

ARTICLE 4.

CITIZEN PARTICIPATION

P 5-18. Citizens' Advisory Committees to the Board

Citizens' Advisory Committees will be organized by the School Board when mandated by federal or state law or regulations of the Virginia Board of Education or whenever the School Board or Superintendent determines that such groups may be helpful in advising the School Board. Membership in these committees shall represent a broad cross-section of the Chesapeake community. Such committees will serve without compensation and have only such authority as the School Board specifically shall assign. In most cases, committees shall be given specific instructions as to the particular matters to address. When requested or otherwise appropriate, such committees shall submit one or more advisory reports to the School Board. The duration of the committees shall end at the discretion of the School Board or upon rendering of a final report. These committees shall adhere to Regulations 5-18 and any applicable laws.

Reference

Code of Virginia §22.1-18.1, as amended. Annual report on gifted education required; local advisory committee on gifted education.

Code of Virginia §22.1-275.1, as amended. School Health Advisory Board.

Virginia Department of Education Regulations 8VAC20-40-60(B), as amended. Local plan, local advisory committee, and annual report.

Virginia Department of Education Regulations 8VAC20-120-50, as amended. Career and Technical Education Advisory Committee.

Virginia Department of Education Regulations 8VAC20-81-230, as amended. Local educational agency administration and governance.

Adopted July 23, 1974
Revised June 2021

R 5-18. Citizens' Advisory Committees to the Board

A. Service of Citizens' Advisory Committees

Citizens' Advisory Committee activities and discussion shall focus on the compilation of data, analysis of problems, preparing a summary of opinions, and the drawing of conclusions and recommendations regarding the purposes for the Citizens' Advisory Committee. Such Committees will not expand the duties and purposes for the creation of the Committee without prior approval of the School Board or amendment to any law or regulation authorizing such expansion. Each Citizens' Advisory Committee will submit an annual report to the School Board, normally in June of each year, regarding the work of the Committee and may submit interim reports when requested or deemed appropriate by the Chair of the Committee. Committees and their Chairpersons shall have no legal authority to act on behalf of the School Board nor shall the committees have authority to direct the activities of School Division staff or students.

The Superintendent has responsibility for developing procedures that are consistent with School Board policy and regulation as well as applicable state and federal law or regulation for the appointment to and functioning of Citizens' Advisory Committees. The Superintendent is authorized to take all reasonable and necessary actions to implement this Regulation and the supporting Policy. The Superintendent or designee will ensure that appropriate staff support, facilities, and resources are made available to Citizens' Advisory Committees in order for such committees to accomplish their purposes.

B. Applying to Serve

Individuals who wish to serve on a Citizens' Advisory Committee will apply directly to the Superintendent or designee or as otherwise specified by law, policy or regulation. To ensure that qualified citizen members are recruited, appointed to and retained on Citizens' Advisory Committees, the following conditions will apply:

1. The Superintendent or designee will ensure that timely public notice is made to the community that the School Board will accept applications for membership on Citizens' Advisory Committees. By March 1st of each year, Citizens' Advisory Committees will provide the Superintendent or designee with a list of membership positions that will expire on June 30th of that year. Citizens' Advisory Committees may request that the Superintendent or designee seek applicants to fill vacant positions that occur at any time other than the expiration of the term for which a member was appointed;
2. The Superintendent or designee will work with Citizens' Advisory Committees to seek applicants for membership positions that reflect the necessary qualifications and are consistent with policy, regulation and applicable law;
3. Applicants for citizen member positions must be residents of the City of Chesapeake;

4. Committee members appointed to fill positions that represent related governmental bodies, agencies, service organizations or businesses are not required to reside in the City of Chesapeake but preference may be granted to applicants who are also residents of the City;
5. Applicants must demonstrate an interest in and the intent to work collaboratively with committee members to address the needs of Chesapeake Public Schools;
6. Applicants must demonstrate specific experience or qualifications if membership on a committee requires such;
7. Applicants and current committee members are not eligible to serve on a Citizens' Advisory Committees if they have been convicted of a felony, a crime of moral turpitude, a misdemeanor crime set forth in Virginia Code §22.1-296.1, as amended, or have founded complaints of child abuse or neglect. Applicants or current committee members who are under investigation or who have pending or otherwise unresolved criminal charges or child protective services complaints will not be eligible for consideration until such matters are resolved. The Superintendent will be responsible for developing procedures to verify such information;
8. Applications for appointment to Citizens' Advisory Committee positions that will begin on July 1st must be received by the Superintendent or designee no later than May 1st.

C. Appointment of Committee Members

The Superintendent or designee will provide a list of all selected applicants and their qualifications to the School Board in closed session. Applicants chosen for appointment to a citizen member position will be presented on the Information Agenda at a School Board meeting, unless a vote is required by law.

1. To the extent practicable, the citizens appointed to positions on Citizens' Advisory Committees should reflect a broad cross-section of the community;
2. To the extent consistent with committee membership requirements or conditions, the School Board will not discriminate against applicants based on: race; color; religion; national origin; sex; sexual orientation; gender identity; pregnancy; childbirth or related medical condition; marital status; disability; genetic information; or veteran status;
3. The Superintendent shall appoint staff members to provide administrative support to Citizens' Advisory Committees. The Superintendent or designee will have authority to appoint staff and student committee members and to remove such persons from appointed positions at the Superintendent or designee's discretion;

4. The School Board may designate one School Board Member and one School Board Member alternate to serve as the School Board Liaison to a Citizens' Advisory Committee. Such liaison will not have voting rights on the committee and will not have the authority to bind the School Board regarding any matter related to the committee. As required by law, all the Citizens' Advisory Committees will report to the School Board through the Superintendent.

D. Terms of Appointment and Filling Vacancies

All terms of appointment to Citizens' Advisory Committees will begin on July 1st of the first year of appointment and end on June 30th of the final year of appointment. The length of the term of service will be determined by the reason for creation of the committee, the nature of the committee's work, or as otherwise set forth by School Board in a policy, regulation, or applicable law, or in the absence thereof, by School Board designation. Citizens' Advisory Committee members who have been appointed prior to July 1, 2021, and have a term of service that will end on a date other than June 30th of the final year of appointment are hereby appointed to a term that will be extended until the June 30th following the original final date of appointment.

Citizen members appointed to Citizens' Advisory Committees will serve the term of their appointments unless removed by majority vote of the School Board or resignation by the citizen member. Committee members shall have no legal rights to their appointed positions and may be removed from membership for failure to perform duties, failure to maintain requirements for appointment to the committee, and other good and just cause as determined by the School Board. Membership and responsibilities will be in compliance with School Board policies and regulations, and applicable state and federal law and regulations.

1. Should it be necessary for an appointed member of a Citizens' Advisory Committee to vacate his/her position prior to the end of his/her appointed term of service, the Citizens' Advisory Member will provide notice to the Superintendent or designee with the reasons for vacating the position;
2. Appointed citizen members who no longer meet residency requirements must notify the Superintendent or designee of their planned relocation and will forfeit their appointments effective 30 days following a change of residency; and
3. If a vacancy occurs in a citizen member position prior to April 1st, the Superintendent may accept applications for and appoint a qualified applicant to fill that vacancy at any time during the year. Vacancies occurring after April 1 will be filled with a new appointee whose term will begin on July 1.