FAIRFAX COUNTY PUBLIC SCHOOLS
ADVISORY COMMITTEE FOR STUDENTS WITH DISABILITIES

BYLAWS

The name of the organization is the Advisory Committee for Students with Disabilities ("ACSD"). The ACSD may be referred to as the Special Education Advisory Committee ("SEAC") from time to time.

ARTICLE 1: PURPOSE

Section 1.1 Goal. The goal of the ACSD shall be to provide structured input, support and recommendations to the Fairfax County School Board on policies, practices and issues impacting the education of students with disabilities and learning differences in Fairfax County Public Schools (FCPS), consistent with School Board Policy 1710 and the Community Advisory Committee Operating Manual.

Section 1.2 Functions. Consistent with 8VAC20-81-230(D)(2), the ACSD shall advise the FCPS School Board through the division superintendent, by:

1.2.1 Advising FCPS regarding the education of children with disabilities;
1.2.2 Participating in the development of priorities and strategies for meeting the identified needs of children with disabilities;
1.2.3 Submitting periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the FCPS School Board;
1.2.4 Presenting an annual report of activities to the Fairfax County School Board;
1.2.5 Assisting FCPS in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
1.2.6 Reviewing the policies and procedures for the provision of special education and related services prior to submission to the school board; and
1.2.7 Participating in the review of the FCPS Annual Plan.

The ACSD operates at the pleasure of the School Board and does not provide oversight of the School Board or FCPS administration.

ARTICLE 2: LEADERSHIP

Section 2.1 Definition. The leadership of the ACSD shall consist of a Chair and Vice Chair, elected by the Committee in accordance with the Community Advisory Committee Operating Manual.

Section 2.2 Duties.

2.2.1 Chair. The duties of the Chair shall include:

2.2.1.1 Developing an agenda for all scheduled ACSD meetings;
2.2.1.2 Conducting all scheduled ACSD meetings;
2.2.1.3 Inviting speakers to ACSD meetings;

2.2.1.4 Communicating ACSD decisions, recommendations, comments, concerns, and questions to the appropriate person(s), departments(s) or organization(s);
2.2.1.5 Monitoring ACSD members' attendance and report to the School Board as required by School Board Policy 1710;
2.2.1.6 Appointing ACSD representatives to other FCPS committees and task forces (e.g., Superintendent's Advisory Committee(s)) as approved by the ACSD;
2.2.1.7 Appointing subcommittees with the approval of the ACSD;
2.2.1.8 Publicizing ACSD meetings to the community;
2.2.1.9 Requesting another member to chair the committee in case of the absences of Chair or Vice Chair(s) during a meeting;
2.2.1.10 Appoint one or two members to serve as liaisons to the Office of Special Education Instruction regarding the Annual Special Education Conference;
2.2.1.11 Reviewing the ACSD email account;
2.2.1.12 Reviewing nominations for the First Class Awards;
2.2.1.13 Shall be encouraged to attend the Annual Special Education Conference;
2.2.1.14 Attending other ACSD functions; and,
2.2.1.15 Meeting with the division superintendent or other FCPS staff, as needed.

2.2.2 Vice Chair. The duties of the Vice Chair shall include:

2.2.2.1 Assisting the Chair in the development of the agenda;
2.2.2.2 Meeting with the Division Superintendent or other FCPS staff, as needed;
2.2.2.3 Shall be encouraged to attend the Special Education Conference;
2.2.2.4 Reviewing nominations for the First Class Awards;
2.2.2.5 Updating the Annual ACSD brochure; and,
2.2.2.6 Assuming the responsibilities of the Chair, including conducting the ACSD meeting, in the Chair's absence.

2.2.3 Staff Liaison. Recording and dissemination of minutes, attendance, agendas, and public postings shall be the responsibility of the staff liaison assigned to the ACSD by FCPS administration, in coordination with the Chair, consistent with the Operating Manual.

Section 2.3 Length of Term for Officers. The Chair and Vice Chair shall serve one-year terms from August 1 through July 31 and may be re-elected without limitation, unless otherwise restricted by School Board policy.

ARTICLES 3: ELECTIONS

Section 3.1 Elections.

