

## BYLAWS FOR SCHOOL BOARD ADVISORY COMMITTEES

Advisory Committees to the Board must establish bylaws.

### Review and Update

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. Committee bylaws must be consistent with ACPS policies and regulations, 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 approval by the 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 committee should establish a brief statement about its purpose. The purpose must be aligned with the committee description in policy BCF - Advisory Committees to the School Board.
- **Responsibilities.** The committee should establish a list of responsibilities that expand on the purpose of the committee. The responsibilities must be aligned with the committee description in policy BCF - Advisory Committees to the School Board.
- **Composition.** The committee should define its composition, in some situations these are established by the Code of Virginia or other outside organization. Within any external requirements, the committee's composition must strive to meet the membership goals outlined in Policy BCF and Regulation BCF-R.
- **Officers.** Committees must elect a Chair and Vice Chair, and establish how these positions are filled. The bylaws may also designate any officer(s) authorized to preside over meetings, should the Chair or Vice Chair be unable to attend.
- **Chair and Vice Chair's terms and responsibilities.** The Chair's and Vice Chair's terms of office and responsibilities should be consistent with Policy BCF and Regulation BCF-R. Typically, Chairs represent the advisory committee and set the agenda with the ACPS staff and Board liaisons. The Vice Chair supports the work of the Chair and fulfills the Chair's duties as required.

- **Voting procedures.** The bylaws should establish how the committee makes decisions. Robert’s Rules of Order should be used as the guidelines for most voting procedures. For all Board advisory committees, a quorum is a simple majority of all serving committee members. Any vacancies on the committee are not included in the calculation of a quorum.
- **Meetings.** The committee should describe how it schedules meetings and who has responsibility for informing the Clerk of the Board of such meetings. (The Clerk of the Board must be notified at least five working days prior to the meeting to allow for public notice.) To satisfy this requirement, committees typically adopt a meeting schedule for the year at the first meeting. In accordance with FOIA, any meeting materials such as agendas, presentations, and any documents for distribution at the meeting must be made publicly available at the same time they are made available to committee members. This can be accomplished by posting the contents in a public location and then informing committee members the materials have been posted.
- **Amendments.** The bylaws should clarify how they may be amended, this method may not prevent the Board from amending a committee’s bylaws. Amendments may be suggested by ACPS staff.
- **Exceptions.** The bylaws must contain the following exception: “The Alexandria City School Board may make exceptions to these practices and procedures as it deems appropriate.”

Adopted: June 23, 2016

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

Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78, 22.1-86, 22.1-275.1

8 VAC 20-40-60(B)

8 VAC 20-81-230(D)

8 VAC 20-120-50

Cross Refs.:	BCE	School Board Committees
	BCF	Advisory Committees to the School Board
	BCF-R	Regulations of Advisory Committees to the School Board
	BCFC	Roles of the Staff and Board Liaisons to Advisory Committees
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDC	Closed Meetings
	GB	Equal Employment Opportunity/Nondiscrimination

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

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

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

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

18 **Bylaws Contents**

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

- 20 ● Purpose or Mission. The purpose or mission of the committee. ~~The purpose must should  
21 be aligned with the committee description in policy BCF - Advisory Committees to the  
22 School Board. Division's strategic plan.~~
- 23 ● Responsibilities. This section describes the function of the committee's work. This  
24 section should expand on the purpose or mission of the committee. The responsibility  
25 must be aligned with the committee description in policy BCF - Advisory Committees to  
26 the School Board.
- 27 ● ~~Composition Governance Structure~~. Each advisory committee must define its  
28 composition. The committee's composition must strive to meet the membership goals  
29 outlined in Policy BCF and Regulation BCF-R.
- 30 ● Officers. ~~It is important to clarify who the advisory committee's officers are, how they  
31 are elected or appointed, their terms, their duties and how they are removed and replaced.  
32 At a minimum, e~~ Committees should elect a Chair and Vice Chair, and establish how  
33 these positions are filled. ~~–~~The bylaws may also designate an Ex-Officio Chair in the  
34 event that the Chair could not serve. Ex-Officio Chairs are not subject to terms, but can  
35 be designated as the Vice Chair. The bylaws may also designate any officer(s) authorized  
36 to preside over meetings, should the Chair or Vice Chair be unable to attend.

- 37 ● Chair’s and Vice Chair’s terms and responsibilities. The Chair’s and Vice Chair’s terms  
 38 of office should be ~~consistent with outlined as discussed in~~ Policy BCF and Regulation  
 39 BCF-R. Typically, Chairs represent the advisory committee’s ~~goals~~ and set the agenda  
 40 with the ACPS staff and Board liaisons. ~~The Vice Chair supports the work of the Chair~~  
 41 ~~and fulfills the Chair’s duties as required. However, any topics of substance must be~~  
 42 ~~brought to the committee at large. Bylaws should also address how Chairs are appointed,~~  
 43 ~~removed and replaced.~~
  
- 44 ● Voting procedures. The bylaws should establish how the committee makes decisions.  
 45 ~~This includes This section should include key information such as the number of~~  
 46 ~~members who must participate to hold a valid vote (i.e., a quorum) to adopt a motion, and~~  
 47 ~~should restate any of the statutory requirements from the Code of Virginia. Robert’s~~  
 48 ~~Rules of Order should be used as must be~~ the guidelines for most voting procedures. For  
 49 all School Board advisory committees, a quorum ~~is shall equal~~ a simple majority of all  
 50 serving committee members. Any vacancies on the committee ~~shall not be~~ are not  
 51 included in the calculation of a quorum. ~~In the absence of a quorum, committee members~~  
 52 ~~who are physically present in the room may continue to discuss public business provided~~  
 53 ~~the room remains open to the public and minutes are taken in accordance with the~~  
 54 ~~Virginia Freedom of Information Act, but the committee members may not hold any~~  
 55 ~~votes other than to adjourn, recess, fix a time at which to adjourn, or take measures to~~  
 56 ~~obtain a quorum.¶¶~~
  
- 57 ● Meetings. The committee ~~This section should describe how it include the schedules of~~  
 58 ~~meetings set by the Committee Chair, and responsibility for who informing informs~~  
 59 ~~informing the Clerk of the Board of such meetings at least five three~~ working days prior to  
 60 the meeting to allow for public notice. Typically the committee adopts a meeting  
 61 schedule for the year at the first meeting. In accordance with FOIA, any meeting  
 62 materials such as ~~a~~ Agendas, presentations, and any documents for distribution at the  
 63 meeting must ~~shall be made available to the Clerk of the Board with sufficient advance~~  
 64 ~~notice so they can be for public posted posted publicly~~ available at the same time they  
 65 are made available to committee members. This can be accomplished by posting the  
 66 contents in a public location and then informing committee members the materials have  
 67 been posted. ~~least three days prior to committee meetings.~~
  
- 68 ● Amendments. The bylaws should clarify how they may be amended, this method may not  
 69 prevent the Board from amending a committee’s bylaws. ~~by the Board or by the~~  
 70 ~~membership. Additionally, Aa~~ Amendments may be suggested by ACPS staff ~~to the~~  
 71 ~~School Board or to the advisory committee.~~
  
- 72 ● Exceptions. ~~The last section of each advisory committee’s bylaws must contain some~~  
 73 ~~version of the following exception: “The Alexandria City School Board may make~~  
 74 ~~exceptions to these practices and procedures as it deems appropriate.”~~

75 Adopted: June 23, 2016

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