

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: KBA

Responsible Office: OFFICE OF PARTNERSHIPS, DEVELOPMENT & MARKETING

CITIZEN ADVISORY COMMITTEE

A. PURPOSE

To establish procedures and guidelines for the operation of the countywide Citizen Advisory Committee (CAC).

B. BACKGROUND

In order to encourage structured community participation regarding the activities and programs of the public schools, Maryland education law requires each local board of education to establish at least one CAC. Pursuant to State law, the purpose of the CAC is to advise the Board of Education of Anne Arundel County (Board) and to facilitate its activities and programs in Anne Arundel County Public Schools (AACPS).

C. PROCEDURES

1. Function

The CAC is comprised of individuals who reside in Anne Arundel County. The CAC:

- a. Shall present concerns and recommendations regarding activities and programs in AACPS to the Board for consideration and potential action;
- b. Shall respond to requests from the Board for research and recommendations on an identified activity or program in schools;
- c. May not serve in the stead of the countywide Parent Teacher Association (PTA);
- d. May not raise funds;
- e. May not lobby any activity or program in schools without obtaining advance explicit permission from the Board at a regularly scheduled public meeting or special meeting of the Board; and

- f. May not engage in the study of individual student, staff, or parent/guardian issues. In addition, the Chair and officers may not purport to represent or support the interests of individual students, staff, or parents/guardians.

2. Executive Committee

- a. The CAC shall have an Executive Committee comprised of the following members:
 - i. Two members from each high school cluster, one representing elementary schools and one representing secondary schools;
 - ii. One at-large member designated by the President of Anne Arundel County Council of PTAs;
 - iii. One at-large member designated by the Chair of the Special Education Citizens Advisory Committee;
 - iv. One at-large member designated by the Chair of the Parent Involvement Advisory Council;
 - v. Two at-large countywide representatives; and
 - vi. An active duty military representative or military spouse.
- b.
 - i. Executive Committee members shall be publicly recruited with the objective of establishing a CAC that consists of individuals who collectively reflect the diversity of the citizenry of Anne Arundel County.
 - ii. Interested candidates must complete an application for Executive Committee membership, which shall be readily available on the AACPS website, in the Board Office, at schools, and publicized in advance by press release.
 - iii. Individuals who apply by the deadline stated on the application shall be considered for Executive Committee membership. Recommendations from principals and community organizations shall also be accepted.
- c. There shall be a Screening Committee that shall strive to ensure that all applicants and recommendations are considered to comprise an Executive Committee of the CAC that reflects AACPS' commitment to non-discrimination in accordance with Policy AC – Non-Discrimination and consists of individuals who collectively reflect the diversity of the citizenry of Anne Arundel County. The Screening Committee, which is comprised of the following individuals, shall meet to review CAC applications and make recommendations to the Board:

- i. The Board President or the Board President’s designee;
 - ii. A designee of the current Chair of the CAC;
 - iii. Senior Manager for the Office of School and Family Partnerships; and
 - iv. A principal designated by the Associate Superintendent for School Performance.
- d. The Board shall make a final determination regarding the membership of the CAC upon consideration of the recommendations of the Screening Committee. Selections shall take effect July 1.

3. **Term, Suspension, and Removal**

The term of office of a CAC member shall be 2 years. The initial term of a CAC member may be extended to a third year at the written request of the member to the Board, and upon approval of the Board. A CAC member may not serve more than one 3-year term followed by one 2-year term.

- a. Members of the CAC may be suspended or removed from the CAC.
 - i. The Board may suspend a CAC member for just cause, as determined by the Board.
 - ii. The Board may remove and replace a CAC member in the event of:
 - a) Death;
 - b) Resignation;
 - c) Failure to attend, without good cause, at least 75 percent of the scheduled meetings of the CAC in any 1 calendar year; and
 - d) Just cause, as determined by the Board.

4. **Operation**

- a. CAC meetings, which shall be open to the public, shall be conducted in accordance with *Robert’s Rules of Order, Revised*, the Maryland Open Meetings Act, and any additional guidelines established by the Board from time to time.
- b. i. Anne Arundel County citizens, regardless of whether they have

children attending AACPS schools, shall be encouraged to attend meetings and fully participate in the CAC, provided that only Executive Committee members shall have the authority to vote on the formal positions of the CAC.

- ii. The affirmative vote of at least the majority of the Executive Committee present is required to approve any action of the CAC provided that a quorum is present. A quorum is a majority of Executive Committee members then serving on the CAC and accounting for vacancies.
- c. Individuals not serving on the Executive Committee may serve on ad hoc and standing committees of the CAC established from time to time by the Executive Committee. The same suspension and removal language referenced in this regulation applies to ad hoc and standing committees that are established by the Executive Committee.
- d. The CAC shall focus on activities and programs in schools with countywide implications that have been identified by the Board. The CAC shall be given the opportunity to present monthly updates to the Board at a regularly scheduled public meeting of the Board, special meeting of the Board, or as scheduled by the Board President.
- e. The regular CAC meeting schedule shall be set by the Executive Committee, provided that there are no less than 6 meetings a year. The Board shall direct the CAC to call an emergency meeting in instances where the Board requests that the CAC consider a particular issue where the timing of the issue precludes discussion at a regularly scheduled meeting of the CAC.
- f. The CAC meeting schedule shall be announced at the beginning of each school year, shared directly with principals, and made available to the general public via the AACPS website. Notices of meetings shall be accompanied by an agenda.
- g. The CAC Secretary shall make approved Executive Committee meeting minutes available to the public via the AACPS website as soon as practicable after the meeting in which they were approved.

5. Officers

- a. The Executive Committee shall, from among its members, elect a countywide Chair, a Vice Chair, and a Secretary to serve a 1-year term by majority vote of those in attendance at a general meeting called for the purpose of electing officers.
- b. Upon nominating members for each officer role, the voting shall be by secret ballot.

- c. In the event of a vacancy, the Executive Committee shall conduct an additional election at a future regularly scheduled meeting or a specially called emergency meeting to fill the vacancy.

6. CAC-Staff Relationship

- a. The Superintendent shall designate a staff liaison to assist in the organization and operation of the CAC, maintain the membership roster, assist the Chair in setting the agendas, and provide information and assistance as needed to help ensure the efficient and effective operation of the CAC.
- b. The Chair may request information from AACPS, as needed, by making such reasonable requests through the designated staff liaison. Similarly, requests for AACPS staff to make presentations or speak at CAC meetings shall be coordinated through the staff liaison.

7. Additional CACs

Notwithstanding any other provision in this regulation, nothing herein precludes the establishment of clusterwide or schoolwide CACs provided that such CACs may not supplant existing PTAs, PTOs, and similar organizations.

Regulation History: Developed by the Superintendent 01/01/15; 05/20/20
Reviewed by the Board of Education 01/01/15; 06/03/20
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Note Previous Regulation History: Replaces Administrative Regulation 501.01 issued 12/06/89; revised 04/05/94, 12/03/03, and 07/13/11