

THE PRINCE WILLIAM COUNTY PUBLIC SCHOOLS SUPERINTENDENT'S ADVISORY COUNCIL ON EQUITY

BYLAWS

Article I. Name

The name of this advisory council shall be the "Superintendent's Advisory Council on Equity."

Article II. Purpose

Recognizing that all programs operated by the Prince William County Public Schools (PWCS) must be viewed through an equity lens, and because equity is an action word, the purposes of the Superintendent's Advisory Council on Equity (SACE) reflect these values. SACE will identify both exemplary School Division practices and improvement opportunities by reviewing from an equity perspective all applicable Division policies and regulations, data, resource distribution (e.g., materials, facilities, human resources, technology and equipment), and educational opportunities and access throughout the Division. SACE shall advocate and present to the Superintendent prioritized recommendations for practices that will embed equity into all aspects of the School Division in order to eliminate prejudice and unconscious bias, close gaps, increase student achievement, provide welcoming and inviting learning environments, and promote the health and well-being of ALL students in order that they may reach their fullest potential, with the goal of successfully graduating career and/or college ready and prepared to thrive as a participating citizen in the 21st Century global community. As such:

- a) The SACE will develop and recommend a guiding PWCS equity statement, and review and amend as needed;
- b) The SACE will support the School Division in the development of recommendations to the Superintendent regarding prioritized improvements and/or policy/regulation changes related to equity, including the elimination of prejudice and unconscious bias in PWCS schools and programs;
- c) The SACE will provide copies of meeting minutes and agendas to the Superintendent, an annual report, and on an as-needed basis, written reports, and recommendations for consideration by the Superintendent's Staff; and
- d) The SACE will carry out such other duties as may be assigned to the SACE by the Superintendent.

Article III. Membership

Section 3.1

- a) The SACE shall be composed of 20 voting members (defined below), 10 non-voting members, and two non-voting support members – the SACE Facilitator and Council Secretary.

- b) Membership shall include:
- i Eight voting members shall be recommended by the School Board, one per Board member, to serve on the SACE for the purpose of advising the Superintendent. These recommendations will be voted on and approved by the Prince William County School Board at a regular business meeting. It is preferred that the recommended candidates have demonstrated an on-going interest and/or commitment to the betterment of the community and School Division in the area of equity;
 - a. The current student representative/alternate to the School Board (or designee from the Student Senate) shall be a voting member of SACE.
 - ii Ten voting members and ten non-voting members shall be selected by the Superintendent and presented to the Board as an information item requiring no action by the Board. These members shall include at least one parent representative and administrators and teachers representing the elementary, middle, and high schools;
 - iii The Chief Equity Officer (or his/her designee) shall serve as a voting member;
 - iv The Superintendent will also appoint one non-voting support member as the Council Secretary;
 - v On an as-needed basis and as requested by the Superintendent or Chief Equity Officer, PWCS staff who broadly represent services provided directly to students or in support of students shall serve the SACE in an advisory role (e.g., staff in the departments of accountability, global learning, human resources, facilities, student learning, professional learning). The Superintendent or Chief Equity Officer may also appoint PWCS students to serve as advisors to the SACE. Advisors are not members of the SACE and may not vote at meetings;
 - vi Members of the SACE shall not participate in any decisions in which there is a conflict or the appearance of a conflict between their duties in the public interest and their private interests.

Section 3.2

- a) The School Board shall appoint its members to the SACE for an initial two-year term, with the School Board having the option to re-appoint members for additional one or two-year terms. The Board shall fill Board-appointed vacancies as needed and approved by the School Board;
- b) The Superintendent shall appoint his/her ten voting members and ten non-voting members to the SACE for an initial two- year term, with the Superintendent having the option to re-appoint members for additional one or two-year terms. The Superintendent shall fill Superintendent-appointed vacancies as needed and approved by the Superintendent;
- c) Members shall be notified sixty calendar days in advance of the expiration of their term. The renewal of any member's term should consider whether the member was satisfactory in their role, including their attendance record and contributions to the group; and

- d) Advisors shall continue in their advisory role until otherwise directed by the Superintendent or Chief Equity Officer and defined in the Bylaws. Advisors may be released from their role or replaced at the discretion of the Superintendent or Chief Equity Officer.

