

## **Winston-Salem Forsyth County Schools** **Equity Advisory Council Bylaws**

- I. **Name:** The committee shall be known as WS/FCS Equity Advisory Council.
  
- II. **Goals:** The WS/FCS Equity Advisory will be established in accordance with Equity Policy – 1100. This council, of diverse voices, is a commitment to transforming practices for the purpose of achieving equity, educational excellence, and the social-emotional and physical well-being of every student in Winston-Salem Forsyth County Schools.
  
- III. **Purpose:** The WS/FCS Advisory Council will:
  - A. Act as advisory committee to various WS/FCS departments such as Instructional Services, Human and Financial Resources, School Board, and the Office of Equity and possess no independent authority or decision-making power
  - B. Collaborate with the Superintendent and aforementioned groups to provide input, advice, and/or feedback to WS/FCS on equity-related initiatives and issues
  - C. Annually review annual goals and priorities, local plans, including any revisions, and provide input into the development of equity reports and updates
  - D. Serve as a liaison to the public by encouraging a collaborative relationship between school/district staff and the community and by communicating the committee’s recommendations and progress towards meeting Strategic Plan goals
  - E. Perform any related tasks assigned and/or other functions as requested by the School Board and/or Superintendent

### **IV. Membership**

#### **A. Selection of Members**

The WS/FCS is interested in diverse representation that includes people of different racial and/or ethnic backgrounds, identities, abilities, and perspectives. Thus, in an effort to engage diverse voices who are committed to equity and excellence in WS/FCS, those interested in serving will complete an application. School Board Members, Superintendent, or designee will review applications and make selections for Advisory Council members that will/seek to:

1. Include representation of board members, families; community members, higher education, high school students, teachers, school and district administrators that reflect the diverse student demographics of the school district
2. Include a balanced representation of student, parent/family demographics
3. Include members who bring a connection and advocacy for local historically underserved/marginalized communities
4. Include members who have experience across multiple dimensions of diversity
5. Include members who have relevant experiences in equity issues and/or have demonstrated ability in advancing equity in communities with whom they have connections
6. Include no more than 15 people and not fewer than nine (9) members
7. Include members who live within the Winston-Salem Forsyth County geographical boundaries.

## **B. Responsibilities of Members**

1. Become knowledgeable about current programs, research, and evidence-based best practices in order to focus attention on promoting equity that will ensure improving educational opportunities for underrepresented students
2. Provide advice, input, and/or feedback on a variety of areas for district staff decision-making considerations
3. Foster a sense of respect, trust, and openness within the Committee
4. Act with a sense of urgency to move forward the work of the Committee's work during the time available
5. Actively participate in committee meetings and take on committee and/or subcommittee assignments
6. Publicly represent themselves only as a member of the Advisory Council

## **C. Terms of Members**

1. The Advisory Council term limit will be two years; however, the length of term may be adjusted to create or maintain staggered terms, if, and when necessary. The term will begin at the start of the 2020-21 school year.
2. Advisory Council members may not serve more than 2 full consecutive terms, or a total of five years.
3. High school students will serve a one-year term. Parents will serve a one-year with the option to serve two years.

## **D. Meeting Attendance**

The Advisory Council will meet quarterly with no less than three meetings per year and will not exceed two hours in length. Efforts will be made to schedule meetings in a location that will allow for optimal access and participation. Additionally, the Advisory Council members understand the importance of regular attendance; therefore:

1. Advisory Council members are expected to notify the Chair or designee in the event of an absence for the absence to be excused. An unexcused absence is an absence without notifying the Chair or designee prior to the beginning of the Advisory Council's regularly scheduled meeting.
2. Advisory Council members are allowed two excused absences and one unexcused absence within one calendar year. Any member who misses two regular meetings within one year without notifying the Advisory Council chair or designee will be removed.
3. While it is preferred that Advisory Council members attend meetings in person, members will have the following options for participation (determined in advance of meetings, allowing district staff to accommodate meeting needs):
  - a. Conference calls
  - b. Video conferencing
  - c. Meeting at other locations outside of the district office

## **E. Vacancy and/or Resignation of Member**

1. In the event of a vacancy, the School Board and Superintendent will appoint a replacement.
2. An Advisory Council member may choose to resign. In the event that a member does resign, the member must submit a signed letter to the Chair or designee. The member will be asked to remain on the Advisory Council until his/her position can be filled, or in 30-days, whichever comes first.

**V. Equity Advisory Council Members:**

- A. Include name of each member, affiliation or role** (i.e. Jane/John Doe – student; Nicolette Grant – Chief Academic Officer; Jane/John Doe – Community Agency)

**VI. Equity Advisory Committee Chair and/or Co-Chairs**

**A. Selection of Committee Chair/Co-Chair**

School Board Members, the Superintendent, or designee will select the advisory committee chair and/or co-chair who will work closely with the Office of Equity and Accountability and execute the duties set forth in the bylaws. The committee chair and/or co-chair will identify a secretary who will execute the duties set forth in the bylaws.

**B. Duties:**

**The Chair and/or designee shall:**

1. Schedule and call all regular meetings
2. Create an agenda and prepare items for each meeting
3. Distribute agenda and draft minutes of previous meeting electronically to all committee members no less than 7 calendar days prior to each scheduled meeting
4. Preside over meetings and provide/share any reports when applicable
5. Complete other duties as needed

**The Secretary shall:**

6. Serve for one year within the option to continue for a second year
7. Take accurate minutes (including attendance records) of each Advisory Council meeting
8. Submit a draft of minutes to the Advisory Council chair no less than 10 days after the regularly scheduled meeting to review, accept and post to the WS/FCS Office of Equity website.
9. Track membership rotation and report to the committee chair bi-annually
10. Complete other duties as needed

**VII. Bylaws Amendment Process**

Amendments to the bylaws may be introduced to the Advisory Council by the members. The School Board will vote to amend the bylaws.