

1 **BYLAWS FOR SCHOOL BOARD ADVISORY COMMITTEES**

2
3 Advisory Committees to the Board must establish bylaws.

4
5 **Review and Update**

6
7 The committee must review and affirm or revise its bylaws at least every three years. Bylaws must
8 be filed with the Clerk. Any revisions to bylaws must be approved by the Board.
9 Committee bylaws must be consistent with Alexandria City Public Schools (ACPS) policies and
10 regulation, including those governing advisory committees. The advisory committee, through a
11 vote of the committee and in a memo to the Board Chair and Superintendent, may request a Board
12 policy amendment to support any bylaws changes requested by the committee.

13
14 Unless otherwise stated in the Bylaws, committees follow Roberts Rules of Order.

15
16 **Bylaws Contents**

17
18 Advisory committee bylaws must contain, but are not limited to, the following elements:

- 19
- 20 • Purpose or Mission. The purpose or mission of the committee. The purpose must be aligned
21 with the committee description in policy BCF - Advisory Committees to the School Board.
22
 - 23 • Responsibilities. This section describes the function of the committee’s work. This section
24 should expand on the purpose or mission of the committee. The responsibility must be
25 aligned with the committee description in policy BCF - Advisory Committees to the School
26 Board.
27
 - 28 • Composition. Each advisory committee must define its composition. The committee’s
29 composition must strive to meet the membership goals outlined in Policy BCF and
30 Regulation BCF-R.
31
 - 32 • Officers. Committees should elect a Chair and Vice Chair, and establish how these
33 positions are filled. The bylaws may also designate an Ex-Officio Chair in the event that
34 the Chair could not serve. Ex-Officio Chairs are not subject to terms, but can be designated
35 as the Vice Chair. The bylaws may also designate any officer(s) authorized to preside over
36 meetings, should the Chair or Vice Chair be unable to attend.
37
 - 38 • Chair’s and Vice Chair’s terms and responsibilities. The Chair’s and Vice Chair’s terms of
39 office should be consistent with Policy BCF and Regulation BCF-R. Typically, Chairs
40 represent the advisory committee and set the agenda with the ACPS staff and Board
41 liaisons. The Vice Chair supports the work of the Chair and fulfills the Chair’s duties as
42 required.
43
 - 44 • Voting procedures. The bylaws should establish how the committee makes decisions.
45 Robert’s Rules of Order should be used as the guidelines for most voting procedures. For
46 all School Board advisory committees, a quorum is a simple majority of all serving

47 committee members. Any vacancies on the committee are not included in the calculation
48 of a quorum. Meetings. The committee should describe how it schedules meetings and
49 responsibility for informing the Clerk of the Board of such meetings at least five working
50 days prior to the meeting to allow for public notice. Typically the committee adopts a
51 meeting schedule for the year at the first meeting. In accordance with the Virginia Freedom
52 of Information Act (FOIA), any meeting materials such as agendas, presentations, and any
53 documents for distribution at the meeting must be made publicly available at the same time
54 they are made available to committee members. This can be accomplished by posting the
55 contents in a public location and then informing committee members the materials have
56 been posted.

- 57
- 58 • Minutes. The bylaws should include the following. “Minutes are taken at every meeting
59 and approved at the next meeting. Completed minutes are sent to the Board Clerk within
60 two business days after approval. The minutes must be in writing and include (a) the date,
61 time, and location of the meeting; (b) the members of the committee recorded as present
62 and absent; and (c) a summary of the discussion on matters proposed, deliberated or
63 decided, and a record of any votes taken. The summary should be brief in nature, typically
64 one or two sentences for each agenda item.”
 - 65
 - 66 • Public Comments.
 - 67 ○ If the advisory committee accepts public comment the bylaws should include (a)
68 the meetings where the committee accepts public comments; (b) the total time
69 allocated for public comments at the meetings where public comments are
70 accepted; (c) the time allocated for each speaker; and (d) the signup procedures for
71 public speakers. The time allocated should not inhibit the committee from
72 completing the work established in the committee’s charter. Public participation in
73 the meeting is limited to public comment.
 - 74
 - 75 ○ If the advisory committee does not accept public comment the bylaws should state
76 that public comment is not accepted and participation of members of the public is
77 limited to observing the meeting.
 - 78
 - 79 • Amendments. The bylaws should clarify how they may be amended, this method may not
80 prevent the Board from amending a committee’s bylaws. . Amendments may be suggested
81 by ACPS staff.

82

83 Exceptions. The bylaws must contain the following exception: “The Alexandria City
84 School Board may make exceptions to these practices and procedures as it deems
85 appropriate.”