Section 3.3

SACE members attending, absent, and excused will be identified in the meeting minutes.

Section 3.4

The responsibility of the SACE members shall be to serve the purpose of the SACE, as set forth in Article II.

Article IV: Governance

Section 4.1

The Chief Equity Officer, or his/her designee in their absence, shall serve as the SACE Chair and shall:

- a) Preside at meetings of the SACE;
- b) Assure the preparation of each meeting agenda in cooperation and with input from SACE members;
- c) Appoint ad hoc committees, as needed for various purposes (including, but not limited to a review of the Bylaws), with input from the SACE, to perform the objectives of the SACE.
 - i The SACE membership shall be advised of such appointments; and
 - ii Each committee shall make a report to the SACE regarding discussions, recommendations, and commendations.
- d) Assure that the SACE secretary transmits copies of the agenda to SACE members and the Superintendent;
- e) Assure that the SACE secretary transmits copies of SACE-approved minutes to the Superintendent following their approval;
- f) As needed, prepare summaries/updates for the Superintendent (for updates to the School Board when needed) and coordinate requested presentations and brief updates on the ongoing work of the SACE.
 - i Sensitive information and related records shall be presented to SACE members and Division staff in closed meetings, if necessary, to preserve the confidentiality, mental and physical safety and security of students or staff, or the security of school property or operations.

- g) Assure preparation of SACE prioritized recommendations and as-needed reports to the Superintendent; and
- h) Assure that updates/summaries of SACE work are provided to the School Board as needed.

Section 4.2

The Secretary or, in his/her absence, the Chair’s designee shall:

- a) Maintain the SACE website;
- b) Take notes of meetings of the SACE;
- c) Be responsible for the preparation of minutes from each meeting in cooperation with the SACE, in consultation with the Chairman;
- d) Transmit copies of the minutes to the Chairman in advance of the next SACE meeting;
- e) Ensure the SACE approved minutes are posted to the SACE website monthly and preserved as required by law;
- f) Be responsible for providing assistance to the Chairman with preparation of the meeting agenda and transmission of the proposed agenda to the Chairman in advance of the next SACE meeting;
- g) Be responsible for posting of agenda 48 hours in advance of the meeting; and
- h) Carry out such other administrative duties as may be assigned by the Chairman or SACE membership.

Article V. Meetings

Section 5.1

The SACE shall establish annually a calendar of meeting dates at its first meeting of the fiscal year. The Chair may also call additional meetings for good cause or at the request of the Superintendent or the SACE membership.

Section 5.2

The SACE meetings shall include a designated agenda item for citizen comments from non-council members subject to the following rules:

- a) Citizens shall sign-up for citizen comment period prior to the start of a meeting on a designated sign-up sheet located at the primary meeting location. Sign-up shall be on a first-come basis.
- b) Citizen comment period shall be limited to thirty (30) minutes. If the number of speakers is too large to be reasonably accommodated, the Chair may ask speakers to voluntarily combine their comments, indicate their agreement with a prior speaker rather than repeat prior statements, or ask speakers to submit their comments to the SACE in writing.
- c) Speakers shall be timed to no more than three (3) minutes each. A speaker or combined group that does not need a full three minutes may not yield unused time to another. Speakers requiring an interpreter may be provided with additional time beyond the allotted three minutes as needed, at the discretion of the Chair.

