BYLAWS FOR SCHOOL BOARD ADVISORY COMMITTEES

Bylaws should be reviewed or affirmed by each advisory committee annually, and must be approved by the School Board every three years, or at least once during each School Board term. Committee bylaws cannot be in conflict with School Board policies 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.

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

- Purpose or Mission. The purpose or mission should be aligned with the Division's strategic plan.

- Responsibilities. This section describes the function of the committee's work.

- 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, committees should elect a Chair and Vice Chair. 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 outlined as discussed in Policy BCF and Regulation BCF-R. Typically, Chairs represent the advisory committee's goals and set the agenda with the ACPS staff and Board liaisons. However, any topics of substance must be brought to the committee at large. Bylaws should also address how Chairs are appointed, removed and replaced.

- Voting procedures. This section should include key information such as the number of members who must participate to hold a valid vote (i.e., a quorum) to adopt a motion, and should restate any of the statutory requirements from the Code of Virginia. Robert's Rules of Order must be the guidelines for most voting procedures. For all School Board advisory committees, a quorum shall equal a simple majority of all serving committee members. Any vacancies on the committee shall not be included in the calculation of a quorum.

- Meetings. This section should include the schedule of meetings set by the Committee

Chair, who informs the Clerk of the Board of such meetings at least three days prior to the meeting to allow for public notice. Agendas, presentations, and any documents for distribution at the meeting shall be made available to the Clerk of the Board for public posting at least three days prior to committee meetings.

- Amendments. The bylaws should clarify how they may be amended, by the Board or by the membership. Additionally, amendments may be suggested by ACPS staff to the School Board or to the advisory committee.

- Exceptions. The last section of each advisory committee's bylaws must contain some version of 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	