

FREDERICK COUNTY PUBLIC SCHOOLS' RACIAL EQUITY COMMITTEE

BYLAWS

ARTICLE 1: Name and Purpose

Section 1: Name – In accordance with Regulation 100-09, the name of the committee shall be the Racial Equity Committee.

Section 2: Purpose – The Racial Equity Committee will be composed of members of the wider community that encompass many aspects of society. The charge of the Racial Equity Committee will focus on identifying discrimination, racism and/or harassment, raising awareness of implicit bias, and provide recommendations for eliminating or mitigating racial inequity or its effects across the entire school system. The Racial Equity Committee will make recommendations to the Board on aspects related to racial equity and the equity policy within all educational programs of Frederick County Public Schools (FCPS).

Section 3 Area – The Racial Equity Committee will serve Frederick County Public Schools.

Section 4: Limitation of Methods - The Board of Education shall observe and govern the committee's activities. The Racial Equity committee shall report to the BOE on an annual basis. Other reporting requirements may be established by the board.

ARTICLE II: Membership

Section 1: Eligibility - Candidates must provide a resume and complete an application developed by the committee. The composition may include a variety of social, service and faith-based advocacy organizations representatives, as well as regional representation from students and/or parents/guardians with an emphasis on diversity based on people of color. Other groups such as students who receive Special Education services, students eligible for free or reduced-priced meals, and English learners may be considered for representation. A maximum of 30 members shall serve on the committee.

Section 2: Appointment – Appointments shall consist of the following;

- Three non-voting members of FCPS senior leadership are nominated by the Superintendent to serve in an advisory capacity to the committee.
- The Board of Education shall appoint up to two BOE Liaisons.
- A maximum of 3 high school student voting members from different high schools.
- A maximum of 15 community voting members shall be appointed by the BOE.
- A minimum of 3 school-based staff voting members shall be appointed by the BOE.
- A representative from each of the high school feeder areas, when possible.

Appointments will occur prior to the Racial Equity Committee's meeting in September of each year.

Each non-student member will serve a base term of 2-years. Each student member will serve a base term of 1-year. At the conclusion of the base term, the BOE may offer the member the option to extend their term for another 2-year period for non-student members and another 1-year period for student members.

Section 3: Termination - If a member misses 50% or more of the scheduled General meetings over a one-year period, their membership may be terminated by the Board upon recommendation of a majority of the committee's officers.

If the committee member no longer supports the mission of the committee, their membership may be terminated by the Board upon recommendation of the majority of the committee's officers, or the member may resign.

Section 4: Voting - In any proceeding in which voting by members is called for, each active voting member in good standing shall be entitled to cast one vote. An active member is a committee member that has been appointed by the Board and adheres to attendance requirements. Members must be present at the meeting to vote. If a member will be absent from the meeting, prior to voting, members may submit, in writing, why they do or do not support an item that will be voted on, which will be read at the meeting by the Secretary/Treasurer prior to the vote.

Section 5: Vacancies – In the occurrence that membership was to fall below 13 members, the committee shall request applications and recommend new members to the Board prior to January. If in the occurrence that school-based staff was to become 1 voting member, the committee shall immediately request applications and recommend new members promptly.

Section 6: Orientation – Each new member will be required to participate in the Orientation program as designed by the committee prior to being allowed to vote.

ARTICLE III Meetings

Section 1: General meetings – General meetings will be held on a Bi-Monthly basis.

Section 2: Additional Meetings – Additional meetings may be held for the following—committee work, elections, timely issue resolution and any other special purpose meetings approved by the executive committee or the Subcommittee Chair.

Section 3: Quorum - A quorum shall consist of a minimum of 50% of the active membership.

Section 4: Notices, Agendas and Minutes - All Notices, Agendas and Minutes shall be posted to BoardDocs. The committee's elected Secretary shall be responsible for ensuring all committee's communication and documentation is forwarded to the Board's Executive Assistant on a timely basis.

