

1 **BYLAWS FOR SCHOOL BOARD ADVISORY COMMITTEES**

2 **Advisory Committees to the Board must establish bylaws.**

3 **Review and Update**

4 The committee must review and affirm or revise its bylaws at least every three years. Bylaws must
5 be filed with the Clerk. Any revisions to by bylaws must be approved by the Board.

6 Committee bylaws must be consistent with ACPS policies and regulation, including those
7 governing advisory committees. The advisory committee, through a vote of the committee and in
8 a memo to the Board Chair and Superintendent, may request a Board policy amendment to support
9 any bylaws changes requested by the committee.

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11 Unless otherwise stated in the Bylaws, committees follow Roberts Rules of Order.

12 **Bylaws Contents**

13 Advisory committee bylaws must contain, but are not limited to, the following elements:

- 14 • Purpose or Mission. The purpose or mission of the committee. The purpose must be aligned
15 with the committee description in policy BCF - Advisory Committees to the School Board..
- 16 • Responsibilities. This section describes the function of the committee’s work. This section
17 should expand on the purpose or mission of the committee. The responsibility must be
18 aligned with the committee description in policy BCF - Advisory Committees to the School
19 Board.
- 20 • Composition. Each advisory committee must define its composition. The committee’s
21 composition must strive to meet the membership goals outlined in Policy BCF and
22 Regulation BCF-R.
- 23 • Officers. Committees should elect a Chair and Vice Chair, and establish how these
24 positions are filled. The bylaws may also designate an Ex-Officio Chair in the event that
25 the Chair could not serve. Ex-Officio Chairs are not subject to terms, but can be designated
26 as the Vice Chair. The bylaws may also designate any officer(s) authorized to preside over
27 meetings, should the Chair or Vice Chair be unable to attend.
- 28 • Chair’s and Vice Chair’s terms and responsibilities. The Chair’s and Vice Chair’s terms of
29 office should be consistent with Policy BCF and Regulation BCF-R. Typically, Chairs
30 represent the advisory committee and set the agenda with the ACPS staff and Board
31 liaisons. The Vice Chair supports the work of the Chair and fulfills the Chair’s duties as
32 required.
- 33 • Voting procedures. The bylaws should establish how the committee makes decisions.
34 Robert’s Rules of Order should be used as the guidelines for most voting procedures. For
35 all School Board advisory committees, a quorum is a simple majority of all serving
36 committee members. Any vacancies on the committee are not included in the calculation
37 of a quorum. Meetings. The committee should describe how it schedules meetings and

38 responsibility for informing the Clerk of the Board of such meetings at least five working
39 days prior to the meeting to allow for public notice. Typically the committee adopts a
40 meeting schedule for the year at the first meeting. In accordance with FOIA, any meeting
41 materials such as agendas, presentations, and any documents for distribution at the meeting
42 must be made publicly available at the same time they are made available to committee
43 members. This can be accomplished by posting the contents in a public location and then
44 informing committee members the materials have been posted.

- 45 • Amendments. The bylaws should clarify how they may be amended, this method may not
46 prevent the Board from amending a committee’s bylaws. . Amendments may be suggested
47 by ACPS staff.
- 48 • Exceptions. The bylaws must contain the following exception: “The Alexandria City
49 School Board may make exceptions to these practices and procedures as it deems
50 appropriate.”

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53 Adopted: June 23, 2016

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56 Legal Ref.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)
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58 Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78,
59 22.1-86, 22.1-275.1
60
61 8 VAC 20-40-60(B)
62 8 VAC 20-81-230(D)
63 8 VAC 20-120-50

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65 Cross Refs.: BCE School Board Committees
66 BCF Advisory Committees to the School Board
67 BCF-R Regulations of Advisory Committees to the School Board
68 BCFC Roles of the Staff and Board Liaisons to Advisory
69 Committees
70 BDA Regular School Board Meetings
71 BDB Special School Board Meetings
72 BDC Closed Meetings
73 GB Equal Employment Opportunity/Nondiscrimination

BYLAWS FOR SCHOOL BOARD ADVISORY COMMITTEES

Commented [1]: This is an ACPS document

Advisory Committees to the Board must establish bylaws.

Review and Update

~~The committee must review and affirm or revise its bylaws at least every three years. Bylaws must be filed with the Clerk. Any revisions to bylaws must be approved by the Board. Bylaws should be reviewed or affirmed by each advisory committee annually, and must be approved by the Alexandria City School Board (Board) every three years, or at least once during each School Board term~~

Committee bylaws ~~must be consistent with~~ ~~cannot be in conflict with~~ Alexandria City School Board-ACPS policies and regulation, including those governing advisory committees. The advisory committee, through a vote of the committee and in a memo to the Board Chair and Superintendent, may request a Board policy amendment to support any bylaws changes requested by the committee.

