

46 Openings for advisory committee positions are posted on the ACPS website. The Board will
47 publicly advertise committee membership openings through the Clerk of the Board and the ACPS
48 Department of School and Community Relations.

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50 Applications received through December will be considered for appointment for the current school
51 year, applications received after December will be considered for the next school year. The Board
52 may make exceptions to this schedule as warranted.

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54 The School Board appoints advisory committee members at regularly scheduled Board Meetings.
55 The Clerk of the Board maintains a list of all advisory committee appointments.

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57 Committee members are limited to three consecutive, two-year terms and may reapply for
58 appointment to a specific committee after not having served on that committee for two years.

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60 The Board may waive term limits on an individual basis as part of the renewal process

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62 **Onboarding**

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64 All committee members go through an onboarding process coordinated by the Clerk of the Board.
65 The content of the onboarding is collaboratively developed between advisory committees and the
66 Clerk of the Board.

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68 **Officers**

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70 Committees hold an annual organizational meeting for elections. At that meeting, each committee
71 elects, at a minimum, a Chair and a Vice Chair, and establishes a meeting schedule. Committee
72 Chairs may only serve two consecutive, one-year terms and may be nominated for the Chair
73 position again after two years of not having served in that role. The Clerk of the Board supports
74 the advisory committee Chairs in their administrative tasks and in parliamentary procedure.

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76 **Meetings**

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78 Advisory committees meet at least four times during the school year, or more often as necessary.
79 Meetings are subject to the Virginia Freedom of Information Act (FOIA) as outlined in regulation
80 BCF-R.

81
82 **Scope of Work**

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84 Because the work of the Board is strategic, recommendations of Board advisory committees are
85 also typically strategic and frequently require multiple years for the Board to fully act on the
86 recommendation.

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88 All committees are charged with reviewing and refining prior recommendations each year. This
89 refinement may include continuing to support prior recommendations, adjusting prior
90 recommendations, discontinuing prior recommendations, or adding new recommendations.

91

92 Additional details around each committee’s unique Scope of Work are documented in Regulation
93 BCF-R in the Committee Charters section. Committees may request adjustments to their charters
94 through their Board liaison.

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96 Committees may choose, but are not required to, select an annual area of focus that is consistent
97 with their charter. In addition, the Board may request that the committee include certain topics of
98 interest to the Board. These refinements occur collaboratively between the committee Chair and
99 the Board liaison, are reported to the Board by the Board liaison, and are filed with the Clerk of
100 the Board.

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102 **Reports and Recommendations**

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104 Committees provide an Annual Report at the end of the school year. Committees may also provide
105 interim recommendations to support Board decisions. The Annual Report will be submitted with
106 a staff response, an analysis of the effectiveness of pursuing the Scope of Work, and a record of
107 meeting attendance.

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109 As part of the Annual Report committees should include:
- 110 ● A list of prior recommendations and, for each prior recommendation, the committee's
111 desire to a) continue to recommend the prior recommendation, b) refine the prior
112 recommendation, or c) discontinue the prior recommendation.
 - 113 ● New recommendations

114
115 Each committee may request time on the Board's agenda to report on its work, submit proposals
116 for self-initiated work, describe the rationale for recommendations, and such other matters as the
117 committee deems necessary.

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119 All reports to the Board must go through the Board Chair, via the Superintendent or the designated
120 Board Member Liaison to the advisory committee.

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122 The Board will review all recommendations. The Board will then make a decision on how it will
123 act on each recommendation. Possible actions include but are not limited to inclusion in the budget
124 direction, inclusion in the Board annual priorities, inclusion in recommendations for Strategic Plan
125 revision, and deferring action. The Board decision will be provided back to the committee.

126
127 Recommendations of the committees are advisory only. All final decisions rest solely with the
128 Board

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130 **Bylaws**

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132 Advisory committees must establish bylaws. The committee bylaws should be reviewed or
133 affirmed by each committee annually, and must be approved by the School Board every three
134 years. Any changes to committee bylaws must be approved by the Board.

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136 **Continuity of Committee Knowledge**

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138 As part of their annual Scope of Work advisory committees gain significant information and
139 knowledge. Due to the inherent nature of committees, it is essential this information is documented
140 by the committee so it can be made available to new committee members. The Clerk of the Board
141 works with each committee to establish a location where documentation can be maintained in a
142 manner consistent with FOIA.

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144 **Removal**

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146 For good cause shown, any advisory committee member may be removed from any advisory
147 committee by a majority vote of the Board. The Board Chair, or another member of the School
148 Board designated by the Chair, will contact the member to discuss the situation before any action
149 is taken. The committee member will, if requested, be provided the opportunity to address the
150 Board.

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152 **School Board Advisory Committees**

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154 Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the Board has
155 established the following standing advisory committees.

156 The School Board has established the following standing Advisory Committees:

- 157 ● Special Education Advisory Committee
- 158 ● Career and Technical Education Advisory Committee
- 159 ● School Health Advisory Board
- 160 ● Advanced Academic Services Advisory Committee
- 161 ● Budget Advisory Committee
- 162 ● Athletic Hall of Fame Advisory Committee.

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- 165 Adopted: November 13, 2006
- 166 Amended: June 18, 2009
- 167 Amended: June 9, 2011
- 168 Amended: April 24, 2014
- 169 Amended: June 23, 2016
- 170 Affirmed: February 4, 2021
- 171 Amended: June 6, 2024

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174 Legal Refs.:

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- 176 Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-227,
- 177
- 178 8 VAC 20-81-230.
- 179 8 VAC 20-120-50.

180

- 181 Cross Refs.: BCE School Board Committees
- 182 BCF-R School Board Advisory Committee Regulations

183	BCFB	Bylaws for School Board Advisory Committees
184	BCFC	Roles of the Staff and Board Liaisons to Advisory
185		Committees
186	EB	School Crisis, Emergency Management, and Medical
187		Emergency Response Plan
188	EBB	Threat Assessment Teams
189	IC/ID	School Year/School Day
190	IGBB	Programs for Gifted Students
191	KC	Community Involvement in Decision Making