

**Administrative Procedures for Policy #1210 (Administration)
Regarding the Citizen Advisory Committee to the Board of Education**

- I. The Role of the Citizen Advisory Committee
 - A. The Board of Education has final oversight and management responsibility of the CAC.
 - B. The CAC will report directly to the Board of Education in an advisory capacity.
 - C. The committee will:
 1. Conduct independent studies in areas of concern to the Board of Education.
 2. Provide community insight into pending policies and decisions before the Board of Education.
 3. Receive information on projects currently being implemented or which are under consideration by the Board of Education or the Superintendent's Office; and
 4. Provide members for ad hoc committees pertaining to the school district. To be considered for participation on an ad hoc/school system committee, members must have a record of regular attendance.
- II. Membership
 - A. Members must be legal residents of Calvert County during the period of his/her term.
 - B. The CAC will be composed of a cross-section of the population of Calvert County. The Board will consider a variety of criteria when appointing members. These criteria will include, but will not be limited to, the high school district in which the prospective member resides, achieving geographic, demographic, ethnic, and racial diversity, the order in which applications were received, and the attendance record of individuals who previously served on the committee.
 - C. The CAC will comprise no fewer than four (4) times the number of existing high school districts. There will be no more than 25 citizen members (to include the Chairman and Vice-Chairman) with each high school district allocated at least four (4) citizen members. "At large" membership is at the discretion of the Board of Education. In addition, each high school will be asked to appoint one (1) or two (2) student member(s).
 - D. The term of service for all CAC members is one (1) year.
 - E. There are no term limits for CAC membership.
- III. Appointment procedure
 - A. Beginning in July, the Superintendent's office will issue a press release and post notice on the CCPS website requesting applications for the upcoming school year.

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Procedures Adopted: 7/8/04

Procedures Revised: 7/12/07; 8/7/08; 7/28/10; 7/27/11; 7/18/13; 9/15/16; 8/25/17; 9/26/2024

- B. Applications will be submitted to the Superintendent's office via an online method. The application will include:
 - 1. Name, address and phone number.
 - 2. High school district in which the applicant resides.
 - 3. The name(s) of the applicants' school-age child(ren) (if any) and the school(s) he/she attends.
 - 4. A brief statement outlining the reason(s) for applying; and
 - 5. Any other statements or information the applicant wishes to provide.
- C. The Board of Education will appoint members to the committee beginning in August.
- D. Applicants will be notified by the Superintendent's Office as soon as the Board acts on the applications.
- E. Up to two students in each high school may participate in CAC. Students interested must notify the school principal and/or Student Member of the Board (SMOB). Student representatives will have the same responsibilities and privileges as any other member.

IV. Member responsibilities

- A. CAC members will be expected to:
 - 1. Attend the monthly CAC meetings at least 75% of the time throughout the course of the year.
 - 2. Be aware of issues affecting their local communities.
 - 3. Provide feedback to their community on information obtained during CAC meetings.
 - 4. Support ad hoc school district committees by serving as members of those committees as appropriate.
 - 5. Participate in group discussions on pertinent issues; and
 - 6. Be considerate of fellow members' opinions and comments.

V. Meetings and Committee Operations

- A. The CAC will meet on the 4th Monday of each month beginning in September and continuing through May (excluding December) unless otherwise directed by the Board or agreed upon by its members.
- B. The Superintendent or his/her designee is directly responsible for the day-to-day management of the CAC.
- C. The Superintendent's office will provide the clerical and administrative support required by the CAC.
- D. At the first meeting of each school year, the Superintendent/designee will:
 - 1. Call the meeting to order and review the policy and procedures that govern the CAC's operation; and

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2. Conduct the election of a Chairperson and Vice-Chairperson through the following process:
 - a. The Superintendent or designee will solicit nominations for Chairperson.
 - b. The CAC members will vote by secret ballot. The member receiving the largest number of votes of members present will serve as Chairperson.
 - c. The process will be repeated for the Vice-Chairperson.
- E. There is no limit to the number of terms that an officer may serve.
- F. CAC members may at any time suggest topics for presentations to the CAC or studies by the CAC.
 1. If the majority of the CAC members agree on a topic for presentation to the committee, the Superintendent or designee will consider the feasibility of preparing the presentation and, if feasible, will arrange for the presentation.
 2. If the CAC as a whole wants to study a topic, the topic will be forwarded to the Board of Education for consideration. The Board may, at its discretion, ask the CAC to conduct a study of that topic.

VI. Officer Responsibilities

- A. The officers are directly responsible to the Board of Education or their designated representative from the Superintendent's office for the business of the CAC.
- B. The Chairperson will:
 1. Preside over the monthly CAC meetings.
 2. Keep role of attendance:
 3. Maintain proper decorum in all meetings and sponsored events.
 4. Ensure that all CAC members are provided an opportunity to be heard.
 5. Inform members of CAC events.
 6. Coordinate with the Board of Education and the Superintendent's office the topics for discussion and study.
 7. Provide for minutes to be recorded and distributed to all members.
 8. Identify CAC members to be members of ad hoc school district committees as occasion warrants.
 9. Arrange for the Vice-Chairperson or other designated person to conduct committee business during his/her absence.
 10. Generate a CAC "Year in Review" documenting the activities of the committee for that school year report and written reports on topics studied by the CAC with any recommendations for Board consideration.
 11. Perform other assignments as directed by the Board of Education or their agents.

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VII. The Vice-Chairperson will:

1. Fill-in for the Chairperson when he/she is unable to perform his/her duties;
and
2. Perform other assignments as directed by the Chairman.

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