



# KENTUCKY SCHOOL FOR THE BLIND



## Advisory Board Bylaws

### **PURPOSE**

**The purpose of the Kentucky School for the Blind (KSB) Advisory Board is to provide recommendations and feedback related to activities of the school.**

The mission of the KSB is to provide comprehensive educational services to all Kentucky students who are blind and visually impaired from birth to age 21.

The KSB is committed to ensuring that students who are blind and visually impaired are provided rigorous instruction in a safe and caring environment. KSB staff are dedicated to ensuring that blind and visually impaired students are successful and graduate armed with the tools and knowledge for college, career, or wherever their futures lead them.

The KSB has a long and rich history and was the third state-supported school for the blind established in the United States. The school's founder was Bryce McLellan Patten who began teaching a class of six blind students in the summer of 1839. In 1842, The Kentucky General Assembly chartered the Kentucky Institution for the Blind with an appropriation of \$10,000. Today, the KSB continues to help all Kentucky students who are blind and visually impaired to develop their knowledge, talents, and skills to become confident, competent, and independent adults.

### **MISSION**

The KSB advisory board exists as volunteers with varying backgrounds coming together with a common interest in the Kentucky School for the Blind. The board is expected to act in a constructive manner providing objective support and advice to the commissioner and the school's administration. The advisory board should be comprised of individuals with diverse backgrounds, skills and experiences. The board will have the opportunity to share professional expertise, insights and experiences while engaging in strategic dialogue and discussions with the commissioner and school administration.

### **PREAMBLE**

The Kentucky General Assembly authorized the KSB to have an advisory board. While the language in [KRS 167.035](#) is permissive and does not require an advisory board to exist, if such a board is established, the advisory board provides advice to the commissioner of education and the KSB Administration on how the school can best meet the specialized education and cultural needs of the community of students it serves.

## **ARTICLE I**

### **MEMBERSHIP**

The statute requires that if an advisory board is established that the membership be "composed of five (5) members appointed by the Kentucky Board of Education (KBE) upon recommendation by the chief state school officer (commissioner of education) for terms of four (4) years and until their successors are appointed."

1. **Number.** The membership shall consist of five (5) members.

**2. Eligibility.** In an effort to include relevant communities on the advisory board, members may be representative of the following groups:

1. Parent of a currently enrolled student;
2. A representative of a community business partner engaged with the KSB;
3. An alumnus;
4. A local school district or representative from a Kentucky Department of Education (KDE) Regional Special Education Cooperative; and an
5. At-large member from a group or agency that has a service mission and interest in the education of students who are blind or visually impaired.

**3. Term.** Each member shall serve a term of four (4) years and until their successor is appointed. No member shall serve more than two terms on the advisory board.

**4. Compensation.** Members of the board shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of their duties.

**5. Appointment.** KSB Advisory Board members are recommended by the commissioner of education to the KBE for consideration of appointment. The KBE has the authority to appoint members to the KSB Advisory Board.

**6. Resignation, Removal.**

(a) Any member may resign at any time from the KSB Advisory Board upon written notice to the commissioner of education. The resignation shall be effective regardless of whether it is accepted by the commissioner.

(b) Only the commissioner of education has the power to remove a KSB Advisory Board member. The commissioner may, in absolute discretion, remove any member of the KSB Advisory Board from office at any time during his or her term upon written notice to such member. The notice shall be effective when given in person, by telephone, by email, or upon deposit in the United States mail, postage prepaid.

**7. Vacancies.** Vacancies on the KSB Advisory Board for any reason whatsoever will be filled by approval of the KBE.

**8. Rights and Duties.** The KSB Advisory Board may advise the KSB Administration with respect to whether the programming and services are meeting the specialized educational and cultural needs of the communities served.

**9. Limitation on Powers.** The role of the KSB Advisory Board shall be solely advisory in nature. In no event shall the KSB Advisory Board have any authority to exercise any control over the daily management or operation of the Kentucky School for the Blind, nor shall the KSB Advisory Board or any member thereof have the right to require or to seek a court or governmental agency to order the KSB administration or KSB employees to take or to refrain from taking any action with respect to programming, services, or policies. No member of the KSB Advisory Board shall be deemed to have the rights of an employee of the school.

## ARTICLE II

### OFFICERS

**1. Appointment.** The KSB Advisory Board shall elect from its membership at the first regular meeting of each fiscal year, a chair and a secretary to keep minutes for all regular and special meetings.

