

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

BYLAWS

Article I. Name

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

Article II. Purpose

Recognizing that the Prince William County School Board desires to protect and enhance the quality of life for all who live, work, learn, and play in our community, the purposes of the Superintendent's Advisory Council on Sustainability (SACS) reflect these values. Prince William County Public Schools (PWCS) has 95 schools and 11 support buildings, and energy consumption is a significant portion of the Division's annual costs. The School Board recognizes that the built environment and human activity contribute to the creation of greenhouse gases, which are a key factor of climate change. The SACS will provide the Superintendent with high-level recommendations relative to reducing the Division's overall carbon footprint, protecting the environment, and realizing cost savings with emerging energy technologies. SACS shall advocate, examine, evaluate, recommend, and prioritize a long-term strategic plan to address Division-wide sustainability in standards for design and construction of facilities, expansion of environmental literacy in K-12 curriculum, and exploration of clean energy technologies that improve equipment and building efficiencies, as well as contribute to a more sustainable environment for future generations. As such:

- a) The SACS will provide the Superintendent with an assessment of standards for design, construction, and maintenance of high-performance buildings;
- b) The SACS will provide the Superintendent with an assessment of emerging energy technologies, including Power Purchasing Agreements (PPA), as well as recommendations for standards for procurement, installation, and operations of photovoltaic cell systems, and renewable energy systems for all new construction and retrofitting opportunities for older schools, where appropriate;
- c) The SACS will provide recommendations to the Superintendent for the creation of measurable standards for environmental literacy, while establishing project-based learning opportunities focusing on sustainability for all K-12 students in PWCS;
- d) The SACS 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

- e) The SACS will carry out such other duties as may be assigned to the SACS by the Superintendent.

Article III. Membership

Section 3.1

- a) The SACS shall be composed of voting members (defined below), along with two non-voting support members – the SACS Facilitator and Council Secretary.
- b) Membership shall include:
 - i) Eight voting members shall be recommended by each member of the School Board to serve on the SACS for the purpose of advising the Superintendent. In the event a School Board member does not make a recommendation, the At-Large School Board Chairman will appoint a Council member to fill the role. These recommendations will be voted on and approved by the Prince William County School Board in consultation and agreement with the Superintendent at a regular business meeting. It is preferred that the recommended candidates have demonstrated an on-going interest and/or appreciation of the environment to the betterment of the community and School Division in the area of sustainability. These members shall include:
 - a. Parents, citizens, students, community leaders, PTO/PTA officers, Student Senate members, and/or advisory council members that possess civic leadership experience;
 - b. Individuals who possess construction, engineering, facilities management, and/or emerging energy technology experience;
 - ii) Four 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:
 - a. School-based administrators, teachers, staff and/or students that possess an interest in sustainability/environmental science;
 - b. Individuals who possess significant construction, engineering, facilities management, and/or technology experience;
 - iii) Four voting members shall be selected by Energy Management and Sustainability and presented to the Board as an information item requiring no action by the Board. These members shall include:
 - a. School-based administrators, teachers, staff and/or students that possess an interest in sustainability/environmental science;

- b. Individuals who possess significant construction, engineering, facilities management, and/or technology experience;
- iv The Superintendent will also appoint two non-voting support members, to include the SACS meeting Facilitator and Council Secretary;
- v The Superintendent shall have the authority to add additional Council members as he or she deems appropriate;
- vi The Superintendent will also select a Chairman from the appointed Council members;
- vii On an as-needed basis, PWCS staff who broadly represent services provided directly to students or in support of students shall serve the SACS in an advisory/consultant, non-member/voting role (e.g., staff in the offices of Accountability, Facilities Services, Student Learning, Professional Learning, etc.); and
- viii Members of the SACS 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 SACS for one two-year term, with the option to continue for a second two-year term, and fill vacancies as needed and approved by the School Board;
- b) The Superintendent shall appoint his/her members to the SACS for one two-year term, with the option to continue for a second two-year term, and fill vacancies as needed and approved by the Superintendent;
- c) Energy Management and Sustainability shall appoint their members to the SACS for one two-year term, with the option to continue for a second two-year term, and fill vacancies as needed and approved by Energy Management and Sustainability; and
- d) The employees serving in Superintendent-assigned roles shall continue their membership until otherwise directed by the Superintendent and defined in the Bylaws.

