

BYLAWS FOR SCHOOL BOARD ADVISORY COMMITTEES

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.

Committee bylaws must be consistent with 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.

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 be aligned with the committee description in policy BCF - Advisory Committees to the School Board.
- 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. 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. 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.
- Chair’s and Vice Chair’s terms and responsibilities. The Chair’s and Vice Chair’s terms of office should be consistent with Policy BCF and Regulation BCF-R. Typically, Chairs represent the advisory committee and set the agenda with the ACPS staff and Board liaisons. The Vice Chair supports the work of the Chair and fulfills the Chair’s duties as required.
- Voting procedures. The bylaws should establish how the committee makes decisions. Robert’s Rules of Order should be used as the guidelines for most voting procedures. For 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.

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50 • Meetings. The committee should describe how it schedules meetings and responsibility for
51 informing the Clerk of the Board of such meetings at least five working days prior to the
52 meeting to allow for public notice. Typically the committee adopts a meeting schedule for
53 the year at the first meeting. In accordance with the Virginia Freedom of Information Act
54 (FOIA), any meeting materials such as agendas, presentations, and any documents for
55 distribution at the meeting must be made publicly available at the same time they are made
56 available to committee members. This can be accomplished by posting the contents in a
57 public location and then informing committee members the materials have been posted.

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59 • Minutes. The bylaws should include the following. “Minutes are taken at every meeting
60 and approved at the next meeting. Completed minutes are sent to the Board Clerk within
61 two business days after approval. The minutes must be in writing and include (a) the date,
62 time, and location of the meeting; (b) the members of the committee recorded as present
63 and absent; and (c) a summary of the discussion on matters proposed, deliberated or
64 decided, and a record of any votes taken. The summary should be brief in nature, typically
65 one or two sentences for each agenda item.”

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67 • Public Comments.
68 ○ If the advisory committee accepts public comment the bylaws should include (a)
69 the meetings where the committee accepts public comments; (b) the total time
70 allocated for public comments at the meetings where public comments are
71 accepted; (c) the time allocated for each speaker; and (d) the sign-up procedures for
72 public speakers. The time allocated should not inhibit the committee from
73 completing the work established in the committee’s charter. Public participation in
74 the meeting is limited to public comment.

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76 ○ If the advisory committee does not accept public comment the bylaws should state
77 that public comment is not accepted and participation of members of the public is
78 limited to observing the meeting.

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80 • Amendments. The bylaws should clarify how they may be amended, this method may not
81 prevent the Board from amending a committee’s bylaws. . Amendments may be suggested
82 by ACPS staff.

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

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89 Adopted: June 23, 2016

90 Amended: June 6, 2024

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93	Legal Ref.:	20 U.S.C. §§ 5964(a)(6), 6318(e)(12)
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95		Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78,
96		22.1-86, 22.1-275.1
97		
98		8 VAC 20-40-60(B)
99		8 VAC 20-81-230(D)
100		8 VAC 20-120-50
101		
102	Cross Refs.:	BCE School Board Committees
103		BCF Advisory Committees to the School Board
104		BCF-R Regulations of Advisory Committees to the School Board
105		BCFC Roles of the Staff and Board Liaisons to Advisory
106		Committees
107		BDA Regular School Board Meetings
108		BDB Special School Board Meetings
109		BDC Closed Meetings
110		GB Equal Employment Opportunity/Nondiscrimination