

**FAIRFAX COUNTY  
ADVISORY COMMITTEE FOR STUDENTS WITH DISABILITIES**

**Bylaws**

**July 13, 2011**

- I. NAME:** The advisory committee shall be called The Advisory Committee for Students with Disabilities (ACSD).
- II. PURPOSE:** The ACSD shall perform the following functions
- A. Advise Fairfax County Public Schools (FCPS) of needs in the education of children with disabilities;
  - B. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
  - C. Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board, and present an annual report of activities to the Fairfax County School Board;
  - D. Assist FCPS in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
  - E. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board;
  - F. Participate in the review of the local school division's annual plan;
- III. GOAL:** The goal of the ACSD shall be to promote the assurance of a free appropriate public education.
- IV. MEMBERSHIP:**
- A. Membership of the ACSD shall be as specified in the Fairfax County School Board's Strategic Governance Manual.
  - B. FCPS staff shall serve only as advisors to the ACSD.

**V. OFFICERS:**

A. The officers of the Committee shall be comprised of the following:

1. Chair or Co-Chairs
2. Vice Chair(s)
3. Secretary or Co-Secretaries

B. Duties and Responsibilities of Each Officer.

1. The Chair or Co-Chairs of the ACSD shall have the following responsibilities:
  - a. Develop an agenda for all scheduled ACSD meetings.
  - b. Conduct all scheduled ACSD meetings.
  - c. Communicate ACSD decisions, recommendations, comments, concerns, and questions to the appropriate person(s), departments(s) or organization(s).
  - d. Monitor ACSD members' attendance and report to the School Board as required by School Board Policy 1710.
  - e. Appoint ACSD representatives to other FCPS committees and task forces (e.g., Superintendent's Advisory Committee, Human Relations Advisory Committee) as approved by the ACSD.
  - f. Appoint subcommittees with the approval of the ACSD.
  - g. Publicize ACSD meetings to the community.
  - h. Ask another member to chair the committee in case of the absences of Chair, Co-Chairs, and/or Vice Chair(s) during a meeting.
2. The Vice Chair(s) of the ACSD shall have the following responsibilities:
  - a. Assume the responsibilities of the Chair in the Chair's absence
3. The Secretary or Co-Secretaries of the ACSD shall have the following responsibilities:
  - a. Take minutes during scheduled ACSD meetings

- b. Prepare the minutes for distribution to all ACSD members at least three business days prior to the meeting..
  - c. Take attendance at all ACSD meetings
  - d. Submit copies of the approved minutes to the Division Superintendent or other FCPS personnel for public posting as required by School Board Policy 1710.
  - e. Advise the Chair or Co-Chairs in advance if he/she will unable to attend meetings.
- C. Length of Term for Each Office. Officers shall serve for a one-year term. An ACSD member can serve in each office for no more than four consecutive years.
- D. Elections Procedures:
- 1. Election of officers shall take place as follows:
    - a. In May, the outgoing Chair or Co-Chairs will appoint the Nominating Committee with the concurrence of the ACSD.
    - b. The Nominating Committee's slate will be distributed in advance with the agenda for the June meeting.
    - c. Election of the new officers shall occur at the end of the June meeting.
    - d. The new officers shall assume their positions immediately after the election.
  - 2. The Nominating Committee shall consist of a minimum of three ACSD members, one of whom will serve as Committee Chair.
  - 3. ACSD members may not serve on the Nominating Committee for more than two consecutive years.
  - 4. The slate of nominees can be accepted by consensus of the ACSD after the Chair or Co-Chairs ask for nominations from the floor and none are forthcoming. If there are nominees from the floor, the nominee(s) receiving the largest number of votes are declared elected, provided there is a quorum present at the meeting.
  - 5. 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 procedures governing voice vote or ballot election.

**VI. SUBCOMMITTEES:**

1. A. Standing Committees. The ACSD shall have a standing committee as follows: The Budget Committee shall exist as a standing Committee of the ACSD.
2. The Budget Committee shall perform the following functions:
  - a. Analyze the Division Superintendent’s proposed annual budget and provide recommendations to the ACSD.
  - b. Review budgetary aspects of items considered by ACSD.
  - c. Serve as a resource to all ACSD members on budget matters.
- B. Ad-hoc Committees. Other committees shall be established by the ACSD as needed to address specific issues and carry out its work.
- C. Membership. All standing and ad-hoc committees shall have a minimum of three members. Each active member is required to serve on at least one subcommittee.
- D. Terms. Members of standing and ad-hoc committees shall serve for the duration of the school year.

