

Montgomery County Public Schools
Gifted Advisory Committee By-Laws

I. NAME

The name of this organization shall be "Montgomery County Gifted Advisory Committee ("GAC")."

II. PURPOSE AND RESPONSIBILITY

Major responsibilities of the GAC are addressed in the Code of Virginia, §22.1-18.1, and Regulation

§8VAC20-40-60-B:

“Each school division may establish a local advisory committee composed of parents, school personnel, and other community members who are appointed by the school board. This committee shall reflect the ethnic and geographical composition of the school division. This committee shall have two responsibilities: (i) to review annually the local plan for the education of gifted students, including revisions, and (ii) to determine the extent to which the plan for the previous year was implemented. The findings of the annual program effectiveness and the recommendations of the advisory committee shall be submitted annually in writing to the division superintendent and the school board.”

Pursuant to Montgomery County School Board ("School Board") Policy 2-3.1, Community Involvement in Decision Making, the GAC provides input to the Division Superintendent and the School Board in the following ways:

- By annually reviewing the local plan for the education of gifted students ("local plan"), including recommending revisions thereto;
- By determining the extent to which the local plan for the previous year was implemented;
- By submitting a written report to the Division Superintendent and the School Board detailing the findings of the annual effectiveness review and making related recommendations;
- By reviewing and formulating suggestions regarding revisions to the local plan before it is submitted to the Division Superintendent and the School Board;
- By conducting all meetings in compliance with all applicable state and federal law and School Board policy, notably the Virginia Freedom of Information Act; and
- By engaging the Montgomery County community and/or fulfilling other responsibilities as requested by the Division Superintendent and/or the School Board.

III. MEMBERSHIP

- Pursuant to School Board Policy 2-3.1, Community Involvement in Decision Making, the School Board maintains exclusive authority to appoint GAC members, who should include, at minimum, members as required by state law or School Board policy, and as appropriate: parents, students, employee groups who are impacted by the GAC's work and administrative representatives responsible for oversight of the outcomes of the GAC's work. The GAC also should consist of and demonstrate an ongoing effort to include representatives of each community impacted by its work and membership that reflects the ethnic and geographical composition of the Montgomery County Public Schools ("MCPS") student body.
- The GAC members are recommended by the GAC for appointment by the School Board each year for three-year terms. Each term shall begin on July 1 of the year of the appointment and expire on June 30 of the third year. The School Board reserves the exclusive authority to remove GAC members.
- Individuals interested in GAC membership should complete the "Montgomery County Public Schools Gifted Advisory Committee Application and Information Sheet".
- If a GAC member wishes to resign, the member should notify the GAC Chairperson and the MCPS Administrator of the Gifted Program in writing or by email noting the effective date of such resignation.
- If a GAC member misses four consecutive GAC meetings without notifying the Chairperson of his or her intent to remain on the GAC, the School Board may remove the member from the GAC.
- The School Board shall make reappointments to and fill vacancies on the GAC as necessary and appropriate.

Pursuant to School Board Policy 1-4.1, Conflicts of Interest:

- The Gifted Advisory Committee (GAC) seeks to ensure that the judgment of its members shall be free from actual or potential conflicts of interest between personal interests, job responsibilities and their roles as members of the GAC. GAC members shall conduct themselves consistent with the requirements of all applicable law, including the Virginia State and Local Government Conflicts of Interest Act, Code of Virginia §2.2-3100, *et seq.*

Members are expected to:

- Become knowledgeable in the requirements of the Commonwealth and Federal laws concerning gifted education and the role of the GAC as an advisory body.
- Become knowledgeable about MCPS' local plan.
- Regularly attend GAC meetings.
- Participate in an annual review of the local plan conducted by the GAC.
- Annually receive and review at least a written report from the MCPS Administrator of the Gifted Program to determine the extent to which the local plan was implemented.
- Jointly develop a written report on the extent to which the local plan was implemented in the previous year and any recommendations the GAC has approved to be reviewed by the School Board and Division Superintendent.

IV. GAC OFFICERS AND OFFICE OF PRIMARY RESPONSIBILITY

The officers of the GAC shall consist of a Chairperson, a Vice-Chairperson, and a Secretary. Officers for the upcoming school year shall be elected annually by simple majority vote of a quorum of GAC members at the last meeting of the GAC each school year. In the event an office becomes vacant a replacement shall be elected by simple majority vote of a quorum of GAC members at the next meeting of the GAC.

Duties of the Chairperson:

- In accordance with School Board policy, the Chairperson presides over all GAC meetings.
- The Chairperson prepares and/or approves a meeting agenda with the assistance of the MCPS Administrator of Gifted Programs; and
- The Chairperson coordinates the work of GAC Officers and subcommittees, as needed.

Duties of the Vice-Chairperson:

- In the absence of the Chairperson and in accordance with School Board policy, the Vice Chairperson presides over GAC meetings and assumes other duties of the Chairperson.
- Serves as Parliamentarian.

Duties of the Secretary:

- As required by the Virginia Freedom of Information Act and School Board Policy 1-6.5, the Secretary shall record official minutes of all GAC meetings.
- The Secretary shall maintain a GAC membership list with terms of service and maintain a current copy of the GAC By-Laws.

Office of Primary Responsibility/Principal Advisor Responsibilities:

The Administrator of the Gifted Program is a member of the GAC and serves as the Office of Primary Responsibility/Principal Advisor to the GAC. The Administrator of the Gifted Program does not vote on committee matters, but assists the GAC by attending all meetings, providing technical and clerical support, providing division data for the review of program effectiveness, and serving as the Office of Primary Responsibility for the GAC. Additional MCPS gifted staff members may, with the approval of the Administrator of the Gifted Program, be asked from time to time to serve as consultants to the GAC.

V. MEETINGS

Pursuant to School Board Policy 1-6.1, Meetings:

- The GAC shall transact all business at official GAC meetings.
- The GAC will meet a minimum of four times each school year. The GAC shall establish a calendar of its meetings (including dates, times and locations) at its annual organizational meeting and post the approved calendar on the MCPS website.
- The date, time, and location of regular meetings of the GAC may be changed by the GAC Chairperson and/or the Administrator of the Gifted Program, provided each GAC member is duly notified in advance or a reasonable attempt has been made to notify each member.

VI. DECISION MAKING

Pursuant to School Board Policy 1-6.6, Voting Method:

- The GAC shall vote on election of its officers, approval of its meeting minutes, membership applications it intends to recommend to the School Board, and other motions related to the GAC's proper business following a motion by one of its members and a second. GAC meeting minutes should reflect the result of all votes.

Pursuant to School Board Policy 1-6.4, Rules of Order:

- The GAC shall observe "Robert's Rules of Order Revised," except as otherwise provided by School Board policies or by law.
- All voting GAC members are eligible to vote and participate in seeking a consensus. A quorum of members present and voting is necessary to approve a motion.

VII. AMENDMENTS

- Review, Revision, and Adoption of Changes: The GAC may review the Gifted Advisory Committee By-Laws and recommend changes to the By-Laws for the School Board to review.
- The MCPS School Board retains exclusive authority regarding the conduct of the GAC and shall approve any By-Law changes.

REVISION

Adopted: May 2, 2011

Revised: January 15, 2020, January 17, 2023

Approved by Montgomery County School Board: February 2, 2021, February 21, 2023

These By-Laws are in compliance with Virginia Department of Education GAC guidelines.