ADVANCED ACADEMIC SERVICES ADVISORY

COMMITTEE BY-LAWS

Adopted by the Committee on May 28, 2026
Approved by the School Board October 22, 2026

I. Purpose

The purpose of the Advanced Academic Services Advisory Committee (AASAC) is to advise the School Board through the Division Superintendent of the educational needs of all gifted/advanced students in the Division. As a part of this goal, the Committee annually reviews the Local Plan for the Gifted, including revisions, and determines the extent to which the plan for the previous year was implemented. The recommendations of the advisory Committee are submitted in writing through the Division Superintendent to the School Board. The Committee may also recommend approaches, and serve as a source of information for parents, students, and community organizations by reviewing existing priorities and programs for gifted/advanced learners , recommending strategies for appropriate new programs and policy for gifted/advanced students in the City of Alexandria, and serving as a source of information for parents, students and community organizations. The Committee is non-sectarian and non-partisan.

II. Responsibilities

The Committee advises the Board in the following ways:

a) By submitting an Annual Report to the School Board, approved by AASAC;
b) By providing input on the development of the Local Plan for the Education of the Gifted, required by the Virginia Department of Education, recognizing that the Local Plan is drafted by the Advanced Academic Services Office;
c) By annually providing input to the formulation of the School Board's Operating Budget and reviewing the impact the operating budget will have on the programs for gifted/advanced learners;
d) By reviewing the appropriate academic and affective (i.e. social and emotional) needs of Alexandria's gifted/advanced students and recommending implementation of new programs, strategies or revisions to existing programs and curricula;
e) By submitting interim reports and communications;
f) By disseminating information to parents and other community members about programs of interest and benefit to gifted/advanced students and the school community at large; and
g) By fulfilling the Committee's purpose and priorities and such other responsibilities as may be requested by the Superintendent and/or the Alexandria City Public Schools Board.

III. Membership/Governance Structure

a) Composition

i. *Voting Members*: The Committee is composed of no fewer than seven (7) members and no more than fifteen (15) voting members, of whom at least one member shall be a current full-time or part-time Advanced Academic Services Teacher and one member will be a student representative.

ii. *Liaisons*: The Committee shall have an assigned Staff Liaison (typically the Director of the Advanced Academic Services Office and appointed by the Division Superintendent) and Board Liaison to act as resources during Committee discussions and in attaining the goals of the Committee. Liaisons are non-voting members and should not participate in debates unless asked, or unless they observe a potential violation of Alexandria City School Board (Board) policies.

iii. *Residency*: Except for school staff and individuals receiving a special waiver, all Committee members must reside in the City of Alexandria. To the maximum extent possible, the Committee membership should reflect the geographic and racial make-up of the Division across the elementary, middle and high schools. The School Board publicly advertises Committee member openings.

iv. *Member Type:* The Committee membership should reflect the geographic and racial make-up of the Division across the elementary, middle and high schools. Consideration should be given to equal representations not only of elementary, middle and high school but also to adequate ratios within each of those categories. The School Board publicly advertises Committee member openings.

v. *Length of Membership*: 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. To serve beyond these set limits, the School Board must grant a waiver to approve the membership application.

b) Expectations of Members

i. Committee members are knowledgeable about Alexandria City Public Schools in the area of talented and gifted;

ii. Committee members attend 75% of the meetings held each year; Committee members actively participate as a member of at least one Committee Workgroup;

iii. Committee members accept assignments to perform in-depth review or analysis of a specific area of student achievement, related strategies, supports, and programs;

iv. Committee members work to improve effective community engagement with and knowledge of the Advanced Academic Services program of Alexandria City Public Schools; and

v. On Committee matters, members speak publicly through the Committee Chair.

IV. Officers

The officers of the Committee consist of one (1) Chair, one (1) Vice-Chair, and one (1) Secretary, each elected by majority vote of Committee members voting at its organizational meeting of the school year. The Advisory Committee Chair and Vice Chair can 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 officers' duties are:

a) Chair:

i. Presides over all meetings of the Committee at which he/she is present;
ii. Assigns the Vice-Chair and members to subcommittees and/or workgroups;
iii. Prepares and/or approves a meeting agenda in advance of each meeting and ensures that members receive a copy one week prior to each regularly scheduled meeting; and,
iv. Is the principal spokesperson for the Committee.

b) Vice-Chair:

i. Presides over all meetings at which the Chair is not present;
ii. Prepares and/or approves the meeting agenda in advance of each meeting at which the Chair is not present and ensures that members receive a copy one week prior to each regularly scheduled meeting; and,
iii. Is the principal spokesperson for the Committee when the Chair is not present.

c) Secretary:

i. Takes and maintains attendance of Committee members;
ii. Takes the meeting minutes;
iii. Ensures that members receive a copy of the meeting agenda and draft minutes of the previous meeting at least one week prior to each regularly scheduled meeting;
iv. Serves as Committee Parliamentarian.

