

Date: September 29, 2016

For ACTION

For INFORMATION

Board Agenda: Yes   
No

**FROM:** Michael R. Herbstman, Director of Budget and Financial Systems

**THROUGH:** Alvin L. Crawley, Ed.D., Superintendent of Schools  
Stacey B. Johnson, Chief Financial Officer

**TO:** The Honorable Karen A. Graf, Chair, and Members of the Alexandria City School Board

**TOPIC:** **Budget Advisory Committee (BAC) Bylaws**

**BACKGROUND:** The purpose of the Alexandria City Public Schools (ACPS) Budget Advisory Committee (BAC) is to advise and support the School Board regarding the budget. In accordance with this purpose, the BAC has written and passed bylaws for consideration by the School Board.

**DISCUSSION:** The BAC bylaws have been reviewed by ACPS staff and were found to be in alignment with the BAC purpose and the standards for advisory committees.

**RECOMMENDATION:** The Superintendent recommends that the School Board approves the Budget Advisory Committee Bylaws.

**CONTACT PERSON:** Mike Herbstman, 703-619-8098

**ATTACHMENTS:**

- 1) BAC Bylaws



## **BUDGET ADVISORY COMMITTEE BYLAWS**

**Approved August 30, 2016**

### **I. Purpose**

The Budget Advisory Committee (BAC) advises the Alexandria City School Board on the budget. The Committee recommends approaches, and serves as a source of information for interested parents, students, and community organizations to foster deeper understanding, promote public participation and ensure transparency in the budget process.

### **II. Responsibilities**

The Committee operates at the discretion of the Board, and advises it in the following ways:

- a) By providing a Scope of Work annually to the School Board through the Superintendent, based on the goals of the Alexandria City Public Schools Strategic Plan, including any requirements of law or regulation;
- b) By submitting an Annual Report to the School Board through the Superintendent, approved by the BAC. The report reflects the committee's work as part of the School Board's annual budget process, and may raise issues and concerns that the Committee has related to the budget;
- c) By making recommendations on policies and practices related to the presentation, preparation and execution of the operating budget and the financial management of the school system;
- d) By making recommendations to the School Board on budget priorities before the Board gives its annual budget direction to the Superintendent and at other times as appropriate;
- e) By advising on the degree to which the Superintendent's Proposed Budget supports best fiscal practices and the School Board's priorities;
- f) By assisting in educating the community about the budgeting process and the contents of each year's operating and capital improvement budgets;
- g) By providing, upon the Board's request, studies and recommendations on special topics or issues;
- h) By collaborating as appropriate with other advisory committees; and
- i) By holding committee meetings that are open to the public at least four times in a school year. ([See Regulation BCF-R.](#))



### III. Membership/Governance Structure

#### a) Composition

- i. *Voting Members:* The Committee is composed of a minimum of five and a maximum of 17 voting members, including the BAC Chair, at least one additional BAC officer, and at least three at-large members of the general public. Students serving on the advisory committee are voting members. Membership shall also consist of two non-voting members: the Board liaison appointed to the committee by the School Board Chair and the staff liaison appointed by the Superintendent.
- ii. *Ex Officio Members:* The Chair-elect may serve as the Ex Officio Chair in the event that the Chair cannot serve, or if his/her term has ended and new leadership elections have not yet been held. Ex-Officio Chairs are not subject to terms, but may be designated as the Chair-elect. In addition, the Secretary is authorized to preside over meetings, should the Chair or Chair-elect be unable to attend. ([See Policy BCFB](#))
- iii. *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.
- iv. *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.
- v. *Quorum:* Binding action by the Committee, including recommendations to the Board and/or the Superintendent, take place only in the presence of a quorum of its membership. A quorum consists of a simple majority of Voting Members.
- vi. When there is a BAC vacancy, applications will be reviewed by the Advisory Committee Chair or Chair-elect, the Board liaison, the staff liaison and the Board Chair. Each applicant will be contacted by the Advisory Committee Chair to attend at least one meeting or meet with the committee leadership before the application is voted on by the Board. Applicants may be contacted by members of the School Board or advisory committee members to learn more about the applicant's background and interest in the issues of a particular committee. ([See Regulation BCF-R.](#))
- vii. Members of the committee will be appointed by the Board as part of the Consent Calendar. Qualified individuals who have been properly screened and approved by the board may be accepted as members of BAC, without regard to sex, race, religion, color, national origin, age, marital status, or disability. With approval of the Board liaison, staff liaison, and two-thirds vote, BAC may remove a member of the committee.