3.1.1 Election of a Chair and Vice Chair shall occur by written ballot election at the end of the June meeting.
3.1.2 Nominations may also be added to the ballot from the floor at the time of the election.

3.1.3 Nominations for each office are followed by the election for that office.
3.1.3 Election of the Chair and Vice Chair shall be determined by a majority vote of the committee in alignment with the Operating Manual.

Section 3.2 Vacancies. Should a vacancy occur in any office, nominations shall be accepted at the next regular meeting following the vacancy. Election of the new officer(s) shall follow the same nominating and election procedures, above.

ARTICLE 4: MEMBERSHIP

Section 4.1 General Membership. Membership of the ACSD is determined by the Fairfax County School Board in accordance with the Strategic Governance Manual and the Community Advisory Committee Operating Manual, including Board-appointed, Committee-appointed, and liaison roles.

Section 4.2 Duties of Members.

4.2.1 Members will attend monthly ACSD meetings according to Article 5, below;
4.2.2 Members shall serve on at least one subcommittee during the member's annual term;
4.2.3 Members shall notify the Chair and the Recording Secretary if the member will miss an ACSD meeting;
4.2.4 Members shall keep their appointing individuals or organizations informed of ACSD activities;
4.2.5 Members shall raise concerns and recommendations of the member's appointing individuals or organizations to the ACSD;
4.2.6 Members shall make continuing efforts to make the public aware of the ACSD's existence, function, and activities; and,
4.2.7 Members are encouraged to attend the FCPS Special Education Conference, which is usually held in the Spring, and volunteer for a portion of the event.

Section 4.3 FCPS Staff. FCPS staff members may serve as non-voting members or Staff Liaisons as defined in the Operating Manual.

Section 4.4 Conduct of Members.

4.4.1 Members shall conduct themselves in an ethical, responsible and respectable manner.
4.4.2 All ethical concerns should be referred to the Chair or Vice Chair according to Section 4.5;
4.4.3 In the event that a concern is raised about the Chair of the Committee, a member is directed to bring such a complaint or petition to the Vice Chair;
4.4.4 Members shall not act as official representatives, nor speak on behalf of or in the name of the ACSD, unless so directed by formal consent of the majority of ACSD members at a meeting of the ACSD;
4.4.5 Members shall act lawfully and in a manner that will withstand the closest public scrutiny and will enhance public confidence and trust;

4.4.6 Members are expected to attend monthly ACSD meetings and the September Retreat. Appointing organizations and School Board Members will be notified if their appointees have more than three unexcused absences;
4.4.7 Members may not invite individuals or groups to present to the ACSD. All invitations for presenters must originate with the Chair or Vice Chair; and,
4.4.8 Members shall conduct all Committee business during properly noticed public meetings and shall not direct FCPS staff. Requests for information shall be routed through the Chair.

Section 4.5 Removal of Members.

4.5.1 If a Member has more than three absences at meetings during a twelve-month period, the Chair or Vice Chair shall inform that Member's appointing organization/individual in writing regarding the absences.
4.5.2 Conduct concerns shall be reported to the School Board in accordance with the Operating Manual. Removal authority rests solely with the appointing body or the School Board.

ARTICLE 5: MEETINGS

Section 5.1 Frequency of Meetings. Meetings shall occur monthly, with the exception of July and August.

Section 5.2 Quorum and Approval of Minutes. A Quorum of all members is required to conduct business. A quorum shall be defined as a majority of voting members present, consistent with Policy 1710 and the Operating Manual. Members attending virtually do not count toward the quorum.

Section 5.3 Motions. A quorum shall be required to pass all motions. Meetings can be conducted without a quorum, but no business requiring a committee vote may be conducted in the absence of a quorum.

Section 5.4 Special ACSD Meetings. A majority of the ACSD, the Chair, or the Vice Chair may call a special meeting of the ACSD with one week's public notice to the membership. The purpose of any special meeting must be specified. Quorum requirements apply to all special ACSD meetings.

Section 5.5 Procedures for Notifying Members and the Public of Meetings. All regular ACSD meetings shall be advertised on Cable TV Channel 21, published in the School Board's monthly listing of meetings, listed on the FCPS website, and advertised at the Parent Resource Center.

