

## **ADVISORY COMMITTEES TO THE SCHOOL BOARD**

### **I. Generally**

The School Board has a strong commitment to citizen participation. The Board appoints advisory committees to provide opportunities for citizens to advise the School Board on major issues pertaining to Alexandria City Public Schools.

The School Board shall appoint advisory committee members at regularly scheduled Board Meetings throughout the school year. The Board shall also approve a Scope of Work for the committee.

Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the School Board has established advisory committees for special education, and career and technical education. Other advisory committees may be established as the School Board chooses.

### **II. Membership**

The Board will endeavor to make certain that each committee's membership represents a cross section of the public schools as well as representatives from the community at large. Composition of the School Board's advisory committees will be consistent with the Code of Virginia, Board of Education regulations and any guidelines established by the State of Virginia.

Advisory committee members shall be residents of the City of Alexandria or employees of the Alexandria City Public Schools or the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS employees serving on advisory committees are not subject to residency requirements.

Openings for advisory committee positions will be posted during the months of September, January and June. The School Board will publicly advertise committee membership openings through the Clerk of the Board and the ACPS Office of Communications.

Members of these committees will serve without compensation. Members shall attend at least 75 percent of all meetings each year unless additional absences are excused by the Committee Chair. The School Health Advisory Board shall have no more than 20 total members, while no committee shall have more than 17 voting members. Students serving on advisory committees are voting members, while Board and staff liaisons are non-voting members. Membership requirements will be defined in each advisory committee's bylaws. 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. The Board may waive term limits on an individual basis.

### III. Officers

The committees shall hold an annual organizational meeting for elections. At that meeting, each committee shall elect, at a minimum, a Chair and a Vice Chair, and establish a meeting schedule. 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. The School Board Chair supports the Advisory Committee Chairs in their administrative tasks and in parliamentary procedure. The Board Chair will organize a meeting of the Committee Chairs and Board liaisons at least twice during the school year.

### IV. Meetings

Committee meetings shall be held at least four times during the school year, or more often as necessary, and shall be open to the public.

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” requirements of:

1. Advance public notice;
2. Materials are available to the public;
3. Meetings are open to the public; and
4. Written minutes.

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.

Agendas for committee meetings, as well as presentations and any documents for distribution at the meeting, shall be provided to the School Board and the public through the Clerk of the Board at least three days in advance of meetings.

### V. Staff Support

The Superintendent shall provide a staff liaison to each advisory committee. The Committee Chair or a designee will meet with the staff liaison periodically to establish or review the meeting agendas for the school year. However, any topics of substance must be brought to the committee at large. The Superintendent will help committees achieve their goals by providing them with reasonable support and material resources. “Reasonable support” includes data reports and staff resources, including providing any data necessary for the committee to develop its Scope of Work and Annual Report, and to make comprehensive recommendations regarding the Division’s (relevant) annual plan.

The Board Chair reserves the right to reassign the Board liaison, and the Superintendent has the right to reassign the staff liaison. The Advisory Committee Chair may submit a formal request for the removal of a Board or staff liaison through a formal memo to the School Board Chair. The advisory committee membership must be notified of the request by the Committee Chair. Staff liaisons and Board liaisons must attend 75 percent of advisory committee meetings, unless the liaison has a work-related conflict or Board meeting. In the instances where the staff or Board liaison cannot attend the meeting, he/she shall endeavor to secure a replacement.

**VI. Recommendations**

Recommendations of the committees are advisory only. All final decisions rest solely with the School Board. The committees shall submit to the School Board a Scope of Work and an Annual Report through the Superintendent. The Annual Report will be submitted with a staff response, an analysis of the effectiveness of pursuing the Scope of Work, and a record of meeting attendance. The staff response will be for information only, and should be provided to the committee in sufficient time for the committee to submit a rebuttal, if desired, concurrently. The committee bylaws should be reviewed or affirmed by each committee annually, and must be approved by the School Board every three years, or at least once during each School Board term.

**VII. Removal**

For good cause shown, any advisory committee member may be removed from any advisory committee by a majority vote of the School Board. The Board Chair, or another member of the School Board designated by the Chair, will contact or notify the member to discuss the situation before any action is taken. That committee member will, if requested, be provided the opportunity to address the Board.

Adopted: November 13, 2006  
Amended: June 18, 2009  
Amended: June 9, 2011  
Amended: April 24, 2014  
Amended: June 23, 2016

Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)  
Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-86,  
22.1-275.1  
8 VAC 20-40-60(B)  
8 VAC 20-81-230(D)  
8 VAC 20-120-50  
8 VAC 20-131-270

Cross Ref.: BCE School Board Committees  
BCF-R Regulations of Advisory Committees to the School Board

BCFB	Bylaws for School Board Advisory Committees
BCFC	Roles of the Staff and Board Liaisons to Advisory Committees
EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
EBB	Threat Assessment Teams
IC/ID	School Year/School Day
IGBB	Programs for Gifted Students
KC	Community Involvement in Decision Making