- viii. The BAC may create subcommittees as needed, such as leading specific elements of the Scope of Work, dividing sections of the Annual Report into manageable workloads, or to better align with the interests, skills and perspectives of BAC members. The Committee Chair appoints all subcommittee chairs. Both the BAC and its subcommittees are subject to [Virginia Freedom of Information Act \(VFOIA\)](#) meeting and notice requirements. [\(See Regulation BCF-R.\)](#)
- ix. Resignation from BAC should be addressed in writing and received by the Chair or Secretary, with a copy to the staff liaison. A member shall be dropped from the BAC roster for excess absences if s/he fails to attend 75% of the BAC meetings in a year. [\(See Regulation BCF-R.\)](#)

#### **b) Expectations of Members**

- i. Committee members become knowledgeable about the Alexandria City Public Schools budget;
- ii. Committee members attend 75% of the meetings held each year;
- iii. Committee members actively participate as a member of at least one Committee workgroup or subcommittee;
- iv. Committee members accept assignments to perform in-depth review or analysis of a specific area of student achievement, related strategies, supports, and programs;
- v. Committee members work to improve effective community support for the Alexandria City Public Schools budget; and
- vi. On Committee matters, members speak publicly through the Committee Chair.

#### **IV. Chair**

- a) Convenes regularly scheduled BAC meetings and presides over all meetings of the Committee at which he/she is present;
- b) Arranges for other officers to preside at each meeting that he/she cannot attend in the following order: Chair-elect, Secretary, Subcommittee Chair;
- c) Assigns the Chair-elect and members to subcommittees and/or workgroups;
- d) 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
- e) Is the principal spokesperson for the Committee.



## V. Officers

The officers of the Committee consist of at least one (1) Chair, one (1) Chair-elect, and one (1) Secretary, each elected by a majority vote of Committee members voting at its organizational meeting of the school year. Committee chairs may 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.

Elections for officer positions such as Chair, Chair-elect and Secretary, will generally come at the last BAC meeting of the school division fiscal year (prior to June 30). BAC officers will be elected by a majority vote (quorum) of the current members. If a quorum cannot be secured at that time, the Committee will hold its organizational meeting prior to the beginning of the next school year. If necessary, the Ex Officio Chair may serve as the Interim Chair until elections have been held. ([See Policy BCFB](#))

A minimum of two and a maximum of five officers serve as the members of the Executive Committee. Except for the power to amend the Bylaws, the Executive Committee shall have the authority to develop a draft agenda for each meeting and make decisions between BAC meetings, subject to the direction and control of the Board liaison and staff liaison.

The BAC officers are responsible for overall direction of the committee, and shall delegate responsibility for various elements of the Scope of Work. The officer positions shall include up to five and not fewer than two officers, the Chair and Chair-elect. The Executive Committee receives no compensation other than reasonable expenses.

The officers or, at a minimum the Chair, shall meet with the Board Chair or Board liaison and staff liaison at least twice annually at an agreed upon time and place.

The BAC officers or, at a minimum the Chair, shall present a recommended calendar of meetings for the year, which shall be approved by a two-thirds vote during the first BAC meeting of the school year.

The officers' duties are:

### a) Chair-elect:

- 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;
- iii. Chairs subcommittees on special subjects as designated by BAC; and
- iv. Is the principal spokesperson for the Committee when the Chair is not present.



