



## **TALENTED AND GIFTED ADVISORY COMMITTEE BY-LAWS**

*Adopted by the Talented and Gifted Advisory Committee on 1/23/2017*

### **I. Purpose**

The Talented and Gifted Advisory Committee advises the Alexandria City School Board (Board) on strategies to improve programs for the Talented and Gifted. The Committee recommends approaches, and serves as a source of information for interested parents, students, and community organizations by reviewing existing priorities regarding programs for the talented and gifted, recommending strategies for appropriate new programs for the talented and gifted students in the City of Alexandria, and serves as a source of information for interested parents, students and community organizations. The Committee is non-sectarian and non-partisan.

### **II. Responsibilities**

The Committee advises the Board in the following ways:

- a) By providing a Scope of Work to the School Board through the Superintendent;
- b) By submitting an Annual Report to the School Board, approved by Talented and Gifted Advisory Committee;
- c) By providing input on the development of the Local Plan for the Education of the Talented and Gifted, required by the Virginia Department of Education, recognizing that the Local Plan is drafted by the Talented and Gifted Coordinator;
- d) By annually providing input to the formulation of the School Board's Operating Budget and reviewing the impact the operating budget will have on the programs for the Talented and Gifted;
- e) By reviewing the appropriate academic and affective (i.e. social and emotional) needs of Alexandria's talented and gifted students and recommending implementation of new programs, strategies or revisions to existing programs and curricula;
- f) By submitting interim reports and recommendations regarding the academic and affective needs of talented and gifted students;
- g) By disseminating information to parents and other community members about programs of interest and benefit to talented and gifted students and the school community at large; and
- h) By fulfilling the committee's purpose and priorities and such other responsibilities as may be requested by the Superintendent and/or the Alexandria City Public Schools Board.

### **III. Membership/Governance Structure**

#### **a) Composition**

- i. *Voting Members*: The Committee is composed of no fewer than seven (7) members and no more than fifteen (15) voting members, of whom at least one member shall be a current full-time or part-time teacher of talented and gifted student and one member will be a student representative. (removed non-voting from in front of student representative, changed some wording so that it made sense since the student would be a part of the 15 voting members).
- ii. *Ex Officio Members*: the Talented and Gifted Coordinator and a School Board member.
- iii. *Residency*: Except for school staff and individuals receiving a special waiver, all Committee members must reside in the City of Alexandria. To the maximum extent possible, the Committee membership should reflect the geographic and racial make-up of the Division across the elementary, middle and high schools. The School Board publicly advertises Committee member openings.
- iv. *Quorum*: Binding action by the Committee, including recommendations to the Board and/or the Superintendent, take place only in the presence of a quorum of its membership. A quorum consists of a simple majority of Voting Members.
- v. *Member Type*: The Committee membership should reflect the geographic and racial make-up of the Division across the elementary, middle and high schools. Consideration should be given to equal representations not only of elementary, middle and high school but also to adequate ratios within each of those categories. The School Board publicly advertises Committee member openings.
- vi. *Length of Membership*: Committee members are limited to three consecutive, two-year terms and may reapply for appointment to a specific committee after not having served on that Committee for two years. To serve beyond these set limits, the School Board must grant a waiver to approve the membership application.

#### **b) Expectations of Members**

- i. Committee members are knowledgeable about Alexandria City Public Schools in the area of talented and gifted;
- ii. Committee members attend 75% of the meetings held each year;
- iii. Committee members actively participate as a member of at least one Committee Workgroup;
- iv. Committee members accept assignments to perform in-depth review or analysis of a specific area of student achievement, related strategies, supports, and programs;
- v. Committee members work to improve effective community support for the Talented and Gifted program of Alexandria City Public Schools; and
- vi. On Committee matters, members speak publicly through the Committee Chair.