**VII. MEETINGS:**

- A. Frequency. The ACSD shall meet once a month, except in August.
- B. Quorum Required to Conduct Business.
  1. A quorum shall be defined as a majority of all appointed, voting members. (A majority is considered half of the membership plus one).
    - a. A quorum shall be required to pass all motions. Meetings can be conducted without a quorum but no business may be conducted in the absence of a quorum.
    - b. Minutes of previous committee meetings may be approved by a majority of ACSD members in attendance
- C. Procedures for Holding Special ACSD Meetings.
  1. The ACSD may schedule, or the Chair, Vice Chair or Co-Chairs may call, a special meeting of the ACSD with one week’s public notice to the membership.

2. The purpose of any special meeting must be specified.
3. Quorum requirements apply to all special ACSD meetings.

D. Procedures for Notifying Members and the Public of Meetings.

1. 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 Web site and by other means.
2. ACSD meetings shall be advertised at the Parent Resource Center.
3. ACSD members shall be provided a draft agenda prior to each regular ACSD meeting.

E. Review of the 6-Year Plan Meeting.

1. 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).
2. Such meeting shall occur at least 30 days prior to submission of the plan to the School Board.

**VIII. ATTENDANCE:**

- A. ACSD members shall advise the Chair or Co-Chairs if they will miss a regular ACSD meeting.
- B. Appointing organizations and School Board Members will be notified if their appointees have more than three unexcused absences at meetings.
- C. The School Board will be notified in accordance with Policy 1710 of Board Member appointees' attendance.

**IX. ANNUAL REPORT:**

- A. The ACSD shall prepare an annual report for the Division Superintendent and the School Board.
- B. The annual report will document and evaluate ACSD activities for the year.

- C. Every committee member who has attended at least 50 percent of the meetings he or she was eligible to attend shall sign the report as supporting, opposing, or abstaining from its conclusions and recommendations.

**X. PROCEDURES:**

A. Public Comment and Individual Presentations at the ACSD Meetings.

- 1. A portion of each regular ACSD meeting shall be set aside for public comments, with a 3-minute time limit for each speaker. At the discretion of the Chair or Co-Chairs, people providing public comment may be allowed more time.
- 2. Individuals or groups wishing to bring concerns to the ACSD shall contact the Chair or Co-Chairs, 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 members' report or the individual or group may present the concern during public comment.

B. ACSD Members' Responsibilities to Appointing Individuals or Organizations.

- 1. ACSD members shall keep their appointing individuals or organizations informed of ACSD activities.
- 2. ACSD members shall raise concerns and recommendations brought to them by their appointing individuals or organizations to the full ACSD.

C. Public Awareness of the ACSD

The ACSD shall make continuing efforts to make the public aware of its existence, function, and activities.

**XI. COMMUNICATION CHANNELS:**

- A. The Chair or Co-Chairs may meet with the Division Superintendent or designee on a regularly scheduled basis and report any discussions to the ACSD.
- B. Secretary shall submit copies of the approved minutes to the Division Superintendent or other FCPS personnel for public posting as required by School Board Policy 1710.

**XII. ADOPTION AND AMENDMENT OF BYLAWS:**

- A. The consideration, adoption and implementation of the bylaws and any amendments shall be in accordance with School Board Policy 1710.
- B. Proposed amendments to these bylaws must be presented at a regularly scheduled ACSD meeting and voted on at the next regularly scheduled ACSD meeting.
- C. These bylaws shall be reviewed every three years.

**XIII. PALIAMENTARY AUTHORITY**

*Robert's Rules of Order Newly Revised* shall govern the conduct of the ACSD's meetings and other procedural matters, to the extent that such rules are applicable and not inconsistent with the provisions of these bylaws.

*Revised:*  
*November 12, 2003*  
*October 8, 2008*  
*October 14, 2009*  
*July 13, 2011*