Section 5.6 Agendas. ACSD members shall be provided a draft agenda at least three days prior to each regular ACSD meeting.

Section 5.7 Public Comment. A portion of each regular ACSD meeting shall be set aside for public comments. Public comment procedures, including speaker limits, shall be determined by the Chair or Vice Chair and announced in advance of each meeting, consistent with the Operating Manual.

Section 5.8 Concerns. Individuals or groups wishing to bring concerns to the ACSD may contact the Chair or Vice Chair, who may assign an ACSD member to discuss the matter with the individual or groups. The ACSD member may then present the matter to the full ACSD as a member's report, or the individual or group may present the concern during public comment. If the concern is from an ACSD member, the member may not participate as a member of the ACSD and must address the ACSD as a private citizen.

Section 5.9 Review of the 6-Year Plan. The ACSD shall designate one meeting annually to review FCPS's Annual Plan and Report, the updated 6-year plan and application for Federal flow-through money (Part B funds). This meeting shall occur at least 30 days prior to submission of the plan to the School Board.

ARTICLE 6: SUBCOMMITTEES

Section 6.1 Subcommittees. Standing or ad hoc Subcommittees may be established by majority vote of the Committee as needed to support the annual charge or other purposes of the Committee.

Section 6.2 Duties of Subcommittees.

6.2.1 Each Subcommittee shall select members responsible for documenting the work of the subcommittee and ensuring information is effectively shared between subcommittees and the main Committee;
6.2.2 Each Subcommittee shall work collaboratively to collect data, research issues, and compile a report of findings to be submitted and presented at the April ACSD meeting;
6.2.3 In collaboration with the Chair and Vice Chair, Subcommittees may interview staff or other professionals in order to gather necessary information to support the Subcommittee's work;
6.2.4 Subcommittees shall promote collaboration and communication among members (in conjunction with the Virginia Freedom of Information Act);
6.2.5 Subcommittees must notify the ACSD Chair and Vice Chair at least seven days prior to any requested additional Subcommittee meeting not already publicly announced via the ACSD announcements;
6.2.6 Subcommittees must notify the ACSD Chair if a speaker is requested for the Subcommittee meeting;
6.2.7 Subcommittees shall prepare a draft report with Subcommittee member participation; and provide an electronic copy of the draft to the ACSD Chair and Vice Chair in compliance with announced deadlines; and
6.2.8 Each Subcommittee shall provide a brief presentation of findings to the ACSD at its April meeting.

Section 6.4 Ad Hoc Committees. Other subcommittees may be established by the ACSD as needed to address specific issues and carry out the ACSD work. All ad hoc committees shall have a minimum of three members.

ARTICLE 7: ANNUAL REPORT

Section 7.1 Purpose. The ACSD shall prepare an annual report for the division superintendent and the School Board.

Section 7.2 Goal. The annual report will document and evaluate ACSD activities for the year.

Section 7.3 Ratification. Every committee member who has attended at least 50 percent of the meetings is eligible to sign the report as supporting, opposing, or abstaining from its conclusions and recommendations. Submission of a minority report may be included if requested by two or more voting members who meet attendance eligibility requirements consistent with the Operating Manual.

ARTICLE 8: BYLAWS

Section 8.1 School Board Policy 1710. The consideration, adoption and implementation of the bylaws and any amendments shall be in accordance with School Board Policy 1710.

Section 8.2 Proposed Amendments. All bylaw amendments shall be approved by a majority vote of the school board at a regular meeting.

Section 8.3 Review of Bylaws. The Bylaws shall be reviewed and reapproved at least every five years.

ARTICLE 9: PARLIAMENTARY AUTHORITY

Section 9.1 Robert's Rules of Order. *Robert's Rules of Order* shall govern the conduct of the ACSD meetings and other procedural matters, to the extent practicable and consistent with the Operating Manual and Virginia Freedom of Information Act requirements.

Adopted: TBD, Elizabeth Zielinski, Chair.

Revised:
November 12, 2003
October 8, 2008
October 14, 2009
July 13, 2011
March 9, 2016
June 12, 2019
December 8, 2021
February 11, 2026