



BYLAWS OF THE MINORITY STUDENT ACHIEVEMENT ADVISORY COMMITTEE (MSAAC)

Article I: Name

The name of this committee is the Minority Student Achievement Advisory Committee (MSAAC).

Article II: Purpose

The purpose of this advisory committee is to:

- a. Advise the Loudoun County School Board (LCSB) and the Loudoun County Public Schools (LCPS) administration on issues relating to achievement of historically minoritized, marginalized, or otherwise systemically disadvantaged student groups (referred to as minority*).
- b. Secure for all students in LCPS the highest advantages in academic, vocational, physical, cultural, and social education.
- c. Provide a forum for the discussion and sharing of common educational concerns and ideas about the academic achievement of minority students.
- d. Serve as a network for interaction among local parent groups**, parents, students, teachers, administrators, community members, and the LCSB as to issues affecting student achievement in LCPS.

** Note: For the purposes of these Bylaws, a minority is a definable category of people who share an identity or status and, by virtue of that shared identity or status, are subject to prejudice, discrimination, and oppression. (Source: Open Education Sociology Dictionary)*

***Note: All references to parent groups shall refer to the acting Parent Teacher Association (PTA), Parent Teacher Organization (PTO), Parent Teacher Student Association (PTSA), or an equivalent parent-led group sponsored by the school.*

This advisory committee will have regular meetings, which may include an educational program and a forum for the development of ideas. In addition to such meetings, these purposes may be further developed through conferences, committees, projects and programs, and are governed and qualified by the basic policies set forth in Article III.



BYLAWS OF THE MINORITY STUDENT ACHIEVEMENT ADVISORY COMMITTEE (MSAAC)

Article III: Basic Policies

The following are basic policies of this advisory committee:

- a. The advisory committee shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the advisory committee and the names of any members shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the purpose of the advisory committee.
- c. The advisory committee may provide a forum for candidates seeking public office to speak but shall not support or participate in the campaign of any person seeking public office. In addition, the advisory committee may provide a forum for the discussion of pending legislation or enacted laws affecting education.
- d. The advisory committee shall work to provide quality education for all students and shall contribute to the decision-making process by reviewing and commenting on school policy, recognizing that the legal responsibility to make decisions has been delegated by the citizens to the LCSB and Loudoun County Board of Supervisors.
- e. The advisory committee shall meet for the purposes of conference and cooperation in matters affecting public schools and students in public schools.
- f. The actions of the advisory committee shall not be binding upon local school parent groups or school staff.

Article IV: Membership

Membership shall consist of the MSAAC Executive Committee and two delegates from each public school in Loudoun County, approved by the school parent group or principal when a parent group is inactive or unable to perform this duty.

The names of the delegates from each school shall be submitted to the advisory committee by each school, and the delegates' terms shall begin at the time of their appointment.

Each local public school shall be entitled to representation in the advisory committee by two assigned and approved delegates as selected by the PTA/PTO/PTSA or an equivalent parent group. The individual must be the parent of a child attending LCPS, who is also a resident of Loudoun County, and agree to promote the mission of the committee in order to be



BYLAWS OF THE MINORITY STUDENT ACHIEVEMENT ADVISORY COMMITTEE (MSAAC)

considered. Any qualified parent may volunteer to serve as a delegate if one has not been appointed or elected by the parent group with approval from the parent group or school principal, and the MSAAC Executive Committee. In no case shall there be more than two delegates representing any school.

Article V: Officers, Executive Committee, and Advisory Committee

Section 1. Officers

- a. The officers shall be the Chair, Vice Chair, and Secretary.
- b. Voting for officers shall occur no later than the regular meeting in May of each year.
- c. Officers shall serve for a one-year term and may be reelected to their respective office. Terms shall be aligned with the LCPS school year.

Section 2. Executive Committee

- a. The Executive Committee shall consist of the officers, the Past Chair serving as an advisor, leading members of committees, including the Policy, Membership, and Communications Chairs.
- b. In the case of a vacancy in the office of Chair, the Vice Chair shall accede to that office and shall serve until the end of the one-year term.
- c. Vacancies occurring for Vice Chair and Secretary may be filled by means of a majority vote of the advisory committee. The Executive Committee shall make every attempt to produce a suitable nominee from the delegate body. Nominations may be made from the floor or by special meeting, as appropriate. Newly appointed officers shall serve until the end of the one-year term.

Section 3. Advisory Committee

- a. No member(s) of the advisory committee shall leverage the access, privilege, or influence afforded by way of their affiliation to promote themselves or to materially promote or advance another group or organization.

BYLAWS OF THE MINORITY STUDENT ACHIEVEMENT ADVISORY COMMITTEE (MSAAC)

- b. Any member of the Executive Committee may be removed “for cause” by majority vote* and any officer vacancy filled using the process outlined in Section 2c (for Vice Chair and Secretary only; see exception for Chair in Section 2b). Delegates may be removed for cause by majority vote of the Executive Committee.