- d) Speakers shall be confined to speaking on the current meeting's agenda items.
- e) Only one speaker or combined group may address the SACE at a time. Those who do address the SACE as a combined group may not separately, or as a part of another combined group, address the SACE again during the citizen comment period at the same SACE meeting.
- f) Comments shall be addressed to the entire SACE and not to individual SACE members, the Superintendent, or audience members.
- g) Speakers shall respect the privilege of citizen comment time extended by the SACE by using commonly accepted rules of courtesy, respect, civility, and decorum. The use of obscenity or defamation is strictly prohibited and shall be ruled out of order. Groups or individuals creating a disturbance which interferes with the orderly conduct of the meeting will be asked to leave by the Chair, as will individuals whose conduct or statements threaten the safety of anyone in attendance at the meeting. The Chair may call a recess at any time during the meeting when individuals or groups fail to comply with these rules.
- h) The number of citizens in attendance shall generally be limited to the room occupancy load, or, if no occupancy load is established for the meeting space, occupancy limits will be set at the discretion of the SACE with all efforts made to maximize seated occupancy for citizen participation. At no point shall the number of citizens in attendance be greater than the occupancy load or greater than the number of chairs provided for citizens in meeting spaces with no established occupancy load. In the event of a Governor declared state of emergency in accordance with Virginia Code § 44-146.17 or where a state of emergency has been declared by Prince William County pursuant to Virginia Code § 44-146.21, occupancy may be limited to comply with health and safety requirements or at the discretion of the SACE.

Section 5.3

The SACE shall make recommendations to the Superintendent by a majority vote of a quorum of its voting membership. A record of affirmative, dissenting, and abstaining votes and comments shall be placed in the SACE minutes.

Section 5.4

Meetings may contain the following elements, but not be limited to: call to order, citizen's comment time, determination of a quorum, approval of minutes of the preceding meeting, follow-up on action items and updates from committees, items of information (e.g., presentations to the SACE), action items, a summary on matters proposed, deliberated or decided, a record of any votes taken, items for inclusion in future meeting agendas, and adjournment.

Section 5.5

Five voting members of the SACE constitutes a quorum.

Section 5.6

The SACE may be polled individually and digitally on matters between meetings using email sent by the Secretary who shall preserve a record of such vote. Such emails must not include nor be transmitted between more than two individuals. In addition, all such matters shall be subject to a public vote at the next scheduled meeting of SACE.

Section 5.7

In the event of any procedural dispute arising out of the conduct of meetings, Robert's Rules of Order shall be used to resolve such dispute, except to the extent that Robert's Rules of Order conflict

with any provisions of these Bylaws.

Section 5.8

Members of the SACE may participate in meetings through electronic communication in accordance with the SACE policy on Member Participation in Meetings by Electronic Communication.

Article VI. Expectations and Requirements for Members

Section 6.1

The SACE members are expected to attend all scheduled meetings and to provide prior notice to the Chair when unable to attend. With prior notification, the Chair may excuse members from attendance.

Section 6.2

The SACE may vote to recommend to the Superintendent or appointing School Board Member the replacement of SACE members with two or more unexcused absences. If the Superintendent or appointing School Board Member agrees with the recommendation, the new member shall be appointed as defined in Article III.

Section 6.2

SACE members are expected to prepare thoroughly for each meeting by reading and responding to supporting documents (e.g., minutes, attachments, emails), as provided.

Section 6.3

Council members are expected to work in a collaborative fashion with each other, members of the School Division, and community representatives. The SACE members are expected to express views and opinions or concerns openly and constructively and to appropriately represent his or her stakeholder group on the SACE.

Article VII. Approval and Amendment of Bylaws

Section 7.1

These Bylaws shall take effect upon adoption by a two-thirds vote of the voting membership and approval by the Superintendent.

Section 7.2

Any member of the SACE may submit a proposed amendment to these bylaws. A written, full, and complete text of the proposed amendment shall be provided to the membership at least one month prior to the meeting at which the amendment is to be voted on. Approval of the amendment shall be by two-thirds vote of the full voting SACE membership. Amendments shall then become effective upon approval by the Superintendent.

- a) When necessary, an ad hoc committee shall be created to review the Bylaws and make recommendations to the full voting membership of SACE for changes or amendments of these Bylaws. The full SACE would then need to vote to either maintain the Bylaws as written or to make the proposed changes or amendments.

Adopted by the Council: October 26, 2023