

**BYLAWS OF THE GIFTED EDUCATION ADVISORY COMMITTEE
(GEAC)
OF THE NORFOLK SCHOOL BOARD
Revised October 2015
Revised May 2021**

Article I. Name

The name of this organization shall be the Gifted Education Advisory Committee (GEAC) of the Norfolk School Board. The Norfolk GEAC is established in accordance with 8VAC20-40-60, as amended, Virginia Department of Education Regulations.

Article II. Purpose, Responsibilities and Duties

Section 1. Purpose. The purpose of the GEAC shall be to advise the School Board of the educational needs of all Norfolk Public Schools gifted students.

Section 2. Responsibilities. The responsibilities of the GEAC are to:

- a. Review annually the local plan for the education of gifted students, including revisions;
- b. Determine the extent to which the local plan for the previous year was implemented;
- c. Develop annual goals and priorities;
- d. Represent the community and advocate for the gifted;
- e. Encourage a collaborative relationship between Norfolk Public Schools staff and the community;
- f. Become knowledgeable about current programs, research, and best practices in gifted education and its relationship with general education;
- g. Focus attention on issues relative to improving the educational services for gifted students;
- h. Seek out and consider data relevant to the current gifted programs and services; and
- i. Submit written comments and recommendations of the Committee, including the annual report to the School Board, no later than June 15 of each year.

Section 3. Local Plan Duties. The GEAC shall address and communicate to the School Board, the Superintendent and the public, its findings as determined by its annual review of program effectiveness in the following areas:

- a. Screening, referral, identification, and program procedures toward the achievement of equitable representation of gifted students;
- b. Student outcomes relating to the academic growth, social-emotional needs, and college-career-service readiness of gifted students, based on data analysis of multiple criteria by multiple sources.

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Article III. Membership

Section 1. Number, Qualifications, and Membership Application.

Voting membership of the Advisory Committee will include up to a maximum of twenty-four (24) persons, including at least twelve (12) members representing parents of students in the gifted program.

- a. Other members can be community representatives, business leaders, educators from higher education, program alumni, secondary gifted students, and Norfolk Public Schools staff members.
- b. The Norfolk Public Schools representatives may include the following persons who have an interest in gifted education: the program director, other administrative personnel (including principals) and educators from the following areas: arts, science and technology, elementary, middle, and secondary levels.
- c. The voting membership of the Committee shall reflect the ethnic and geographical composition of the School Division.
- d. Individual applicants shall apply directly to the School Board to be considered for membership and appointment by the Board to the GEAC for one three-year term.
- e. Applications for appointment to GEAC positions that will begin on July 1 must be received by the Clerk of the Board no later than April 15 of the current school year.
- f. All applications for appointment shall be vetted by the GEAC and presented with appointment recommendations to the School Board for consideration no later than May 15 or the second School Board meeting in May (whichever is later).

Section 2. Manner of Appointment to Membership and Terms. Membership of the Committee will be appointed by the School Board from recommendations by the Committee. Applicants for membership shall be recommended to the GEAC based on the following considerations by the School Board during the appointment process:

- a. Citizens appointed by the School Board for potential membership should include, to the extent practicable, a broad cross-section of citizens reflective of the community.
- b. Applicants for citizen member positions must be residents of the City of Norfolk.
- c. Committee members appointed who represent higher learning institutions, related governmental bodies, agencies, service organizations, or businesses are not required to reside in the City of Norfolk, but preference may be granted to applicants who are also residents of the City.
- d. Applicants must demonstrate specific experience or qualifications relating to the responsibilities of the GEAC.

Prospective members are asked to attend two (2) meetings before they complete an application for membership.

Committee members are limited to serve one (1) three-year term. Following the completion of their terms, members may reapply for additional terms if there are existing

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vacancies on the Committee and if they are recommended by the GEAC for reappointment..

Section 3. Attendance, Types of Membership, and Participation.

Voting members are asked to attend at least three-fourths ($\frac{3}{4}$) of all scheduled meetings throughout the year.

- a. All members of the Committee are voting members.
- b. The program director/Senior Coordinator of Gifted Education and Academic Rigor Services (GEARS) shall be an ex officio member.
- c. Members shall notify the Officers if they will miss a GEAC meeting.
- d. Members shall not act as official GEAC representatives, nor speak on behalf of or in the name of the GEAC, unless authorized to publicly present positions adopted by the GEAC.
- e. Members shall represent the interests of gifted students and their families, as well as protect the confidentiality of privileged information and the privacy of NPS students and their families.

Section 4. Resignations.

- a. Resignations shall be made in writing to the Chair of the Committee one month in advance of the anticipated resignation date, if possible. Voting members choosing not to renew their terms shall notify the Chair prior to the expiration of their term.
- b. If no written notification is received but a member has three (3) consecutive absences, a voting member will be presumed to have resigned his or her membership unless the Chair determines that the absences were due to illness or injury of the member or a member of their immediate family or other extenuating circumstances.
- c. Appointed citizen members who no longer meet residency requirements as set by Board policy will forfeit their appointments.

Section 5. Vacancies. By January 1 of each year, the GEAC will provide the Clerk of the Board with a list of membership positions that will expire on June 30 of that year.

- a. The GEAC may request that the School Board seek applicants to fill vacant positions that occur at any time other than the expiration of the term for which a member was appointed.
- b. The GEAC will also assist in the recommendation of applicants for membership who reflect the necessary qualifications and are consistent with policy, regulation, and applicable law.
- c. Vacancies in the Committee shall be filled by the School Board.

