

YORK COUNTY GIFTED EDUCATION  
ADVISORY COMMITTEE  
BY-LAWS

I. PURPOSE AND FUNCTION

The purpose and function of the local Gifted Education Advisory Committee is stated in the *Regulations Governing Gifted Education* (8 VAC 20-40-60 B):

“Each school division may establish a local advisory committee composed of parents, school personnel, and other community members who are appointed by the school board. This committee shall reflect the ethnic and geographical composition of the school division. This committee shall have two responsibilities: (i) to review annually the local plan for the education of gifted students, including revisions, and (ii) to determine the extent to which the plan for the previous year was implemented. The findings of the annual program effectiveness and the recommendations of the advisory committee shall be submitted annually in writing to the division superintendent and the school board.” (Revised June 2012)

Additional functions include the following:

To promote closer working relationships among teachers, parents, school administration, the school board, and the community to support and advance the gifted education programs in York County

To provide a communication link between the Gifted Education program and the schools and community

To provide programmatic support for the Gifted Education program

To fulfill other responsibilities as required

## II. MEMBERSHIP

- A. The Gifted Education Advisory Committee membership shall include one parent representative of an identified York County School Division gifted student from each of the division's 18 schools, a community representative, the Gifted Education Coordinator, and a School Board Office representative. All committee members are considered voting members.
- B. The School Board representatives other than the voting member shall serve only as consultants to the committee.
- C. The principal or designee of each school in conjunction with the Gifted Education Coordinator shall select the parent representative for each school.
- D. The York County School Board shall appoint members to the Gifted Education Advisory Committee.
- E. Every effort will be made to ensure the committee membership reflects the ethnic and geographical composition of the school division.
- F. Terms of Membership. The parent representatives and the community representative are selected for one- or two-year terms, which may be renewed. A two-year commitment is preferred but not required. School division personnel serve as members concurrent with the assignment to their positions. Members choosing not to renew their terms shall notify the chair.
- G. General Responsibilities
  - 1. Committee members are expected to become knowledgeable about gifted education in York County and the requirements of the Commonwealth of Virginia.
  - 2. Committee members shall participate in the annual review of the Gifted Education Plan.
- H. Resignation. Resignations shall be made to the chair of the Committee.
- I. Removal. Members shall attend meetings on a regular basis. Excessive absences from scheduled meetings may be cause for dismissal.
- J. The names of committee members shall be published annually; this public notice will also include a description of ways in which interested parties may express their views to the committee.

## III. ADVISORY COMMITTEE OFFICERS AND DUTIES

A. The officers shall consist of a chair, a vice-chair, and a secretary.

B. Duties

1. The chair shall call meetings, plan the meeting agenda in cooperation and collaboration with the Gifted Education Coordinator or designee and preside at meetings.
2. The vice-chair shall assist the chair, preside at meetings in the absence of the chair, prepare to assume the duties of the chair, and coordinate presentations and speakers.
3. The secretary shall record attendance and minutes of the meetings and provide copies of minutes to committee members for approval.
4. The approval of minutes by the membership may also occur through electronic means, including but not limited to email or facsimile as follows: No later than 14 days following a GEAC meeting, the secretary shall forward the minutes to the chair, who shall distribute them via email to the membership. Attending members shall have 7 days after the minutes are distributed to contact the chair with any objections, changes, or corrections to the minutes. The chair shall then contact the secretary by email with a synopsis of these comments. If modifications are made, the secretary shall re-submit a final draft to the chair for redistribution to the membership. Members shall have 7 days to electronically vote to approve or object to the final draft of the minutes. The approval of the minutes shall be determined by a majority of those members submitting a vote (electronic or otherwise) by the specified deadline.
5. Should any appointed member(s) find themselves unable to attend a meeting, said member(s) will make every effort to locate a substitute attendee in their absence.

C. Election and Term of Office

1. Officers shall be elected at the final committee meeting of the school year for a term of one year. Officers may serve consecutive terms.
2. Officers shall assume their duties at the beginning of the administrative year, July 1.
3. If a vacancy shall occur in any office, it shall be filled by the membership at the next regular meeting of the committee.
4. Only voting members of the committee shall be eligible to serve as elected or appointed officers.

IV. MEETINGS

- A. Regular meetings shall be held throughout the year as designated by the York County School Division Plan for the Education of Gifted Students.

Information about regularly scheduled meetings is posted on the York County School Division website and school division TV channel, and the EXTEND Center staff notifies parents about these meetings.

- B. Parents and other interested persons are welcome to attend the meetings and to express their views.
  - C. A quorum shall be defined as more than half of the voting members.
  - D. The bylaws may be amended at any committee meeting by a two-thirds vote of the members present. Notice of a meeting where amendments or changes to the bylaws are to be voted upon shall be provided to the entire committee membership at least ten days prior to the date of the meeting. Included with this notice shall be the proposed amendment.
- V. Parliamentary Authority

Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters of procedure.

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