~~Bylaws must be dated and signed by the committee Chair or Vice Chair and delivered to the Clerk of the Board for posting and for approval by the School Board.~~

~~Unless otherwise stated in the Bylaws, committees follow Roberts Rules of Order.~~

Bylaws Contents

Advisory committee bylaws must contain, but are not limited to, the following elements:

- ~~Purpose or Mission.~~ The purpose or mission ~~of the committee. The purpose must should~~ be aligned with the ~~committee description in policy BCF - Advisory Committees to the School Board.~~ Division's strategic plan.
- ~~Responsibilities.~~ This section describes the function of the committee's work. ~~This section should expand on the purpose or mission of the committee. The responsibility must be aligned with the committee description in policy BCF - Advisory Committees to the School Board.~~
- ~~CompositionGovernance Structure.~~ Each advisory committee must define its composition. The committee's composition must strive to meet the membership goals outlined in Policy BCF and Regulation BCF-R.
- ~~Officers. It is important to clarify who the advisory committee's officers are, how they are elected or appointed, their terms, their duties and how they are removed and replaced. At a minimum, e~~Committees should elect a Chair and Vice Chair, ~~and establish how these positions are filled.~~ -The bylaws may also designate an Ex-Officio Chair in the event that the Chair could not serve. Ex-Officio Chairs are not subject to terms, but can be designated as the Vice Chair. The bylaws may also designate any officer(s) authorized to preside over meetings, should the Chair or Vice Chair be unable to attend.
- ~~Chair's and Vice Chair's terms and responsibilities.~~ The Chair's and Vice Chair's terms of office should be ~~consistent with outlined as discussed in~~ Policy BCF and Regulation BCF-R. Typically, Chairs represent the advisory committee's ~~goals~~ and set the agenda with the

39 ACPS staff and Board liaisons. ~~The Vice Chair supports the work of the Chair and fulfills~~
40 ~~the Chair's duties as required. However, any topics of substance must be brought to the~~
41 ~~committee at large. Bylaws should also address how Chairs are appointed, removed and~~
42 ~~replaced.~~

43 • ~~Voting procedures. The bylaws should establish how the committee makes decisions. This~~
44 ~~includes This section should include key information such as the number of members who~~
45 ~~must participate to hold a valid vote (i.e., a quorum) to adopt a motion, and should restate~~
46 ~~any of the statutory requirements from the Code of Virginia. Robert's Rules of Order~~
47 ~~should be used as must be the guidelines for most voting procedures. For all School Board~~
48 ~~advisory committees, a quorum is shall equal a simple majority of all serving committee~~
49 ~~members. Any vacancies on the committee shall not be are not included in the calculation~~
50 ~~of a quorum. In the absence of a quorum, committee members who are physically present~~
51 ~~in the room may continue to discuss public business provided the room remains open to~~
52 ~~the public and minutes are taken in accordance with the Virginia Freedom of Information~~
53 ~~Act, but the committee members may not hold any votes other than to adjourn, recess, fix~~
54 ~~a time at which to adjourn, or take measures to obtain a quorum.~~

55 • ~~Meetings. The committee This section should describe how it include the schedules of~~
56 ~~meetings set by the Committee Chair, and responsibility for who informing informs~~
57 ~~informing the Clerk of the Board of such meetings at least fivethree working days prior to~~
58 ~~the meeting to allow for public notice. Typically the committee adopts a meeting schedule~~
59 ~~for the year at the first meeting. In accordance with FOIA, any meeting materials such as~~
60 ~~a Agendas, presentations, and any documents for distribution at the meeting must shall be~~
61 ~~made available to the Clerk of the Board with sufficient advance notice so they can be for~~
62 ~~public posted posted publicly available at the same time they are made available to~~
63 ~~committee members. This can be accomplished by posting the contents in a public location~~
64 ~~and then informing committee members the materials have been posted. least three days~~
65 ~~prior to committee meetin~~

66 • ~~Amendments. The bylaws should clarify how they may be amended, this method may not~~
67 ~~prevent the Board from amending a committee's bylaws. by the Board or by the~~
68 ~~membership. Additionally, Aa Amendments may be suggested by ACPS staff to the School~~
69 ~~Board or to the advisory committee.~~

70 • ~~Exceptions. The last section of each advisory committee's bylaws must contain some~~
71 ~~version of the following exception: "The Alexandria City School Board may make~~
72 ~~exceptions to these practices and procedures as it deems appropriate."~~

74 Adopted: June 23, 2016

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78 Legal Ref.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)

79 Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78,

81	22.1-86, 22.1-275.1	
82		
83	8 VAC 20-40-60(B)	
84	8 VAC 20-81-230(D)	
85	8 VAC 20-120-50	
86		
87	Cross Refs.: BCE	School Board Committees
88	BCF	Advisory Committees to the School Board
89	BCF-R	Regulations of Advisory Committees to the School Board
90	BCFC	Roles of the Staff and Board Liaisons to Advisory Committees
91		
92	BDA	Regular School Board Meetings
93	BDB	Special School Board Meetings
94	BDC	Closed Meetings
95	GB	Equal Employment Opportunity/Nondiscrimination

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