



Longview Independent School District 2024 Bond Oversight Committee Guiding Principles & By-Laws

SECTION I - COMMITTEE ESTABLISHED

The Longview Independent School District (“District”) successfully obtained voter authorization in May 2024 to issue bonds up to \$456.2 million. The District has established the Bond Oversight Committee (“Committee”) to ensure accountability for bond expenditures, as required by District policy. The Longview ISD Board of Trustees has adopted these Guiding Principles and By-Laws, which govern the duties, rights, and procedures of the Committee.

SECTION 2 - PURPOSE

The Committee is established to monitor the 2024 Bond Program and advise the Superintendent and Board of Trustees on any issues or concerns. All meetings are open to the public, and the District will provide necessary administrative support to the Committee.

SECTION 3 - DUTIES

The Committee is tasked with the following responsibilities:

1. Review of Expenditures

The Committee shall review quarterly reports prepared by the District and Program Manager to ensure that:

- Bond funds are used solely for the purposes approved in the ballot measure.
- Bond funds are maximized for the District's benefit.
- Local vendors, firms, or companies are prioritized.

2. Reporting

The Committee will submit quarterly written reports to the Superintendent and the Board, and these reports will be posted on the District's website. The reports will cover, but are not limited to:

- The status of all bond projects, including scope, schedule, quality, and budget.
- Stakeholder satisfaction and any identified program management issues.
- Historically Underutilized Business (HUB), environmental stewardship, risk assessments, and compliance with District policies.

3. Annual Reporting

The Committee will provide an annual report summarizing the quarterly reports and any recommendations.

SECTION 4 - AUTHORIZED ACTIVITIES

To fulfill its duties, the Committee or any member may:

1. Review the District's annual financial audit.
2. Suggest improvements to maximize bond funds, including efficiencies in school design, procurement, and construction, as well as inter-agency coordination.
3. Monitor compliance with bond project schedules, quality, and cost.
4. Request District records, subject to compliance with the District's Open Records Requests policy.

SECTION 5 - MEMBERSHIP

1. Number of Members

The Committee shall consist of individuals recommended by each Board member and the Superintendent and approved by the Board. Each board member shall appoint one member to the committee and the Superintendent shall appoint two members. The members are drawn from various community and professional organizations. There shall be no more than 18 members on the Committee

2. Qualifications

Members must be at least 18 years old and in good standing, both legally and ethically. Employees or consultants of the district are ineligible for membership.

3. Ethics and Conflicts of Interest

All members must adhere to the Committee's Ethics Policy and avoid any conflict of interest. Any member developing a conflict during their term must recuse themselves from relevant decisions.

4. Removal and Resignation

The Board may remove any member for cause, such as failure to attend two consecutive meetings or violation of ethics guidelines. A member may resign by submitting a notice, subject to Board approval.

5. Vacancy

In the event of a vacancy, the board member who recommended the vacating appointee or, if was a superintendent recommendation, the superintendent may recommend another individual to serve on the committee. The new appointment shall also require Board approval.

6. Compensation

Committee members serve without compensation.

SECTION 6 - MEETINGS

1. Regular Meetings

The Committee will establish a schedule of regular meetings, held at least quarterly. Starting in 2025, an annual planning meeting will take place by August of each year. The quarterly meetings will be held in February, June, and October.

2. Location and Procedure

All meetings will comply with the Texas Open Meetings Act. Meeting agendas, times, and dates will be posted on the Longview ISD website. Robert's Rules of Order will govern parliamentary procedure. Audio recordings will be made available within 30 days. All meetings shall be within the Longview ISD geographical boundary.

3. Quorum

A quorum consists of a simple majority (at least 50 percent) of current Committee members.

SECTION 7 - DISTRICT SUPPORT

The District will provide necessary technical and administrative support, including:

- Preparing and posting public meeting notices.
- Providing a meeting space and audiovisual equipment.
- Preparing and distributing documentary materials such as agendas and reports.
- Retaining all Committee records and making them publicly accessible on the District's website.
- Staff attendance at meetings to report on bond projects and expenditures as needed/requested.

SECTION 8 - OFFICERS

The Committee will elect a Chairperson, Vice-Chairperson (or Co-Chair), and Secretary. The Vice-Chairperson/Co-Chair will act as Chair in the absence of the Chairperson. The Secretary will keep written records of meetings as needed.

SECTION 9 - AMENDMENT OF GUIDING PRINCIPLES

These Guiding Principles may only be amended by the Board of Trustees.

SECTION 10 - TERMINATION

The Committee will automatically dissolve upon the earlier of:

1. All 2024 bond funds being spent.
2. The completion of all projects funded by the 2024 bond funds.



Longview Independent School District 2024 Bond Program Oversight Committee Oversight Committee Ethics Policy

The Ethics Policy outlines standards for Committee members to maintain integrity and professional conduct. While this document does not address every ethical scenario, it emphasizes key areas of concern for good governance.

I. Conflict of Interest

No Committee member may influence District decisions involving:

- The member's own business or organization.
- Companies or organizations owned by a family member.

II. Outside Employment

Members may not negotiate future employment with any party involved in bond projects.

III. Commitment to Upholding Law

Members must uphold all applicable laws and District policies.

IV. Commitment to the District

Members must prioritize the District's interests above personal or business interests.