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87 Adopted: June 23, 2016

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89

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

91

92 Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78,
93 22.1-86, 22.1-275.1

94

95 8 VAC 20-40-60(B)

96 8 VAC 20-81-230(D)

97 8 VAC 20-120-50

98

99 Cross Refs.: BCE

School Board Committees

100 BCF

Advisory Committees to the School Board

101 BCF-R

Regulations of Advisory Committees to the School Board

102 BCFC

Roles of the Staff and Board Liaisons to Advisory

103

Committees

104 BDA

Regular School Board Meetings

105 BDB

Special School Board Meetings

106 BDC

Closed Meetings

107

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 Alexandria City Public Schools (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.
- Composition Governance 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.

- 46 • Chair's and Vice Chair's terms and responsibilities. The Chair's and Vice Chair's terms of
47 office should be consistent with outlined as discussed in Policy BCF and Regulation BCF-
48 R. Typically, Chairs represent the advisory committee's goals and set the agenda with the
49 ACPS staff and Board liaisons. The Vice Chair supports the work of the Chair and fulfills
50 the Chair's duties as required. However, any topics of substance must be brought to the
51 committee at large. Bylaws should also address how Chairs are appointed, removed and
52 replaced.
53

- 54 • Voting procedures. The bylaws should establish how the committee makes decisions. This
55 includes This section should include key information such as the number of members who
56 must participate to hold a valid vote (i.e., a quorum) to adopt a motion, and should restate
57 any of the statutory requirements from the Code of Virginia. Robert's Rules of Order
58 should be used as must be the guidelines for most voting procedures. For all School Board
59 advisory committees, a quorum is shall equal a simple majority of all serving committee
60 members. Any vacancies on the committee shall not be are not included in the calculation
61 of a quorum. In the absence of a quorum, committee members who are physically present
62 in the room may continue to discuss public business provided the room remains open to
63 the public and minutes are taken in accordance with the Virginia Freedom of Information
64 Act, but the committee members may not hold any votes other than to adjourn, recess, fix
65 a time at which to adjourn, or take measures to obtain a quorum.
- 66 • Meetings. This section should describe how it include the schedules of
67 meetings set by the Committee Chair, and responsibility for who informing informs
68 informing the Clerk of the Board of such meetings at least five three working days prior to
69 the meeting to allow for public notice. Typically the committee adopts a meeting schedule
70 for the year at the first meeting. In accordance with the Virginia Freedom of Information
71 Act (FOIA), any meeting materials such as a Agendas, presentations, and any documents
72 for distribution at the meeting must shall be made available to the Clerk of the Board with
73 sufficient advance notice so they can be for public posted posted publicly available at
74 the same time they are made available to committee members. This can be accomplished
75 by posting the contents in a public location and then informing committee members the
76 materials have been posted. least three days prior to committee meetin
77
- 78 • Minutes. The bylaws should include the following. "Minutes are taken at every meeting
79 and approved at the next meeting. Completed minutes are sent to the Board Clerk within
80 two business days after approval. The minutes must be in writing and include (a) the date,
81 time, and location of the meeting; (b) the members of the committee recorded as present
82 and absent; and (c) a summary of the discussion on matters proposed, deliberated or
83 decided, and a record of any votes taken. The summary should be brief in nature, typically
84 one or two sentences for each agenda item."
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- 86 • Public Comments.
 - 87 ○ If the advisory committee accepts public comment the bylaws should include (a)
88 the meetings where the committee accepts public comments; (b) the total time
89 allocated for public comments at the meetings where public comments are
90 accepted; (c) the time allocated for each speaker; and (d) the signup procedures for

91 public speakers. The time allocated should not inhibit the committee from
92 completing the work established in the committee's charter. Public participation in
93 the meeting is limited to public comment.

94
95 o If the advisory committee does not accept public comment the bylaws should state
96 that public comment is not accepted and participation of members of the public is
97 limited to observing the meeting.

98
99 • Amendments. The bylaws should clarify how they may be amended, this method may not
100 prevent the Board from amending a committee's bylaws. by the Board or by the
101 membership. Additionally, ~~As~~ amendments may be suggested by ACPS staff. ~~to the School~~
102 Board or to the advisory committee.

103
104 • ~~Exceptions.~~ The ~~last section of each advisory committee's~~ bylaws must contain some
105 version of the following exception: "The Alexandria City School Board may make
106 exceptions to these practices and procedures as it deems appropriate."
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110 Adopted: June 23, 2016

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112
113 Legal Ref.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)
114
115 Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78,
116 22.1-86, 22.1-275.1
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118 8 VAC 20-40-60(B)
119 8 VAC 20-81-230(D)
120 8 VAC 20-120-50

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122 Cross Refs.: BCE School Board Committees
123 BCF Advisory Committees to the School Board
124 BCF-R Regulations of Advisory Committees to the School Board
125 BCFC Roles of the Staff and Board Liaisons to Advisory
126 Committees
127 BDA Regular School Board Meetings
128 BDB Special School Board Meetings
129 BDC Closed Meetings
130 GB Equal Employment Opportunity/Nondiscrimination