*Note: In such cases, the voting body shall include all other members of the Executive Committee and an equal number of subcommittee leads as applicable. In the event there are fewer leads within the subcommittees, the Executive Committee shall choose the remaining voting members from the delegate body at random to make up the difference.

Article VI: Responsibilities

Section 1. Chair

- a. Shall preside at all meetings when present.
- b. Shall coordinate the work of the Officers and committees (i.e., Policy, Communications, Membership).
- c. May call “special meetings” upon request of a majority of the delegates or as deemed necessary by the Chair or Executive Committee.
- d. May appoint “subcommittees” when deemed necessary by the Executive Committee.
- e. May appoint a parliamentarian to advise the Executive Committee when deemed necessary.
- f. Shall represent MSAAC in all matters of business or appoint a member of the Executive Committee to do so as needed.
- g. Shall perform any other duties as specified in the Standing Rules.

Section 2. Vice Chair

- a. Shall preside at all meetings of the advisory committee in the absence of the Chair.
- b. Shall assist the Chair as deemed necessary.



BYLAWS OF THE MINORITY STUDENT ACHIEVEMENT ADVISORY COMMITTEE (MSAAC)

- c. Shall serve as chair of programs and subcommittees.
- d. Shall perform any other duties as specified in the Standing Rules.

Section 3. Secretary

- a. Shall record and maintain the minutes of all MSAAC meetings.
- b. Shall conduct correspondence as requested by the Chair.
- c. Shall maintain an accurate roster of the names and addresses of the member school parent groups and their leadership.
- d. Shall maintain an accurate roster of the names, addresses, and email addresses of the MSAAC advisory committee as required and in coordination with the Membership Chair.
- e. Shall perform any other administrative duties as specified in the Standing Rules or as deemed necessary by the Chair.

Section 4: Executive Committee

- a. Shall report at each regular MSAAC meeting.
- b. May call MSAAC "Special Meetings."
- c. Shall plan and set the agenda for regular MSAAC meetings.
- d. Shall govern the actions of the advisory committee.
- e. Shall maintain, approve, and enforce the Standing Rules.

Section 5: All Officers and the Executive Committee shall perform their duties as specified in these Bylaws and Standing Rules. All successors shall be given access to all official MSAAC materials immediately following the meeting during which they are elected.

Section 6: MSAAC shall abstain from commenting publicly or otherwise giving official treatment to any matter that significantly divides the voting body or threatens to undermine MSAAC's goals toward academic achievement of minorities. In cases where advisory committee

BYLAWS OF THE MINORITY STUDENT ACHIEVEMENT ADVISORY COMMITTEE (MSAAC)

members desire to comment publicly, members may advocate exclusive of MSAAC in accordance with existing Bylaws and Standing Rules.

Article VI: Meetings

Section 1. MSAAC shall meet monthly, September through May, except for the month of December, unless otherwise provided for by the Executive Committee with proper notice to the delegates.

Section 2. An “Annual Meeting” shall be held for the purpose of electing Officers, receiving year-end reports from subcommittees and selecting a preliminary list of programs for the upcoming year.

Section 3. “Special Meetings” may be called by the Chair, the Executive Committee, and upon request, by the majority of the delegates present provided that proper notice has been given to delegates.

Section 4. Monthly (General Body) meetings shall be open to the public, but the privilege of introducing motions and voting shall be limited to members of the advisory committee. No member may cast more than one vote, and there shall be no voting by proxy.

Article VII: Quorum

Greater than or equal to 25% of the voting members (advisory committee) shall constitute a quorum for the purposes of conducting official business. Failure to reach quorum shall not prevent assembly or discussions as outlined in Article II, but shall limit the discussion of any “business” items requiring a vote.

Article VIII: Standing Rules

Standing Rules may be adopted from time-to-time as deemed necessary, to supplement these Bylaws. They may be adopted without previous notice by a majority vote of the Executive Committee at any properly called meeting. However, no Standing Rule, resolution, or motion is in order that conflicts with these Bylaws.



BYLAWS OF THE MINORITY STUDENT ACHIEVEMENT ADVISORY COMMITTEE (MSAAC)

Article IX: Parliamentary Authority

The Robert's Rules of Order, (newest revised version) is the parliamentary authority for this advisory committee and shall govern in all cases to which it is applicable.

Article X: Amendments

These Bylaws may be amended at any regular meeting of this advisory committee by a two-thirds vote of the delegates present and voting, provided written notice of the proposed amendment(s) has been given at least thirty (30) days prior to the meeting. In the event the failure to approve an amendment will result in the delay of a critical activity, 10 (ten) days prior notice shall be required.

Adopted: May XX, 2023