## **IV. Officers**

The officers of the Committee consist of one (1) Chair, one (1) Vice-Chair, and one (1) Secretary, each elected by majority vote of Committee members voting at its organizational meeting of the school year. The TAG Advisory Committee Chair and Vice Chair can only serve two consecutive, one-year terms, and may be nominated for the Chair position again after two years of not having served in that role. The officers' duties are:

### **a) Chair**

- i. Presides over all meetings of the Committee at which he/she is present;
- ii. Assigns the Vice-Chair and members to subcommittees and/or workgroups;
- iii. Prepares and/or approves a meeting agenda in advance of each meeting and ensures that members receive a copy one week prior to each regularly scheduled meeting; and,
- iv. Is the principal spokesperson for the Committee.

### **b) Vice-Chair:**

- i. Presides over all meetings at which the Chair is not present;
- ii. Prepares and/or approves the meeting agenda in advance of each meeting at which the Chair is not present and ensures that members receive a copy one week prior to each regularly scheduled meeting; and,
- iii. Is the principal spokesperson for the Committee when the Chair is not present.

### **c) Secretary:**

- i. Takes and maintains attendance of Committee members;
- ii. Ensures that members receive a copy of the meeting agenda and minutes of the previous meeting at least one week prior to each regularly scheduled meeting;
- iii. Reviews the meeting minutes drafted by ACPS staff and approves for dissemination; and,
- iv. Serves as Committee Parliamentarian.

### **d) Committee Advisors:**

- i. The Talented and Gifted Coordinator, serves as the principal advisor to the Committee and provides staff support as needed, including drafting minutes, reports and documents.
- ii. The Chief Academic Officer represents the Superintendent and meets regularly with the Committee.

- iii. The Talented and Gifted Coordinator serves as a consultant to the Committee.
- iv. Additional staff members may be delegated by the Superintendent to serve as consultants to the Committee and/or its Workgroups.
- v. The School Board appoints a Board Member liaison to represent the Board on the Committee and/or its Workgroups.

## **V. Voting Procedures**

- i. In order to hold a valid meeting, at least three members must be in attendance.
- ii. A quorum will be required for any binding action by the committee. A quorum is a simple majority of voting members.
- iii. The committee must notify members of any items that will need to be voted on. This will be done by announcing the items during new business. The item will be tabled until the next meeting, when it will be voted on during old business.
- iv. If a quorum is not in attendance for a vote, the vote will be tabled for the next meeting.
- v. The usual method of taking votes will be by voice with an affirmative answer of “aye” and negative answer of “nay”.
- vi. The responsibility of announcing the vote rests upon the Chair. The Chair has the right to have the vote taken again, by rising, if the Chair is in doubt as to the result, and even to have the vote counted, if necessary. In order to do so, the Chair will say, “Those in favor of the motion will rise;” and when they are seated the chair will continue, “Those opposed will rise.” This will enable the Chair to determine the vote.
- vii. Additionally, any member has the authority to require a division of assembly in which the vote is taken by rising, in order to see how all members vote.

## **VI. Meetings**

- i. Meetings of the Committee and its Workgroups are held in public, consistent with the requirements of Virginia law.
- ii. Committee meetings are scheduled by the Committee Chair who informs the Clerk of the School Board of such meetings in sufficient time to allow for public notice at least three days prior to meetings.
- iii. Agendas are made available to Board members and the public through the Clerk of the School Board at least three days prior to committee meetings.
- iv. The Committee normally meets quarterly during the school year. A calendar of meetings is established no later than the first meeting of each year. The calendar includes the time and location of the meetings.

## **VII. Amendments**

- i. Any proposed amendment(s) to these bylaws shall be submitted to the committee for consideration no less than 30 days prior to any public meeting;
- ii. The bylaws can be amended by the School Board or by the Committee membership.

- iii. ACPS staff can suggest amendments to these bylaws to the Board or the Advisory Committee.
- iv. Once approved, the bylaws and/or amendments continue in effect until amended or cancelled by a simple majority of a quorum present.

## **VIII. Exceptions**

The Alexandria City School Board may make exceptions to these practices and procedures as it deems appropriate.