

YORK COUNTY SCHOOL DIVISION
GIFTED EDUCATION ADVISORY COMMITTEE BY-LAWS

I. PURPOSE AND FUNCTION

The purpose and function of the York County School Division Gifted Education Advisory Committee ("Committee") is stated in the Virginia Administrative Code 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."

Additional functions of the Committee 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 fulfill other responsibilities as needed or requested by the School Board.

II. BY-LAWS

A. All members appointed to the Committee will be governed by these By-laws. In the absence of any specific rule herein, Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure.

B. The Committee shall have only that authority promulgated to it by state law and/or by the School Board. The Committee acts as an advisory committee to the School Board and possesses no independent authority.

III. MEMBERSHIP

A. The School Board shall appoint all members to the Committee and may remove any such member from the Committee. The members of the Committee shall serve without compensation or reimbursement of expenses.

B. The members shall include one parent representative from each of the division's 19 schools, two community representatives, the Gifted Education Coordinator, a Gifted Resource Teacher, and a School Board Office representative. All Committee members are considered voting members.

C. Two high school student liaisons may also attend all Committee meetings. The student liaisons are not members of the Committee and participate in an observational/advisory non-voting capacity.

D. A School Board member will also be assigned to represent the School Board at Committee meetings. The School Board member is not a member of the Committee and is considered a non-voting advisor.

E. The School Board Office representative and Gifted Education Coordinator will advertise and collect membership applications from parents and community members. Qualified applicants who fairly represent the ethnic and geographic diversity of the school division will be encouraged to apply. Student liaisons will be invited to apply via the Counseling Director at each high school. Each of the four division high schools as well as the York River Academy will be represented by a student liaison who will attend on a rotational basis.

F. The School Board Office representative will monitor the terms of current Committee members as well as any vacancies which arise and provide the School Board with additional qualified applicants prior to the expiration of a Committee member's term or within a reasonable time after the occurrence of a vacancy.

G. Terms of Membership.

1. Parent representatives and the community representatives are selected for one (1), two (2) or three (3) year renewable terms, and may serve up to a maximum of six (6) consecutive years total.

Memberships commence on August 1, with terms ending on July 31, however anytime in which a member serves between August 1 and July 31 will count as one-year of service. Committee members who have served for six (6) consecutive years may reapply after a two (2) year break in service.

2. Student liaisons will be selected to begin in the spring of their junior year, and will serve through the spring of their senior year.

3. The School Board liaison will be assigned annually by the School Board Chair.

4. School division personnel serve as members concurrent with the assignment to their positions.

5. Parent and community members choosing not to renew their terms shall notify the Committee Chair in writing before May 1 of their last term. Resignations will be made in writing to the Committee Chair who will forward copies of the resignation to the Gifted Education Coordinator and the School Board Office representative.

H. Removal.

1. The School Board retains sole authority to remove any member from the Committee.

2. The Committee may recommend the removal of any member upon a majority vote of all voting members.

3. Members may be recommended for removal for: 1) failure to regularly attend meetings; 2) failure to perform duties; 3) failure to maintain residence in York County; 4) disruptive, disrespectful or criminal behavior; 5) incompetence; and 6) other good and just cause. Any recommendation for removal will include the reasons for removal. Members recommended for removal retain their full membership rights until they are formally removed.

I. The names of Committee members shall be published annually on the Extend Center website and the York County School Division Gifted Education webpage. This public notice will also include a description of ways in which interested parties may express their views to the Committee.

IV. COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES

A. Committee members are expected to become knowledgeable about the York County School Division's Gifted Education Plan and its relationship with general education, including relevant School Board policies and regulations, state law, Board of Education Regulations and the Committee By-laws regarding gifted education.

B. Committee members shall review annually the York County School Division's Gifted Education Plan for the education of gifted students, including revisions.

C. Committee members shall work together to determine the extent to which the York County School Division's Gifted Education Plan for the previous year was implemented.

D. Committee members may work together to develop annual goals and priorities for accomplishing those committee functions as outlined in Section I herein.