V. Voting Procedures

i. In order to hold a valid meeting, at least three members must be in attendance.
ii. A quorum will be required for any binding action by the Committee. A quorum is a simple majority of voting members (i.e., any vacancies on the Committee are excluded from the calculation of a quorum).
iii. The Committee must notify members of any items that will need to be voted on. This will be done by announcing the items during new business. The item will be tabled until the next meeting, when it will be voted on during old business.
iv. If a quorum is not in attendance for a vote, the vote will be tabled for the next meeting.
v. The usual method of taking votes will be by voice with an affirmative answer of "aye" and negative answer of "nay".

vi. The responsibility of announcing the vote rests upon the Chair. The Chair has the right to have the vote taken again, by rising, if the Chair is in doubt as to the result, and even to have the vote counted, if necessary. In order to do so, the Chair will say, "Those in favor of the motion will rise;" and when they are seated the chair will continue, "Those opposed will rise." This will enable the Chair to determine the vote.

vii. Additionally, any member has the authority to require a division of assembly in which the vote is taken by rising, in order to see how all members vote.

VI. Meetings

i. Meetings of the Committee and any of its Subcommittees are held in public, consistent with the requirements of Virginia law.

ii. Committee meetings are scheduled by the Committee Chair who informs the Clerk of the School Board of such meetings at least five days prior to such meeting (and in any case in sufficient time to allow for public notice at least three days prior to meetings).

iii. Agendas and other meeting materials such as presentations and any documents for distribution at the meeting will be made publicly available at the same time they are made available to Committee members..

iv. Similar to the practice followed by the School Board, Committee meetings will be organized as either: (a) Regular Meetings (i.e., where votes may be taken and Committee business conducted) or (b) Work Sessions (i.e., where in-depth discussions can take place but no votes are taken or Committee business conducted).

v. The Committee normally meets at least quarterly during the school year. A calendar of meetings is established no later than the first meeting of each year. The calendar includes the time and location of the meetings.

vi. Minutes are taken at every meeting and approved at a subsequent meeting. Completed minutes are sent to the Board Clerk after approval. The minutes must be in writing and include (a) the date, time, and location of the meeting; (b) the members of the Committee recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. The summary should be brief in nature, typically one or two sentences for each agenda item.

vii. The Committee provides opportunities for members of the public to share their views with the Committee through public comment. Interested members of the public must complete the AASAC Public Comment Form linked from the AASAC webpage on the ACPS website. As long as the member of the public has expressed their desire to address the Committee and the comment is consistent with the criteria for privacy and decorum established by the School Board, they will be invited to provide public comment at the next Regular Meeting (except those submitting comments later than noon the business day prior to the next

Regular Meeting, who will be invited to the subsequent Regular Meeting instead). The total time allocated for Public Comment will be approximately 20 minutes (though the Chair has the discretion to extend such time), and the time allocated for each speaker will not exceed 5 minutes. Comments from the public are intended to allow the community to provide feedback and input to the Committee regarding topics or subjects which relate to its charter of evaluating the Local Plan and advising the School Board around the educational needs of all gifted/advanced students and its yearly scope of work. As an advisory committee to the ACPS School Board, all public comments submitted to AASAC are a matter of public record and subject to disclosure under the Virginia Freedom of Information Act (FOIA).

viii. To the extent possible, the Committee will endeavor to make both its meetings and opportunities for public comment accessible to non-English speakers.

VII. Amendments

i. Any proposed amendment(s) to these bylaws shall be submitted to the Committee for consideration no less than 30 days prior to any public meeting;

ii. The bylaws can be amended by the School Board or by the Committee membership.

iii. ACPS staff can suggest amendments to these bylaws to the Board or the Advisory Committee.

iv. Once approved, the bylaws and/or amendments continue in effect until amended or cancelled by a simple majority of a quorum present.

VIII. Exceptions

The Alexandria City School Board may make exceptions to these practices and procedures as it deems appropriate.