Agendas shall be posted on BoardDocs a minimum of one-week in advance of the scheduled meeting date.

Draft Minutes shall be posted on BoardDocs within two-weeks following a meeting.

Section 5: Governance – Meetings shall be governed by *Robert’s Rules of Order*.

ARTICLE IV Officers

Section 1: Officer Elections - The executive committee will elect officers on an annual basis at the May meeting (last meeting of the school year). The elected officers shall include Chair, Vice Chair and Secretary/Treasurer. Officers may be elected to serve more than one year consecutively. One of the non-voting members will act as chair of the elections.

Section 2: Duties of Officers – The duties of the officers shall be as follows:

Chair – Preside over all General meetings; delegate roles and responsibilities to voting members; prepare a written agenda for each General meeting. Serve as the spokesperson for the Committee.

Vice Chair – Perform the duties of the Chair in his/her absence. Assist with planning, coordinating meetings, and committee and subcommittee activities.

Secretary/Treasurer – Record the minutes of all Racial Equity Committee General meetings and forward to the designated BOE Executive Assistant. Record attendance at each General meeting and maintain attendance records. Record and maintain members’ contact information and record the general voting number of the committee. Receive, record and maintain records of any allowable expenses, reimbursements and funding.

Section 3: Vacancies - In the event of a vacancy of the committee’s Chair, the committee will have a special election to fill the vacancy during the next scheduled General meeting immediately following the vacancy. In the interim, the Vice Chair will serve as the Chair. In the event of a vacancy of the committee’s Vice Chair, the committee will have a special election to fill the vacancy during the next scheduled General meeting immediately following the vacancy. In the interim, the Vice Chair position will remain vacant until after the special election. In the event of a vacancy of the committee’s Secretary/Treasurer, the committee will have a special election to fill the vacancy during the next scheduled General meeting immediately following the vacancy. In the interim, the Vice Chair will serve as the Secretary/Treasurer. The Executive committee shall have the authority to separate the Secretary and Treasurer’s responsibility by a majority vote should the need for separation exist in the future. The current Secretary/Treasurer will have the ability to choose which role to retain. The vacant role will be filled via a special election at the next General meeting.

ARTICLE V Subcommittees

Section 1: Appointments – The Racial Equity Committee will have a minimum of the following three Sub-committees:

- Membership - the membership committee will focus on any issues associated with expanding, training, and disseminating information about the work of the Committee to the Public Affairs Department. The Committee’s members will review the applications for new members and submit recommendations to the Board. An ad hoc committee

consisting of membership committee members will be created to determine how elections will be established. Elections will remain consistent, unless the Racial Equity Committee determines new parameters for elections need to be established.

- Executive Subcommittee - will consist of the elected officers of the committee and will manage the work of the committee and prepare reporting to the BOE. The Executive Committee will ensure the committee is working within the framework of its purpose.
- Legislative Subcommittee – will perform research and prepare reports to develop and maintain the committee’s knowledge and awareness of policies, bills, proposals, mandates and other information affecting the work of the Committee.

Additional Subcommittees may be established by the officers based on recommendations from the Committee members or the Board of Education.

ARTICLE VI Dissolution

Section 1: Procedure for Dissolution - The Board of Education will have the authority to dissolve the committee at will.

ARTICLE VII Amendments and Bylaws Review

Section 1: Submitting Amendments – Proposed amendments to Racial Equity Committee bylaws will be submitted in writing to the members at 20 days prior to a vote during a general meeting.

Section 2: Amendments approval - Amendments must be approved by simple majority and upon ratification, will take effect immediately.

Section 3: Bylaws review – Bylaws will be reviewed every two years by the officers. The Chairperson will submit them with or without changes to the general membership for review and final approval. The membership will receive the proposed bylaws at least 20 days prior to the vote.

Adopted: February 2020

Revised: December 22, 2020

Revised: March 1, 2023