E. Committee members shall attend all regular meetings and special meetings of the Committee. Members who miss two consecutive, regular meetings will be sent a letter from the Chair concerning their absences. Any member who misses three regular meetings within one year without good cause may be recommended for removal by the Committee.

F. Should any Committee member find themselves unable to attend a meeting, said member shall inform the Committee Chair and the School Board Office representative of their inability to attend at least one day prior to the meeting except in an emergency.

G. Committee members shall participate actively as a member of a sub-committee, task force, or study group when requested by the Chair. Task forces and study groups are dissolved upon completion of the assigned task.

H. Committee members shall conduct themselves in a respectful manner and in accordance with the By-laws during all Committee and sub-committee meetings.

I. Committee members shall publicly represent themselves only as members of the Committee with those duties and responsibilities imposed by statute, policy, or regulation.

J. Committee members shall fairly represent the interest of all gifted students in the York County School Division.

K. Committee members shall encourage a collaborative relationship between school division staff and the community.

L. Committee members shall work together to submit written recommendations of the Committee to the Superintendent and the School Board.

V. ADVISORY COMMITTEE OFFICERS AND DUTIES

A. Officers

1. The Committee will annually elect a Chair, Vice-Chair and a Secretary from among the voting members. The officers will serve in those positions beginning August 1 of each year. Members may only serve up to two (2) consecutive one year terms as the Chair, up to two (2) consecutive one year terms as the Vice-Chair and up to two (2) consecutive one year terms as the Secretary.

2. The election of officers will occur during the Committee's final Committee meeting for the school year. Names of voting members interested in serving as an officer may be submitted for inclusion with the meeting agenda package. Additionally, nominations from the floor may be taken prior to the election of any office. Any voting member may nominate themselves or another voting member for a position. Only those members with terms extending through the following year may be elected to serve as an officer for that year.

3. It is preferred that members have one year of service on the Committee prior to their election as an officer.

B. Duties

1. The Chair shall call special meetings and/or plan the meeting agendas in cooperation and collaboration with the Gifted Education Coordinator or designee and preside at all meetings. The Chair shall serve on the Annual Letter Writing Sub-Committee.

2. The Vice-Chair shall assist the Chair, preside at meetings in the absence of the Chair, and coordinate presentations and speakers.

3. In the absence of both the Chair and the Vice-Chair at a meeting, a quorum of the voting members present will vote on a voting member to perform the functions of the Chair at that meeting.

4. It shall be the duty of the Chair or the presiding officer at all times to preserve order and to endeavor to conduct all business before the Committee with propriety and dispatch

5. The Secretary shall record attendance and minutes of the meetings and provide copies of minutes to Committee members for approval at the next meeting. The draft minutes shall be posted on the York County School Division Gifted Education webpage pending approval by the Committee. Upon approval, the Secretary shall post the approved minutes on the Gifted Education webpage and the Committee members shall distribute them to their parent lists.

C. Vacancies, Removals or Resignations

1. Should a vacancy arise in the position of Chair, Vice-Chair, Secretary or Standing Sub-Committee Chair, the Committee or Standing Sub-Committee will, by majority vote, elect a voting member to serve the remainder of the vacant term. Services during any part of a year will constitute one year of service in that position.

2. Officers may be removed from their positions, for one or more of the reasons stated in Section III H 3 herein, by a majority vote of the Committee or Standing Sub-Committee. Written resignation from any

Officer position will be given to all members of the Committee. Removal or resignation becomes final upon a majority vote of the Committee to remove the Officer or accept the resignation.

VI. STANDING SUB-COMMITTEES

There will be one standing sub-committee, the Annual Letter Writing Sub-Committee. This sub-committee will elect a Sub-Committee Chair who will preside over the sub-committee meetings. Voting members may serve as the Sub-Committee Chair for any length of time. The Chair may appoint additional sub-committees to address specific issues. The Chair shall serve on the Annual Letter Writing Sub-Committee.

VII. MEETINGS

A. The Committee shall organize for the upcoming school year by the election of officers at the final Committee meeting of the previous school year. Officers elected during the organizational meeting will assume office on August 1. The agenda for the organizational meeting shall include setting time, place and dates of regular Committee meetings for the next school year, the assignment of Committee members to any standing sub-committees and other items of annual business as appropriate.

