By-Laws - Adult and Community Education Advisory Committee

Updated: May 2025

ACEAC By-Laws

SECTION A: PURPOSES

Article I Name: The committee shall be known as the Adult and Community Education Advisory Committee (ACEAC), hereinafter referred to as the Committee, and generally known as the ACE Advisory Committee.

Article II It shall be the duty of the Committee to:

(a) Advise the Fairfax County School Board on existing adult and community education programs, including adult high school completion, adult English for Speakers of Other Languages (ESOL), apprenticeship, and certificate programs, as carried out by Fairfax County Public Schools (FCPS).

(b) Advise the School Board on the strategic direction of the FCPS adult and community education programs and the role of such programs within the overall school system.

(c) Advise the School Board on the resources needed in the pursuit of FCPS adult and community education programs.

(d) Advise the School Board on the implementation of various programs and also provide feedback to staff on proposed programs and the implementation of any and all programs.

(e) Advise the School Board on correlating programs in career and technical adult education with programs and services of other agencies.

(f) Assist the staff and School Board in identifying and assessing measurable mid-to-range goals.

(g) Assist the staff and School Board in developing metrics for key goals.

(h) Review the policies and procedures for the provision of adult education and related services prior to submission to the FCPS School Board

(i) Create a draft Annual Charge for the next fiscal year that shall be timely and aligned with the FCPS strategic plan to best support School Board and school division decision-making.

SECTION B: MEMBERSHIP

Article I Number of members: The Committee shall consist of a maximum of thirteen (13) voting members, including one student representative.

Article II Method of selecting members: The School Board shall select the members of the ACE Advisory Committee. Committee membership shall be comprised of one member to be nominated by each elected member of the School Board and one student chosen by the student representative on the School Board. The School Board shall appoint a non-voting School Board Liaison to the Committee. A non-voting Staff Liaison shall be appointed to the Committee.

Article III Length of Term: Committee members shall serve for one year.

Article IV Start/End of Term: Each term will begin on August 1 and end on July 31 of the following year.

Article V Duties of Members:

(a) Attendance: Shall regularly attend and participate in meetings. Members missing a majority of the Committee's meetings cannot vote to affirm its annual report.

(b) Preparation: Shall review materials ahead of meetings to contribute to informed discussions.

(c) Participation: If chairing a standing or ad hoc committee, members shall be prepared to report on committee findings to the Committee, School Board, and other entities.

(d) Code of Conduct:

(1) Shall not direct division staff but shall send requests to the Chair.

(2) Respect the contributions, experiences and backgrounds of fellow-members and FCPS staff members.

(3) Shall conduct all Committee business at public meetings of the Committee.

(4) Shall refrain from representing the Committee unless specifically authorized by the Committee.

(5) If disagreements exist on the Committee on stated positions, then Committee members shall seek to address these disagreements within the Committee.

Article VI Loss of Membership: A vacancy on the Committee resulting from resignation or other reason may be filled for the remainder of the term by nomination by the appropriate School Board member and election by the School Board.

Article VII Loss of Membership: An individual may lose membership for failing to attend/participate in three successive meetings without presenting advance notification of expected absence to the Committee Chair. Members may not send alternates if they themselves cannot attend a meeting.

Article VIII Selection of Replacement Members: New members to replace those retiring from the Committee shall be selected by the procedure stated in Section B, Article II.

SECTION C: OFFICERS AND THEIR DUTIES

Article I The officers shall be the Chair, Vice-Chair, and Secretary. If the secretary position is vacant, the Committee staff liaison or their designee shall serve as secretary. The officers together shall constitute the executive council of the Committee.

Article II The officers shall be elected annually by a majority vote of the Committee members. The Staff Liaison shall appoint a nominating committee of not less than three members in August. A slate of officers will be presented by the nominating committee in September for a final vote no later than October. Members unable to attend the meeting to vote on the nominees may submit their vote by proxy to the Staff Liaison prior to the election meeting. To be eligible for the position of Chair, the person must be a current active member of the committee.

Article III The duties of the Chair's shall be:

(a) to preside at all Committee meetings.

(b) to serve as Chair of the executive council.

(c) to recommend and oversee appointment of standing or ad hoc committees, which may include persons other than committee members.

(d) to approve the agenda for each meeting.

Article IV The duties of the Vice-Chair shall be:

(a)perform the duties of the Chair during the latter's absence.

(b)assist the Chair as requested.

Article V The duties of the Secretary shall be:

(a) to keep attendance records of Committee members.

(b) to keep a record and prepare the meeting notes of all meetings.

(c) to distribute meeting agendas, meeting notes of Committee meetings, and copies of other Committee documents to Committee members and others who may be concerned.

Article VI The duties of the Staff Liaison or their designee shall be:

(a) to assist the Chair in the preparation of meeting agendas.

