BYLAWS

ADVANCED ACADEMIC PROGRAMS ADVISORY COMMITTEE

Fairfax County Public Schools (FCPS)

September 2009

SECTION A: PURPOSE

Article I In accordance with the Virginia Board of Education Regulations Governing the Educational Program for Gifted Students, the school division shall establish a local advisory committee composed of parents, school personnel, and other community members. This committee shall reflect the ethnic and geographical composition of the school division.

Article II Also in accordance with the Virginia Board of Education regulations, the purpose of the committee shall be to advise the school board through the division superintendent of the educational needs of all gifted students in the division.

Article III As a part of this goal, the committee shall review annually the local plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented.

Article IV The recommendations of the advisory committee shall be submitted in writing through the division superintendent to the school board.

Article V The name of the committee shall be the Advanced Academic Programs Advisory Committee, hereinafter referred to as the Committee.

SECTION B: MEMBERSHIP

Article I Number of Members A total of not more than 33 members shall be appointed.

Article II Representation The Committee membership shall consist of twenty-two (22) citizen representatives, one (1) student representative, three (3) teachers of advanced academic students, six (6) principals, and the coordinator (1) of advanced academic programs.

Article III Selection Committee representatives shall be nominated for appointment as follows:

(a) One citizen representative shall be nominated by each member of the Fairfax County School Board from his or her district, with each at-large School Board member nominating a representative regardless of district.
(b) Each of the following community organizations may nominate one representative:
    (1) Fairfax County Association for the Gifted
    (2) Fairfax County Council of PTAs

(3) League of Women Voters of the Fairfax area
(4) American Association of University Women
(5) Fairfax County Chamber of Commerce
(6) Fairfax County Federation of Citizens Associations
(7) Fairfax County School Board Human Relations Advisory Committee
(8) Local College or University
(9) Minority Student Achievement Oversight Committee
(10) Fairfax City School Board

(c) One student representative shall be nominated by the student representative to the Fairfax County School Board.

(d) Staff representatives shall be nominated by the Fairfax County Division Superintendent as follows:
(1) Three teachers of advanced academic students—one elementary school, one middle school, and one high school
(2) Six principals—one elementary school, one middle school, and one high school from the principal associations; and one elementary school, one middle school, and one high school selected by the cluster assistant superintendents
(3) The coordinator of advanced academic programs (AAP)

Article IV Appointment membership shall be approved by the Fairfax County School Board in July or as openings occur.

Article V Terms of Service Committee members shall be appointed for two-year terms, with the exception of the student representative who shall serve a one-year term. Terms begin on July 1.

Article VI Replacement of Members A new Committee member may be nominated to replace a member unable to complete his or her term in accordance with the selection process outlined in Article III of this section. The replacement member shall fill out the remainder of the term of the departing member.

Article VII Reappointment Committee members may be reappointed for additional terms.

SECTION C: OFFICERS

Article I The officers of the Committee shall be: chairperson, vice chairperson, and secretary.

Article II The chairperson and vice chairperson shall be elected by majority vote at the first meeting in September. To be eligible for the position of chairperson, the member must have served on the Committee for at least one year. Nominations may be made by any Committee member up until time of the vote, or by a nominating committee named by the incumbent chairperson.

Article III The coordinator of advanced academic programs shall serve as the secretary of the Committee.

Article IV The chairperson and vice chairperson shall serve one-year terms and may be re-elected.

Article V The chairperson's duties shall include:
(a) preside at all Committee meetings
(b) appoint subcommittees, as approved by the Committee
(c) approve the agenda for each meeting

Article VI The vice chairperson shall perform the duties of the chairperson in the latter's absence.

Article VII The secretary's duties shall include:
(a) prepare meeting agendas
(b) maintain attendance records of the Committee
(c) take notes and prepare minutes of all meetings
(d) distribute meeting agendas, minutes of meetings, and copies of other needed documents to Committee members

SECTION D: MEMBER RESPONSIBILITIES

Article I Committee members shall make every effort to attend all Committee meetings. In the event a member is unable to attend a meeting, the member shall notify the chairperson or the secretary prior to the meeting to be missed.

Article II Committee members are expected to participate fully in the work of the Committee--becoming knowledgeable about all aspects of advanced academics in Fairfax County and across the nation, reading pertinent reports and articles, communicating with parents and interested community members, and contributing personal and professional experiences to Committee discussions.

Article III Committee members are encouraged to make suggestions for topics on the agenda to the chairperson.

Article IV Committee members are expected to make requests for information and materials through the coordinator of advanced academic programs. All School Board advisory committees are asked not to make demands on principals, schools, and FCPS departments, but rather to work through the liaison office (Advanced Academic Programs).

Article V Committee members should help keep the focus of the Committee on systemwide issues—the annual local plan for education of the gifted and any charge from the School Board itself.

Article VI Committee members should encourage participation by all members of the group, respecting diversity of opinion.

Article VII The responsibilities of the coordinator of advanced academic programs shall include:
(a) serve as secretary to the Committee
(b) consult with the chairperson in preparation of meeting agendas
(c) make arrangements for all meetings
(d) notify Committee members of meeting times and locations

(e) obtain information or data which is requested by the Committee and needed to complete Committee work

(f) assist the chairperson in preparation of the annual report to the School Board

SECTION E: COMMITTEE MEETINGS

Article I The Committee shall meet monthly September through May.

Article II Subcommittees, as require, may determine their own schedules.

Article III An agenda of items to be discussed or voted on shall be approved by the chairperson and distributed to all Committee members at least three days prior to a meeting. 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.

Article IV Meetings shall be conducted in accordance with the principles of *Roberts Rules of Order*.

Article V A quorum shall consist of at least fifty percent of the membership of the Committee.

Article VI Committee actions shall be approved by majority vote of all members attending a meeting if a quorum exists. 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 VII Meetings are open to the public.

SECTION F: ANNUAL REPORT TO THE SCHOOL BOARD

Article I The Committee shall prepare an annual report to the School Board to be submitted through the Division Superintendent in May.

Article II Committee members who have attended a majority of the Committee meetings shall sign the report. An attendance record shall accompany the report.

Article III A minority report requires agreement and signature of at least two members of the Committee.

Article IV The chair and/or vice chair shall present the report to the School Board according to the calendar.

SECTION G: AMENDMENT OF THE BYLAWS

Article I These bylaws may be amended at any general or special meeting of the 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 is distributed in writing 30 days or more in advance.