

**HENRICO COUNTY PUBLIC SCHOOLS**  
**Equity and Diversity Advisory Committee**  
**BYLAWS**

**ARTICLE I – NAME**

The name of the organization is the Equity and Diversity Advisory Committee of the School Board of Henrico County, Virginia (Henrico County Public Schools) (herein referred to as “the Committee”).

**ARTICLE II – PURPOSE**

Equity and Diversity Advisory Committee

The Advisory Committee’s major responsibilities are as follows:

1. Advise: Advise the Henrico County School Board and the Henrico County Public Schools administration on issues relating to diversity and equity throughout the school division.
2. Engage: Engage in an annual Equity and Diversity Climate Assessment that includes Henrico County Public Schools (HCPS) and the Henrico County community to determine strengths, identify areas of concern, and make recommendations as it pertains to Equity and Diversity within HCPS.
3. Audit: Support the development of an internal audit on the most significant areas of concern(s) identified during the annual Equity and Diversity Climate Assessment.
4. Collaborate: Work collaboratively to develop an Equity and Diversity Action Plan (“Action Plan”) to address areas of concern. The Action Plan will include the following: identification of concerns, audit summary, goal(s), objective(s), best practice(s), strategies, rationale, budgetary demands, and the identification of associated milestones (as needed).
5. Evaluate: Support the establishment of an evaluation plan for established equity and diversity action plan(s), with the expectation that the plan is designed to provide information that will be shared in an annual written update to the School Board. A summary of findings will be presented to the School Board annually during a public meeting of the School Board.
6. Support: Support the creation and facilitation of temporary special subcommittees to assess equity and diversity issues not addressed within an active equity and diversity action plan. Special subcommittees will include collaboration as appropriate to review current data, request additional data (as needed), identify best practices (strategies), assess feasibility (i.e. facility, budget, etc.), and, in finality, provide written recommendations to the School Board on the issue studied or addressed by the special subcommittee.

7. Communicate: Communicate to the HCPS community an appropriate interpretation of the impact of inequity and the marginalization of diverse groups in our schools as well as provide details about the efforts by HCPS to address inequity and enhance the inclusion of diverse students.

## **ARTICLE III – MEMBERSHIP**

### **A. Membership**

Membership shall be limited to twenty members recommended by the Committee to the Superintendent for appointment by the School Board. Membership shall be comprised of broad-based community representation including, but not limited to, parents, students, professionals, and educators.

The preferred composition of the Committee is a majority of parent representatives representing each magisterial district (preferably at least two (2) representatives from each magisterial district) , one (1) school-based administrator from the elementary level, one (1) school-based administrator from the secondary (middle or high school) level, and the remaining seats to be filled by community members, students, or other professionals.

HCPS employees are not eligible to serve as a parent representative or community member.

The following members of the Committee shall serve as ex-officio, non-voting members:

1. a member of the School Board;
2. the specialist for equity, diversity, and opportunity professional learning;
3. the coordinator for equity, diversity, and opportunity coaching;
4. Chief Equity, Diversity, and Opportunity Officer; and
5. Chief of School Leadership.

### **B. Term.**

Members are appointed for three-year terms and may be reappointed.

### **C. Nomination and appointment.**

Nominations for membership in the Committee shall be submitted to the Vice Chair of Membership for consideration, together with the Committee's officers. There shall be a standing Membership Subcommittee consisting of elected active members of the Committee. The Membership Subcommittee shall present a slate of names of the Committee for approval. By June 1st of each year, the Membership Subcommittee shall forward by a slate of nominees to the Superintendent for consideration of appointment to the Committee. The School Board shall

appoint new members to the Committee, by August 15th of each year.<sup>1</sup> A letter of appointment should be provided to all new members and should include, but not be limited to, a copy of the bylaws, the upcoming meeting dates, and a roster of membership.

#### **D. Absences.**

A member who misses two consecutive meetings without a valid excuse will no longer be a member of the Committee. A member who may wish to resign his/her duties should give notice to the Chairman. A record of attendance shall be kept by the Vice Chair of Membership or Secretary who shall report periodically to the Chair of the Committee.

#### **E. Transfer of Membership.**

Membership on the Committee is not transferable or assignable.

#### **F. Alternates.**

No Committee Member may designate an alternate to participate on the Committee.

#### **G. Vacancies**

Should vacancies occur because of low application numbers, the withdrawal of an active Committee member, or a member being removed due to absences under Section F , the Membership Subcommittee may present a slate of names to the Committee for approval. Nominees shall be recommended to the Superintendent for appointment by the School Board at the next scheduled School Board meeting.