Article IV. Officers

Section 1. Personnel. The Officers of the GEAC shall consist of a Chair, Vice Chair and Recording Secretary who shall serve for one (1) year. The Officers shall also be two (2) Co-Chairs, or two (2) Co-Vice Chairs, and/or two (2) Co-Secretaries, as the need arises.

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Section 2. Nomination. A nominating subcommittee consisting of members appointed by the Chair will present a slate of Officers for presentation to the membership at the next to the last general meeting of the school year.

- a. The Nominating Subcommittee shall present a slate of one candidate for each office position to be filled.
- b. The slate shall be sent to every member of the Committee prior to the election.
- c. Independent nominations with the consent of the nominee may be made from the floor by a voting member at the meeting in which the election takes place.

Section 3. Election and Term of Office. The election shall occur at the last regularly scheduled meeting of the year.

- a. Provided that when there is only one nominee for an officer position, the election may be conducted by voice vote or show of hands.
- b. When there is more than one candidate for a single officer position, election shall be by ballot voting during which members are instructed to indicate the name of the candidate of their choice on their ballots. In the case of elections as part of a virtual meeting, members shall indicate their confidential vote for nominees in private/direct messages to the ex officio member/program director.
- c. Officers shall be elected by ballot for a term of one year.
- d. A member may not occupy the same office for more than two (2) consecutive years unless no other members are willing to be nominated or serve.
- e. Officers shall assume their duties at the beginning of the administrative year, July 1.

Section 4. Duties. The power and duties of the officers shall be as follows:

- a. The Chair shall be the executive officer of the Committee and shall preside at meetings. The Chair works closely with Officers and the program director/GEARS Senior Coordinator to develop meeting agendas. The Chair leads the Committee in the development of advisory reports to the School Board.
- b. The Vice Chair shall assist the Chair and perform the duties of the Chair the Chair's absence.
- c. The Recording Secretary will record attendance and minutes of scheduled meetings and assists the Chair and Vice Chair as needed.

Section 5. Vacancies. A vacancy in any officer position shall be filled from the membership and elected by a majority vote of the members present. Officers so elected shall serve until the expiration of the original term of office.

Article V. Meetings

Section 1. Administrative Year. The administrative year and term of office shall be from July 1 through June 30.

Section 2. End of School Year Meeting. The election of Officers of the Committee shall be in June for the purpose of electing a Chair (or Co-Chairs), Vice Chair (or Co-Vice Chairs) and Recording Secretary (or Co-Secretaries). Additionally, the calendar of

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Committee meeting dates for the upcoming school year shall be determined and approved by the Committee in June.

Section 3. Regular, Special and Virtual Meetings.

- a. Regular meetings shall be held at least five (5) times during the year, from September through June, unless otherwise stated by the Chair. The approved calendar of scheduled meeting dates shall be posted publicly.
- b. Special meetings may be called by the Chair or by a written request of three members submitted to either the Chair or Vice Chair. The Chair shall give the membership as much notice as possible of the date, time, place and purpose of the special meeting.
- c. The GEAC shall be authorized to meet by use of electronic devices or equipment provided that the members may simultaneously hear and/or see so that all members in attendance may communicate with each other at the time of the meeting.
- d. In the case of virtual meetings, when feasible, meetings will be recorded and such recordings will be made available upon request.
- e. All Committee meetings, whether in person or virtual, are open to the public.
- f. Opportunities for oral or written public comments are provided through a Public Comment portion of each scheduled GEAC meeting. Each speaker is limited to 3 minutes and shall provide to the program director and Officers contact information for the purposes of follow-up correspondence by the appropriate personnel. The speaker should refrain from naming individuals or schools during their public comments.

Section 4. Compliance with the Virginia Freedom of Information Act. All meetings of the full GEAC are open to the public and will be conducted in conformity with the Virginia Freedom of Information Act (FOIA), Virginia Code §2.2-3700, et seq., 1950, as amended. Notice of such meetings will be posted in accordance with the Virginia Freedom of Information Act. Any member of the public may address the GEAC during the Public Comment portion of the regularly scheduled meetings.

Section 5. Quorum. A quorum of the Committee shall consist of 20% of the membership.

A two-third majority vote of the voting members present is required for the adoption of policy or procedure. Minutes of previous GEAC meetings and other non-procedural motions may be approved by a simple majority of GEAC members present.

Section 6. Attendance at Meetings.

A member shall attend regularly scheduled meetings, in accordance with Article III, Sections 3 and 4.

Article VI. Subcommittees

Section 1. Subcommittees. There shall be a Nominating Subcommittee composed of three to five members which shall consist of at least one parent, one community

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representative and one Norfolk Public Schools staff member. The GEAC shall establish other subcommittees as needed to address specific issues and carry out the work of the GEAC. All ad-hoc subcommittees shall have a minimum of 3 members.

Section 2. Special Subcommittees. Any Special Subcommittee/Task Force may be appointed by the Chair with the approval of the GEAC as needed and will be open to members of the public.

Article VII. Parliamentary Authority The rules contained in Robert's Rules of Order, Newly Revised shall be the parliamentary authority of all matters of procedure not covered by bylaws, by policies or by special rules of procedure adopted by the Committee.

Article VIII. Standing Rules

Standing rules may be adopted or amended at any regular meeting of the Committee by a two-third majority vote.

Article IX. Amendments

These bylaws can be amended at any regular meeting of the Committee by a two-third majority vote of members present, provided the amendment has been presented as a resolution at the previous meeting of the Committee.