**b) Secretary:**

- i. Takes and maintains attendance of Committee members;
- ii. Ensures that members receive a copy of the meeting agenda and minutes of the previous meeting at least one week prior to each regularly scheduled meeting;
- iii. Reviews the meeting minutes drafted by ACPS staff and approves for dissemination;
- iv. Serves as Committee Parliamentarian; and
- v. Keeps records of BAC actions, including overseeing the taking of minutes at all Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each BAC member, and assuring that records are maintained in partnership with the BAC staff liaison.

**c) Committee Advisors:**

- i. The ACPS Budget Director or designee serves as the principal advisor to the Committee and provides staff support as needed;
- ii. The ACPS Chief Financial Officer or Budget Director represents the Superintendent and meets regularly with the Committee;
- iii. Additional staff members may be delegated by the Superintendent to serve as consultants to the Committee and/or its subcommittees or workgroups; and
- iv. The School Board appoints a Board Member liaison to represent the Board on the Committee and/or its workgroups.

**VI. Voting Procedures**

At least three BAC members must be in attendance to hold a valid meeting. A simple majority of current members (i.e., a quorum), are required for a motion to be adopted. Any vacancies on the committee shall not be included in the calculation of a quorum. [Robert's Rules of Order](#) must be the guidelines for most voting procedures.

The recommended calendar of meetings for the year, presented by the BAC officers, shall be approved by a two-thirds vote during the first BAC meeting of the school-year.

**VII. Meetings**

Advisory committees, and their subcommittees, are considered “public bodies” under the [Virginia Freedom of Information Act \(VFOIA\)](#), and as such are subject to VFOIA’s “meeting” and notice requirements.

Any gathering (physical or virtual) of three or more members of the committee or subcommittee, at which “public business” (current or likely future business of that body) is discussed among members, is considered a “meeting” under VFOIA. Social events are not meetings if “no part of



the purpose of the gathering is a transaction or discussion of matters of public business” and the gathering is not prearranged for that purpose.

- a) Meetings of the advisory committees and their workgroups are held in public, consistent with the requirements of Virginia law.
- b) Committee meetings are scheduled by the Advisory Committee Chair, who informs the Clerk of the Board of such meetings at least three days prior to the meeting, to allow for public notice.
- c) Agendas, presentations, and any documents for distribution at the meeting are made available to Board members and the Clerk of the Board at least three days prior to committee meetings.
- d) The advisory committees meet at least quarterly during the school year. A calendar of meetings is established no later than the first meeting of each year. A copy of this calendar is provided to the Clerk of the Board and the Department of Communications.
- e) Written meeting minutes will be made public once approved by a quorum of the committee.
- f) Special meetings of the BAC shall be called upon the request of the Chair or one-third of the members. Notices of special meetings shall be sent out by the Chair or Secretary to each BAC member at least two weeks in advance. In the case of an urgent meeting, the Chair may make an exception with the approval of the full Executive Committee; however, a notice shall be posted publically at least three business days prior to the meeting.
- g) All officers and members are expected to comply with the Alexandria City Public Schools Conflict of Interest Policy and will be required to re-affirm their compliance with the policy each year.

## **VIII. Amendments**

These Bylaws may be amended when necessary by a two-thirds majority of the committee with approval by the Board liaison and staff liaison. Amendments may also be proposed by ACPS staff to the Board or to the Committee. Any proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved by the Budget Advisory Committee on August 30, 2016.



## **IX. Exceptions**

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

Cross Refs.:

<a href="#"><u>BCE</u></a>	School Board Committees
<a href="#"><u>BCF</u></a>	Advisory Committees to the School Board
<a href="#"><u>BCF-R</u></a>	Regulations of Advisory Committees to the School Board
<a href="#"><u>BCFB</u></a>	Bylaws for School Board Advisory Committees
<a href="#"><u>BCFC</u></a>	Roles of the Staff and Board Liaisons to Advisory Committees
<a href="#"><u>BDA</u></a>	Regular School Board Meetings
<a href="#"><u>BDB</u></a>	Special School Board Meetings
<a href="#"><u>BDC</u></a>	Closed Meetings
<a href="#"><u>GB</u></a>	Equal Employment Opportunity/Nondiscrimination