(b) to make arrangements for all meetings.

(c) to notify members of the time and place for meetings.

(d) to prepare progress reports for the Committee.

(e) to obtain information or data which the Committee requests for the purpose of evaluating the status of the ACE programs and offering Committee advice.

(f) work with the Office of Communication and Community Relations (OCCR) to make any necessary changes to the Committee's website and onboarding informational video

SECTION D: OPPORTUNITIES FOR PUBLIC PARTICIPATION

Article I The Committee welcomes the input and participation of community members on issues, comments and concerns relevant to the scope of work of the Committee. All speakers at ACEAC meetings must acknowledge that they have read and understand these expectations for those taking part in community participation.

Article II Speakers may address any ACEAC-related issue except those that have been scheduled for separate public hearings.

Article III Comments targeting, criticizing, or attacking individual students or minors are not permitted during public meetings.

Article IV Complaints regarding school-based employees should be directed to the appropriate school principal or other school officials.

Article V Speakers should not use personally identifiable information in connection with an individual

student or school-based employee.

Article VI Speakers should be respectful and observe proper decorum in their statements, avoiding profanity, inappropriate gestures, shouting, and comments that run counter to the spirit and letter of the school division's non-discrimination policy, which protects students and staff from discrimination based on age, race, color, sex, sexual orientation, gender identity, religion, national origin, marital status, or disability.

Article VII Individual speakers or speakers representing groups must limit their remarks to no more than five (5) minutes.

Article VIII The Committee will listen to, but not engage in a dialogue with, speakers during community participation.

SECTION E: MEETINGS

Article I Meetings shall be conducted in accordance with parliamentary procedures in Roberts Rules of Order. All Committee members participating in the meeting are to be physically present at the site of public meeting or virtual as allowed by current School Board governance requirements.

Article II Committee meetings shall be scheduled monthly, although, by common consent, meetings may be suspended upon agreement of the Chair in consultation with the Staff Liaison. A monthly meeting may be held in conjunction with another Adult and Community Education special event if the Committee Chair so chooses. Special meetings may be called by the Chair in consultation with the Staff Liaison, when necessary, with a minimum of one week's notice to all members. Notice of Committee meetings shall be furnished to the public at least three working days in advance of the meeting.

Article III An agenda of items to be discussed or voted on shall be provided to all members at least three working days prior to a meeting. The agenda should be developed to best make progress on the Committee's annual charge, ensure alignment with the strategic plan, address the work of the standing or ad hoc committees, and discuss current or ongoing issues related to the Committee's focus. The agenda should include time for Committee members to bring new business forward or make announcements. The agenda should include expectations for meeting outcomes. Information regarding substantive matters to be voted on will be provided in sufficient detail to permit adequate consideration by each member prior to the meeting. Members may submit proposed agenda items to the secretary, and such proposals will be included in the agenda if approved by the executive council. Agenda packets for committee meetings shall be available for inspection by the public at the same time as such are made available to the committee members.

Article IV Committee actions shall normally be approved by majority vote of all members attending a meeting if a quorum exists, except as herein provided otherwise. A quorum exists when at least 50% of all voting members are present. If a quorum does not exist, the Committee meeting can be held, but no Committee business can be conducted. The secretary shall record and include in the minutes the number of those voting for and against each item and those abstaining. Any member in attendance may have his or her name and vote or decision to abstain recorded in the minutes should the member so request.

Article V The Chair shall preside over meetings of the Committee.

Article VI The staff liaison, or their designee, will serve as the Chair until a Chair is elected by the Committee.

SECTION F: EX-OFFICIO MEMBERSHIP

Article I The FCPS Directors and staff responsible for ACE programs shall be non-voting ex-officio members of the Committee.

Article II The FCPS Directors and staff of ACE shall provide staff support to the Committee, including advice, technical support, and information on the Adult and Community Education programs.

SECTION G: ANNUAL REPORT

Article I The purpose of the annual report is to answer the annual charge given to the Committee by the School Board and to report on any other significant, ongoing work the Committee has completed related to its mission and purpose.

Article II The Committee shall approve its final report by its May meeting and submit it to the School Board Chair, School Board Clerk, and the Committee's School Board Liaison within one week of the Committee's approval.

SECTION H: BY-LAWS

Article I These by-laws shall be made available to the public on the Committee's website.

Article II These by-laws may be amended at any general or special meeting of the Committee membership by a two-thirds vote of members present and voting if a quorum exists, provided that notice of the proposed amendment is given at a previous general meeting or a written notification 30 days or more in advance. Changes to by-laws shall be approved by the School Board by a School Board vote at a regular meeting.

Article III These by-laws may be reviewed and amended as needed and shall be reviewed and reapproved no later than five (5) years after the last approval.

Adopted April 9, 2025, Holly Hazard, Chair.

Revised:

May 15, 2025