### **Article IV – TENURE OF THE COMMITTEE**

The Committee shall continue until dissolved by a majority vote of the School Board. The organization of the Committee is subject to approval by the School Board and may be reorganized by the School Board as necessary.

### **ARTICLE V – OFFICERS**

#### **A. Appointment**

Officers of the Committee shall consist of a Chair, Vice-Chair and Secretary who shall be elected by the membership at the last meeting of the school year. Officers serve for a term of one (1) year or until their successors are elected. Officers may serve for up to four (4)

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<sup>1</sup> These dates are subject to modification by the School Board.

consecutive terms. An officer's term begins at the close of the last meeting of the school year at which he/she was elected and ends at the close of the following year's annual meeting.

A nominating subcommittee, consisting of three (3) active members appointed by the Chair, will present a slate of proposed officers to the Committee at the second to last meeting of the school year. Additional nominations may be made by the membership during that meeting with the consent of the nominees.

Officers shall be elected by a majority vote of the Committee at the last meeting of the school year provided a quorum is present. Officers shall serve a one (1) year term. No member shall serve in the same office for more than two (2) consecutive one-year terms.

A vacancy occurring in the office of Chair shall be filled by the Vice-Chair for the unexpired term. A vacancy occurring in the offices of Vice or Secretary shall be filled for the unexpired term by vote of the membership.

## **B. Duties**

The Chair shall: preside at all meetings of the Committee; be a member ex officio of all committees of the Committee; coordinate the work of the Committee in order that the purpose and functions be fulfilled; appoint subcommittee chairs; serve, delegate, or ensure representation of Committee on other school advisory committees or working groups in order to facilitate collaboration regarding global issues; and perform such other duties as may be required.

The Vice-Chair shall: chair the Planning Subcommittee (goal setting and programs); act as aide to the Chairman; perform the duties of the Chair in the absence or inability of that officer to act; and perform such other duties as may be required.

The Secretary shall: record the minutes of all meetings of the Committee; ensure that the minutes are made available to Committee members within two weeks after the meeting, keep an up-to-date membership roster; keep a record of meeting attendance; and perform such other duties as may be required.

## **ARTICLE VI - MEETINGS**

### **A. Frequency**

Regular meetings of the Committee shall be held at least four (4) times during the school year. The regular meeting held at the end of the school year, generally in May, shall be the annual

meeting at which the election of officers takes place. Additional meetings may be called by the Chairman, as deemed necessary, with at least ten (10) days' notice given to each member.

### **B. Public meetings**

All regular meetings of this Committee shall be open to the public.

The Committee shall operate in accord with the Virginia Freedom of Information Act. Public notice shall be published annually listing the names of committee members and including a description of ways in which interested parties may express their views to the committee. The Committee's annual agenda shall also be made available to the public. Notice of regular meetings, along with the minutes from the previous meeting and any information necessary for member review before the upcoming meeting, shall be sent to each member at least one (1) week prior to the scheduled meeting date except in unforeseen circumstances. All meetings are open to the public. If three (3) or more Committee members are meeting, then three (3) business days of public notice will be provided prior to the meeting.

Special and electronic meetings may only be held in accordance with the Freedom of Information Act.

### **C. Videography.**

A designated area will be determined by the Chair or designee for video recording of meetings. It is expected those using audio/video equipment are respectful and considerate of those in attendance.

## **ARTICLE VII – QUORUM**

Five (5) members shall constitute a quorum for the transaction of business in any meeting of this Committee. Voting on routine matters shall require a majority and may be by voice vote.

## **ARTICLE VIII – SUBCOMMITTEES**

Subcommittees, standing or special, shall be appointed by the Chair as deemed necessary to carry out the work of the Committee. Each active member is required to serve on at least one (1) subcommittee. Standing subcommittees shall consist of three (3) or more members, one of whom may be an ex-officio staff person.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern the conduct of the Committee's meetings and other procedural matters to the extent that such rules are applicable and not inconsistent with the provisions of these bylaws.

### **ARTICLE X – AMENDMENTS**

These Bylaws may be amended at any regular meeting by not less than two-thirds of the total active membership of the Committee. A copy of the proposed amendment(s) shall be submitted in writing at the previous regular meeting of the Committee and be submitted to the School Board for approval.

These bylaws are subject to revision and approval by the County School Board of Henrico County.

Revised and adopted: \_\_\_\_\_

Chairman: \_\_\_\_\_