2. **Term.** A chair shall serve a one-year term and shall not be eligible to serve more than two years consecutively as chair. A secretary shall serve a one-year term and shall not be eligible to serve more than two years consecutively as secretary.
3. **Elections.** Elections shall be held at the first meeting of each fiscal year.
4. **Duties of Chair.**
  - (a) The chair will preside at all meetings and work with KSB Administration to plan and finalize meeting agendas.
  - (b) The chair will act as official spokesperson for the KSB Advisory Board.
  - (c) Maintain decorum of the meeting to ensure that the advisory board stays on task with agenda items and that the public comment period proceeds in a timely and fair manner.
5. **Duties of Secretary:** The secretary shall keep the minutes of the KSB Advisory Board and present to the KSB Administration in writing within 30 days of the meeting the minutes and any recommendations approved by the advisory board. The secretary is responsible for distributing the minutes to the advisory board.
6. **Compensation.** No additional compensation is provided to a member serving as chair or secretary.

### ARTICLE III

#### MEETINGS

1. **Regular Meetings.** The KSB Advisory Board shall meet not less than three times annually. Meetings shall be held at the KSB campus or at another meeting place upon request of the chair to the KSB Administration. Additional regular meetings may be scheduled according to procedures established by the KSB Advisory Board and are subject to approval by the commissioner.
2. **Special Meetings.** Special meetings of the KSB Advisory Board may be requested by the chair and at least two (2) other advisory board members in writing to the KSB principal for consideration.
3. **Public Comments.** Each meeting will set aside 30 minutes dedicated to receiving public comments. If no individuals sign up to address the KSB Advisory Board before the meeting begins and per the requirements of the board's bylaws, the chair shall proceed with the agenda.
  - (a) Individuals wishing to address the KSB Advisory Board shall sign up to speak before the meeting begins and provide his/her name and issue they shall speak on.
  - (b) Individuals addressing the KSB Advisory Board are provided 5 minutes each for public comment.
  - (c) Speakers may not allot their 5 minutes of time to another person.
  - (d) The KSB Advisory Board has the right to set limits on the topics that may be addressed by the public to ensure relevance to the function and purpose of the advisory board.
  - (e) To ensure fairness, the secretary will keep time for the dedicated 5-minute period of time for each speaker that has signed up to address the board. This will provide that all speakers have the allotted time provided.
  - (f) Speakers will be called on to address the chair in the order they signed up to speak.
  - (g) Speaker comments should be directed to the chair and not to individual board members or KSB staff.

(h) Advisory Board members shall not engage the public but listen attentively to public comments.

(i) If speakers request follow-up information from the KSB Advisory Board, the secretary shall take the name and address of the individual to return the requested information in writing.

**4. Conduct of Meetings.** The KSB Advisory Board will model courtesy and respect and encourage members of the public to do the same.

**5. Proxies.** No member of the KSB Advisory Board shall act by proxy.

**6. Failure to Attend.** Failure to attend two successive regular KSB Advisory Board meetings may be considered cause for removal of an advisory board member.

**7. Quorum.** At any meeting of the KSB Advisory Board, a majority of membership shall constitute a quorum.

**8. Open Meetings.** All meetings shall be conducted in accordance with the Kentucky Open Meetings Act. All regular and special meetings of the KSB Advisory Board shall be preceded by notice thereof to the public of the date, time, place of the meeting and the agenda. All persons shall be permitted to attend any regular or special meetings of the KSB Advisory Board.

**9. Notice.** Regular meetings of the KSB Advisory Board shall be held only with written notice of at least ten (10) days prior to the announced date, time, place of meeting and the agenda. Special meetings shall be held with at a minimum of 24 hours' notice per the requirements of Kentucky's open Meetings Act.

**10. Required Vote.** Each member present at a meeting of the KSB Advisory Board shall be entitled to one vote. Every act or decision done or made by a majority of the members present at a meeting duly held at which a quorum is present is an act of the KSB Advisory Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members. Any action taken shall be approved by at least a majority of the required quorum for such meeting.

**11. Board Action.** The KSB Advisory Board shall reach consensus on any recommendation before forwarding said recommendation to KSB Administration. All recommendations shall be presented to KSB Administration and forwarded to the Commissioner of Education in writing within 30 days of the meeting the action was taken.

**12. Amendment of Bylaws.** Amendments to the bylaws may be proposed, discussed and voted on by the KSB Advisory Board and requires a majority of the membership to change.