

**Brentsville District High School  
Advisory Council  
Bylaws**

**Vision**

The vision of the Brentsville District High School Advisory Council is to serve as the voice and lens of the school community-at-large to ensure that all students learn to their fullest potential.

**Mission**

The Council's mission is to ensure that all students attending Brentsville District High School receive a "World-Class" education that prepares them for further study or the workforce.

**Article I  
Purpose**

The purpose of the Brentsville District High School (BDHS) Advisory Council is to develop the BDHS School Improvement Plan in accordance with Prince William County Schools' Strategic Plan, as well as the unique needs of the students at Brentsville District High School.

**Function**

The council will operate in an advisory capacity to the principal to improve educational programs and use the resources available to the school. The council will offer input into decisions delineated in the BDHS School Improvement Plan which will promote the continuous improvement model. Specifically, this will entail establishing goals and objectives, evaluating outcomes, and the design of the BDHS School Improvement Plan to meet the needs of the students.

Components of the School Improvement Plan will be outlined in the Prince William County Building Management Plan. The principal will provide the council with a needs assessment on school improvements to show status of building and instructional improvements. The council will evaluate and develop goals and objectives based on the data and submit its recommendations.

**Article II  
Membership**

Membership on the council is open to students, parents of students, school staff and members of the community. The council, determined by the principal, will be comprised of 10 – 15 members: at least two students (one underclassman and one upperclassman), parents and/or community members, and school staff. The principal is tasked with selecting the students, and the principal and chair are to ensure a balance of staff and community members for the remaining membership seats.

The students will be selected through a process determined by the principal to provide the council with a fair representation of the student body. Parents and/or community members will be selected to

ensure reasonable representation of the school area boundaries, with one at-large member (chairperson). The Principal is a non-voting member of the Council.

Members of the council may be selected to serve through election by the existing council or appointment by the principal. The secretary will publicize the need for new members in March. Interested parents and/or community members should contact the school or a council member by the April meeting.

### **Tenure**

Members' terms will be two years on the council. The principal has the authority to grant additional terms to any member who maintains the requirements for membership. Any resignations from the council should be submitted in writing or electronically to the council chairperson by the March meeting

Members may be removed from the council if two consecutive meetings are missed or if three meetings throughout the school year are missed, providing no extenuating circumstances exist. The vice-chairperson will notify those members who are to be removed from the council.

## **Article III Officers**

Officers of the council will include a chairperson (parent), vice-chairperson (faculty/staff member), and secretary (principal's secretary or other staff member). Any voting member may be elected to an office. Officers will be elected at the May meeting by a majority vote of the members of the council. The officers will serve one-year terms. Officers may be re-elected to serve, but may not serve more than three terms. Resignations must be submitted in writing to the chairperson. If a vacancy occurs, the council will make every effort to fill the vacancy as soon as possible.

Officers may be removed from the council if two consecutive meetings are missed or if three meetings throughout the school year are missed, providing no extenuating circumstances exists. The chairperson or vice-chairperson will notify those officers who are to be removed from the council.

## **Article IV Duties of Officers**

### **Duties of the Chairperson**

The chairperson will preside at all meetings and have general supervision of the affairs of the council. The chairperson, in cooperation with the principal, will prepare the agenda for each meeting, ensure that the agenda for the upcoming meeting and the minutes from the previous meeting are sent to the council members at least one week prior to each meeting, and will have the authority to modify the agenda if it is determined to be in the best interest of the council's work. Any community member wishing to address the council should contact the chairperson at least one week prior to the scheduled meeting and the chairperson will place the issue on the agenda. The chairperson will appoint temporary or standing committees (ad hoc) as needed and will be an ex-

officio member of all committees. The chairperson is a non-voting member with the exception of a tie vote. The chairperson will ensure that the council bylaws, list of council members, and meeting dates are posted on the website.

### **Duties of the Vice-Chairperson**

The vice-chairperson will exercise all functions in the absence of the chairperson. The vice-chairperson will govern the election process in May and will plan and schedule programs as necessary. The vice-chairperson will provide a copy of the current bylaws to all new members upon their appointment to the council and will provide training for all new members as necessary. The vice-chairperson will notify those members who are to be removed from the council.

### **Duties of the Secretary**

The secretary will be responsible for keeping the full and accurate accounts of the proceedings and transactions of all meetings of the council. The secretary will maintain a current roster of the membership (with telephone numbers, addresses, and email addresses) and record attendance at the meetings. The secretary will provide copies of the minutes to the chairperson within one week of each meeting. The secretary will prepare any official correspondence the chairperson may request. The secretary will maintain a "Council File" containing bylaws, the current School Improvement Plan, assessment information and copies of all minutes.

## **Article V Committees**

The chairperson will have the authority to appoint standing or ad hoc committees as the council or its chairperson deems necessary. The duties and responsibilities of each committee will be specified at the time of appointment and will be approved by a majority vote of the council. Persons outside of the council may be appointed to serve on committees as their expertise is needed. Appointment to standing or ad hoc committees will be by self-nominations, recommendations of council members or by the chairperson. The ad hoc committees may make recommendations to the council.

## **Article VI Meetings**

The council will meet in the library monthly from September through May as agreed upon by the council and principal. The meeting dates/times will be published in the school newsletter and on the school's webpage.

Council meetings will be open to the public. Community members interested in the council and its work are welcome to attend the monthly meetings. Non-council members who wish to address the council during community time should contact the chairperson at least one week

prior to the upcoming meeting to be placed on the agenda. Community members are not eligible to cast a vote on matters before the council.

The principal or the chairperson may call special sessions. There will be adequate public notice with clear indication of the reason for the special session.

At the conclusion of each meeting, agenda items for the next meeting will be discussed.

Robert's Rules of Order, Newly Revised, will govern the meeting of the council. A quorum (2/3 of the voting members) must be present to vote on matters before the Council.

**Article VII  
Amendments**

The bylaws will be amended or revised by a two-thirds majority vote of the Council's voting members. This vote can only occur after the proposed amendment has been submitted to the Council members in writing at the previous regular meeting.

**Article VIII  
Training**

Advisory council training will be provided for council members by Prince William County Schools' personnel. In September of each school year, the principal and vice-chairperson will provide guidance to Council members about how the meetings are conducted. The vice-chairperson will coordinate the training.

**Revisions to the Brentsville District High School Advisory Council Bylaws as set forth in this document are signed into effect this 12<sup>th</sup> day of June, 2012.**

John Schneider, Chairperson



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Katherine J. Meints, Principal



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