B. Regular meetings shall be held at least quarterly throughout the year as designated by the York County School Division Plan for the Education of Gifted Students. Notice of the date, time and place of regular meetings will be given to all Committee members and the Clerk of the School Board no later than ten (10) calendar days before the meeting.

C. All meetings of the Committee will be open to the public including any meetings during which no votes are cast or any decisions made. Voting by secret or written ballot is not allowed. Meetings shall be conducted consistent with School Board Policy and Regulation and the Virginia Freedom of Information Act, Virginia Code § 2.2-3700, et seq.

D. No meeting shall be conducted through telephonic, video, electronic or other electronic communication means where the Committee members are not physically assembled to discuss or transact public business, except as provided in School Board Policy BDD Electronic Participation in Meetings from Remote Locations.

E. In most cases only members of the Committee, the School Board liaison and the student liaisons may participate in the meeting, other than during the public comment portion. Public comments will be allowed during the public comment portion of the meeting. Persons wishing to address the Committee shall indicate their interest by raising their hand when requested by the Committee Chair. The Chair will recognize community members to address the Board on agenda or non-agenda items during public comment. Speakers shall state their name and address prior to making their remarks and address all remarks to the Committee members, maintaining proper decorum at all times. Each person shall be allotted three (3) minutes to speak, however this may be extended at the discretion of the Chair. Committee members may ask questions for clarification and respond to comments when appropriate. The Chair is responsible for the orderly conduct of the meeting and has discretionary authority to rule a speaker out of order.

F. The Chair, along with the School Board Office Representative or a designee, will prepare the agenda for the forthcoming meeting. Committee members may request that the Chair add certain items to the

agenda. Such requests should be made no later than thirteen (13) calendar days before the meeting. A copy of the proposed agenda will be provided to all Committee members no later than five (5) calendar days prior to the regularly scheduled meeting. Committee members will be responsible for providing supporting documentation to the Chair for inclusion with the agenda.

G. Information about regularly scheduled meetings and copies of all agenda packets will be posted on the York County School Division website's Gifted webpage in accordance with School Board Policy and Regulation and the Virginia Freedom of Information Act, Virginia Code § 2.2-3700, et seq. The EXTEND Center staff and Committee members may also notify parents about these meetings.

H. Unless provided elsewhere in the By-laws, the business conducted by the Committee will be restricted to those matters included in the agenda. A majority vote of the quorum is required to amend the Committee meeting agenda.

I. Special meetings may be called by the Chair or by written request of three (3) members submitted to either the Chair or the Vice-Chair. Notice of special meetings will be reasonable under the circumstances. Copies of all agenda packets and material furnished to Committee members will be available in accordance with School Board Policy and Regulation and the Virginia Freedom of Information Act, Virginia Code § 2.2-3700, et seq..

J. A quorum shall be defined as more than half of the voting members. If a member has resigned or been removed but not replaced, that member's position will not be counted for purposes of establishing quorum. A quorum of the voting members must be present to conduct any meeting. It will be at the Chair's discretion to cancel the scheduled meeting after a reasonable time has elapsed and a quorum of the members has not been achieved.

K. The affirmative vote of a majority of those present at any meeting having a quorum shall be considered sufficient for action unless otherwise called for in the By-laws. A tie vote shall defeat the issue voted upon.

L. A Bylaw Review Sub-Committee may be formed to review the Committee bylaws the first year after the approval of each new 5 year local plan for the gifted. Any amendments to the bylaws proposed by the Sub-Committee shall require a two-thirds vote of the members present prior to their submission to the School Board for review. Notice of a meeting where recommended amendments to the bylaws are to be voted upon shall be provided to the entire Committee membership at least ten (10) days prior to the date of the meeting. Included with this notice shall be the proposed amendment(s). Following review by the School Board, any approved amendments shall be incorporated into the Committee bylaws and posted on the York County School Division Gifted Education webpage with an updated date of revision. The Bylaws shall not be amended to contravene the Committee's purpose or function.

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