISTRIBUTION OF AGENDA

Agendas will be prepared with input from co-chairs, committee members and staff. Staff Liaison Persons will meet with the co-chairs before the proposed GESHAC meetings in order to go over the proposed agenda. Once finalized the Staff Liaison Persons will email the agenda at least 24 hours prior to each meeting to each member and a staff representative.

O. MINUTES AND MEETING RECORDINGS

Minutes will be composed based on meeting recordings, prepared and distributed to Committee members by the Staff Liaison Persons prior to each Committee meeting. The final minutes will be distributed to the Superintendent.

P. RULE OF ORDER

Roberts Rules of Order will be used as a guideline, but will not be strictly applied in order to maintain flexibility and to ensure that everyone has an opportunity to be heard.