Section 3.3

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

Section 3.4

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

Article IV: Governance

Section 4.1

The SACS Chairman (or his/her designee in the absence of the Chairman), shall:

- a) Preside at meetings of the SACS;
- b) Appoint ad hoc committees, as needed for various purposes (including, but not limited to a review of the Bylaws), with input from the SACS, to perform the objectives of the SACS.
 - i The SACS membership shall be advised of such appointments; and
 - ii Each committee shall make a report to the SACS regarding discussions, recommendations, and commendations.
- c) 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 SACS.

Section 4.2

The Facilitator, or in his/her absence, the Chairman's designee shall:

- a) Assure the preparation of each meeting agenda in cooperation and with input from SACS members;
- b) Assure that the SACS secretary transmits copies of the agenda to SACS members and the Superintendent;
- c) Assure that the SACS secretary transmits copies of SACS-approved minutes to the Superintendent following their approval;
- d) Assure preparation of SACS prioritized recommendations and as-needed reports to the Superintendent; and
- e) Assure that updates/summaries of SACS work are provided to the School Board as needed.

Section 4.3

The Secretary, or in his/her absence, the Chairman's designee shall:

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

Article V. Meetings

Section 5.1

The SACS shall meet approximately four to six times per year as determined by the SACS membership. The Chairman may also call additional meetings for good cause, or at the request of the Superintendent or the SACS membership, or at the direction of the Facilitator. Meeting dates will include accommodations for virtual meetings. As necessity or safety dictate, in-person meeting opportunities will be discussed.

Section 5.2

The SACS meetings shall include a designated agenda item for citizen comments from non-council members, timed to no more than two minutes each with a maximum comment period of 30 minutes. The Citizen Comment period will typically be held at the beginning of each meeting; if no citizen wishes to address the Council, Citizen Comment period shall be concluded for the meeting in question.

Section 5.3

The SACS 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 SACS 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 SACS), 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

A majority of the full voting membership of the SACS constitutes a quorum.

Section 5.6

The SACS 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 SACS.

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 SACS may meet through electronic means without a quorum physically assembled in one location. In the event that one or more members of the SACS are unable, for health or work reasons, to participate in a regular meeting of the SACS, they may participate by video or telephonic means.

Article VI. Expectations and Requirements for Members

Section 6.1

The SACS members are expected to attend all scheduled meetings and to provide prior notice to the Chairman when unable to attend. With prior notification, the Chairman may excuse members. A SACS member who misses more than two meetings per year may be recommended for replacement by a majority vote of the SACS membership, with a new member appointed as defined in Article III.

Section 6.2

SACS 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 SACS members are expected to express views and opinions or concerns openly and constructively and to appropriately represent his or her stakeholder group on the SACS.

Section 6.4

As a public entity created by the Superintendent to advise him/her on matters of sustainability, the SACS is not a public body subject to the requirements of Virginia’s Freedom of Information Act. However, in the event that any meeting of the SACS is expected to be attended by three or more members of the Prince William County School Board, public notice of the time, place, and date of the SACS meeting and the School Board members expected attendance shall be provided by the Clerk of the School Board at least three working days in advance of the meeting. The Secretary shall be responsible for advising the Clerk of the School Board and the PWCS Director of Communications of an anticipated attendance by School Board members. In such situations, the SACS is also required to seek the advice of the PWCS Division Counsel to assure the provisions of FOIA applicable to School Board members are followed.

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 SACS 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 considered. Approval of the amendment shall be by two-thirds vote of the full voting SACS membership. Amendments shall then become effective upon approval by the Superintendent.

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

Adopted by the Council: November 17, 2020