

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”).

ARTICLE 1: PURPOSE

Section 1.1 Goal. The goal of the ACSD shall be to promote the assurance of a free appropriate public education in Fairfax County Public Schools (“FCPS”).

Section 1.2 Functions. The ACSD shall perform the following functions:

- 1.2.1 Advise FCPS regarding the education of children with disabilities;
- 1.2.2 Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
- 1.2.3 Submit periodic reports and recommendations regarding the education of children with disabilities to the Division Superintendent for transmission to the local School Board;
- 1.2.4 Present an annual report of activities to the Fairfax County School Board;
- 1.2.5 Assist FCPS in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
- 1.2.6 Review the policies and procedures for the provision of special education and related services prior to submission to the School Board; and
- 1.2.7 Participate in the review of the FCPS Annual Plan.

ARTICLE 2: OFFICERS

Section 2.1 Definition. The officers of the Committee shall be comprised of a Chair or two Co-Chairs; a Vice Chair or two Co-Vice Chairs; and a Secretary or two Co-Secretaries.

Section 2.2 Duties. Officers’ duties will include:

2.2.1 Chair or Co-Chairs. The duties shall include:

1. Developing an agenda for all scheduled ACSD meetings;
2. Conducting all scheduled ACSD meetings;
3. Communicating ACSD decisions, recommendations, comments, concerns, and questions to the appropriate person(s), departments(s) or organization(s);
4. Monitoring ACSD members’ attendance and report to the School Board as required by School Board Policy 1710;
5. Appointing ACSD representatives to other FCPS committees and task forces (e.g., Superintendent’s Advisory Committee, Human Relations Advisory Committee) as approved by the ACSD;
6. Appointing subcommittees with the approval of the ACSD;
7. Publicizing ACSD meetings to the community;
8. Requesting another member to chair the committee in case of the absences of Chair, Co-Chairs, and/or Vice Chair(s) during a meeting; and

9. Meeting with the Division Superintendent or designee, as needed.

2.2.2 Vice Chair or Co-Vice Chairs. The duties shall include:

1. Assuming the responsibilities of the Chair in the Chair's absence.

2.2.3 Secretary or Co-Secretaries. The duties shall include:

1. Taking attendance at all ACSD meetings;
2. Taking minutes during scheduled ACSD meetings;
3. Preparing the minutes for distribution to all ACSD members at least three business days prior to the scheduled date of the next meeting;
4. Submitting copies of the approved minutes to the Division Superintendent or other FCPS personnel for public posting as required by School Board Policy 1710;
5. Notifying the School Board of appointees' attendance in accordance with Policy 1710; and
6. Advising the Chair or Co-Chairs in advance if he/she will unable to attend meetings.

Section 2.3 Length of Term for Officers. Officers shall serve for a one-year term. An ACSD member can serve in each office for no more than four consecutive years.

ARTICLES 3: OFFICER ELECTIONS

Section 3.1 Nominating Committee.

- 3.1.1 A Nominating Committee shall be formed by the May meeting.
- 3.1.2 The Committee shall be comprised of at least three members of the ACSD, one of whom shall serve as Committee Chair.
- 3.1.3 ACSD members may not serve on the Nominating Committee for more than two consecutive years.

Section 3.2 Nominating Procedures.

- 3.2.1 The Nominating Committee shall poll all ACSD members, and all interested nominees will be placed on the ballot.
- 3.2.2 The ballot will be distributed to all members by the Secretary at least three days before the June meeting.
- 3.2.3 It is not required to have contested races in any position.

Section 3.3 Election.

- 3.3.1 Election of officers shall occur by ballot election or by voice consensus at the end of the June meeting.
- 3.3.2 New officers shall assume their positions immediately after the election.

Section 3.4 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, *supra*.

ARTICLE 4: MEMBERSHIP

Section 4.1 General Membership. Membership of the ACSD is determined according to the Fairfax County School Board's Strategic Governance Manual.

Section 4.2 Duties of Members.

- 4.2.1 Members will attend monthly ACSD meetings according to Article 5, *infra*.
- 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 if the member will miss an ACSD meeting.
- 4.2.4 Members shall keep their nominating individuals or organizations informed of ACSD activities.
- 4.2.5 Members shall raise concerns and recommendations of the member's nominating 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.

Section 4.3 FCPS Staff. FCPS staff members may serve as advisors to the ACSD. FCPS staff not otherwise appointed to the ACSD do not have voting rights under Article 5, *infra*.

Section 4.4 Conduct of Members.

- 4.4.1 Members shall not act as official representatives, nor speak on behalf of or in the name of the ACSD.
- 4.4.2 Members shall conduct themselves in an ethical, responsible and respectable manner.
Members will not claim to represent the ACSD, as a whole unless they have received formal consent of the majority of ACSD members present.
- 4.4.3 Members shall act lawfully and in a manner that will withstand the closest public scrutiny and will enhance public confidence and trust.
- 4.4.4 Members are expected to attend monthly ACSD meetings. Nominating organizations and School Board Members will be notified if their nominees have more than three unexcused absences at meetings.
- 4.4.5 Members may not invite individuals or groups to present to the ACSD. All invitations for presenters must originate with the Chair or Co-Chairs.

Section 4.5 Suspension or Removal of Members by Appointing Organization or School Board Member.

If a Member fails to act in accordance with these Bylaws, that Member's appointing organization or appointing School Board Member, will be notified of the behavior following a two-thirds vote of the ACSD membership and, the censured member will be considered suspended and referred to their appointing organization or nominating School Board Member, for possible removal by the School Board. Any Member under consideration for suspension shall be given an opportunity to furnish a written statement in response to the ACSD's written recommendation of removal before the aforementioned vote is cast. Any member of the ACSD who has been suspended may not participate in ACSD meetings.

Member suspensions, will remain in force until the School Board officially notifies the ACSD, in writing, through its Chair or Vice Chair, that action has been taken to remove

the suspended member or that the School Board has chosen to restore the suspended member to the ACSD.

ARTICLE 5: MEETINGS

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

Section 5.2 Quorum. A quorum of all members is required to conduct business. A quorum shall be defined as a majority of all appointed, voting members. A majority is considered half of the membership plus one. Minutes of previous ACSD meetings may be approved by a majority of ACSD members in attendance.

Section 5.3 Motions. 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.

Section 5.4 Special ACSD Meetings. The ACSD may elect to schedule, or the Chair, Co-Chairs, or 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 in the notice. 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, with a 3-minute time limit for each speaker. At the discretion of the Chair or Co-Chairs, commenters may be allowed more time.

Section 5.8 Concerns. 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. 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 Meeting. 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: COMMITTEES

Section 6.1 Standing Committees. The ACSD shall have no standing committees.

Section 6.2 Ad-hoc Committees. Other committees and subcommittees shall 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 the member was eligible to attend shall sign the report as supporting, opposing, or abstaining from its conclusions and recommendations. To be considered, a minority report must be signed and endorsed by at least three ACSD members in good standing.

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. Proposed amendments to these bylaws must be presented at a regularly scheduled ACSD meeting and voted on at the next regularly scheduled ACSD meeting.

Section 8.3 Review of Bylaws. The Bylaws shall be reviewed every three years or as required by two-thirds vote of the membership.

ARTICLE 9: PARLIAMENTARY AUTHORITY

Section 9.1 Robert's Rules of Order. *Robert's Rules of Order Newly Revised* shall govern the conduct of the ACSD 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
March 9, 2016*