

**ADVISORY COMMITTEES TO THE SCHOOL BOARD**

I. Generally

The School Board has a strong commitment to citizen participation. The Board appoints advisory committees to provide opportunities for citizens to advise the School Board on major issues pertaining to Alexandria City Public Schools.

The School Board shall appoint advisory committee members at regularly scheduled Board Meetings throughout the school year. The Board shall also approve a Scope of Work for the committee.

Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the School Board has established advisory committees for special education, and career and technical education. Other advisory committees may be established as the School Board chooses.

II. Membership

The Board will endeavor to make certain that each committee’s membership represents a cross section of the public schools as well as representatives from the community at large. Composition of the School Board’s advisory committees will be consistent with the Code of Virginia, Board of Education regulations and any guidelines established by the State of Virginia.

Advisory committee members shall be residents of the City of Alexandria or employees of the Alexandria City Public Schools or the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS employees serving on advisory committees are not subject to residency requirements.

Openings for advisory committee positions will be posted during the months of September, January and June. The School Board will publicly advertise committee membership openings through the Clerk of the Board and the ACPS Office of Communications.

Members of these committees will serve without compensation. Members shall attend at least 75 percent of all meetings each year unless additional absences are excused by the Committee Chair. No advisory committee shall have more than 17 voting members. (Such membership limits do not apply to ad hoc committees and school or divisionwide parent advisory committees created under Title I, Title III or School Improvement Plans (SIPs) as outlined in Policy BCE.) Students serving on advisory committees are voting members, while Board and staff liaisons are non-voting members. Membership requirements will be defined in each advisory committee’s bylaws. 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. The Board may waive term limits on an individual basis.

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III. Officers

The committees shall hold an annual organizational meeting for elections. At that meeting, each committee shall elect, at a minimum, a Chair and a Vice Chair, and establish a meeting schedule. Committee Chairs may 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 School Board Chair supports the Advisory Committee Chairs in their administrative tasks and in parliamentary procedure. The Board Chair will organize a meeting of the Committee Chairs and Board liaisons at least twice during the school year.

IV. Meetings

Committee meetings shall be held at least four times during the school year, or more often as necessary, and shall be open to the public.

Advisory committees, and their subcommittees, are considered “public bodies” under the Virginia Freedom of Information Act (VFOIA), and as such are subject to VFOIA’s “meeting” requirements of:

- 1. Advance public notice;
- 2. Materials are available to the public;
- 3. Meetings are open to the public; and
- 4. Written minutes.

Any gathering (physical or virtual) of three or more members of the committee or subcommittee, at which “public business” (current or likely future business of that body) is discussed among members, is considered a “meeting” under VFOIA. Social events are not meetings if “no part of the purpose of the gathering is a transaction or discussion of matters of public business” and the gathering is not prearranged for that purpose.

Agendas for committee meetings, as well as presentations and any documents for distribution at the meeting, shall be provided to the School Board and the public through the Clerk of the Board at least three days in advance of meetings.

V. Staff Support

The Superintendent shall provide a staff liaison to each advisory committee. The Committee Chair or a designee will meet with the staff liaison periodically to establish or review the meeting agendas for the school year. However, any topics of substance must be brought to the committee at large. The Superintendent will help committees achieve their goals by providing them with reasonable support and material resources. “Reasonable support” includes data reports and staff resources, including providing any data necessary for the committee to develop its Scope of Work and Annual Report, and to make comprehensive recommendations regarding the Division’s (relevant) annual plan.

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94 The Board Chair reserves the right to reassign the Board liaison, and the Superintendent has  
95 the right to reassign the staff liaison. The Advisory Committee Chair may submit a formal  
96 request for the removal of a Board or staff liaison through a formal memo to the School  
97 Board Chair. The advisory committee membership must be notified of the request by the  
98 Committee Chair. Staff liaisons and Board liaisons must attend 75 percent of advisory  
99 committee meetings, unless the liaison has a work-related conflict or Board meeting. In the  
100 instances where the staff or Board liaison cannot attend the meeting, he/she shall endeavor to  
101 secure a replacement.

102 VI. Recommendations

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104 Recommendations of the committees are advisory only. All final decisions rest solely with  
105 the School Board. The committees shall submit to the School Board a Scope of Work and an  
106 Annual Report through the Superintendent. The Annual Report will be submitted with a staff  
107 response, an analysis of the effectiveness of pursuing the Scope of Work, and a record of  
108 meeting attendance. The staff response will be for information only, and should be provided  
109 to the committee in sufficient time for the committee to submit a rebuttal, if desired,  
110 concurrently. The committee bylaws should be reviewed or affirmed by each committee  
111 annually, and must be approved by the School Board every three years, or at least once  
112 during each School Board term.

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114 VII. Removal

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116 For good cause shown, any advisory committee member may be removed from any advisory  
117 committee by a majority vote of the School Board. The Board Chair, or another member of  
118 the School Board designated by the Chair, will contact or notify the member to discuss the  
119 situation before any action is taken. That committee member will, if requested, be provided  
120 the opportunity to address the Board.

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122 Adopted: November 13, 2006  
123 Amended: June 18, 2009  
124 Amended: June 9, 2011  
125 Amended: April 24, 2014  
126 Amended: June 23, 2016  
127 Affirmed: February 4, 2021

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129 Legal Refs.: 20 U.S.C. §§ 5964, 6318.  
130  
131 Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-214,  
132 22.1-227, 22.1-275.1.  
133  
134 8 VAC 20-40-60.  
135 8 VAC 20-81-230.  
136 8 VAC 20-120-50.

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138 Cross Refs.: BCE School Board Committees

139	BCF-R	School Board Advisory Committee Regulations
140	BCFB	Bylaws for School Board Advisory Committees
141	BCFC	Roles of the Staff and Board Liaisons to Advisory
142		Committees
143	EB	School Crisis, Emergency Management, and Medical
144		Emergency Response Plan
145	EBB	Threat Assessment Teams
146	IC/ID	School Year/School Day
147	IGBB	Programs for Gifted Students
148	KC	Community Involvement in Decision Making
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