

Kansas Charter and Virtual Education Advisory Council Bylaws

Article I. Name

The name shall be the Kansas Charter and Virtual Education Advisory Council.

Article II. Purpose

The purpose of the Kansas Charter and Virtual Education Advisory Council shall be to:

- Review and provide input to Kansas State Department of Education (KSDE) staff concerning charter and virtual schools and programs.
- Advise KSDE staff of promising practices, challenges, advantages of charter and virtual schools and programs.
- The term “advisory” is intended to mean:
 - Inquiring
 - Informing
 - Suggesting
 - Recommending, and
 - Evaluating
- Act as charter and virtual school and program advocates in the field and as liaisons to other groups.
- Provide recommendations and information to the State Board of Education regarding policy and requirements.

Article III. Membership

Kansas Charter and Virtual Education Advisory Council will consist of 21 voting members and 2 non-voting members. Members will serve three year terms. Members of the council shall include:

<u>Position</u>	<u>Quantity</u>
<i>Voting Members</i>	
Superintendent	1
High School Administrator	1
Middle School Administrator	1
Elementary School Administrator	1
Certified Staff – Secondary	1
Certified Staff – Middle School	1
Certified Staff – Elementary School	1
Community/Business Representative	1
LEA Board of Education Representative	1
Special Education Representative	1
Service Center Representative	1
Higher Education Representative	1
Parent Representative	1
Youth Representative	1
Technology Representative	1

Early Childhood Representative	1
Charter School Representative	1
Virtual School Representative	1
Virtual Program Representative	1
Charter-Virtual School Representative	1
Traditional School Representative	1
<i>Non-Voting Members</i>	
KSDE Charter-Virtual Education Program Consultant	1
KSDE Director of Teacher Licensure and Accreditation	<u>1</u>
Total	23

Article IV. Selection Procedures for Membership of Committee

Nominations are solicited in August across the state for open positions. Members will be selected to serve for a three year term beginning September 1.

KSDE selects members based on the following criteria:

- charter and/or virtual school or program educational experience
- State Board region location
- School size
- Nomination form

Committee should reflect a diverse population, if possible.

For any non-filled position, KSDE will seek advisory council members input.

Article V. Terms of Service (Members)

Term of office for newly elected members will be for three years. 1/3 of the council will rotate off each year with new members being solicited across the state.

A member is eligible for another three year term, but cannot exceed two three-year terms.

Membership may be terminated as a result of excessive absences (more than two consecutive unexcused absences) or role/position change. KSDE reserves the right to terminate membership. In the event a member is absent, he/she can choose to send a proxy in his/her place. The member should contact the KSDE Charter-Virtual Education Program Consultant prior to the meeting and share the name of the proxy and whether the proxy can vote on behalf of the member.

If a member is unable to fulfill their term, the council chair with KSDE staff shall appoint a new member for the vacant position.

Article VI. Election of Officers

Officers for the Kansas Charter and Virtual Education Advisory Council will be chair and vice-chair. The secretary for the council will be the assistant for the charter and virtual consultant.

The chair and vice-chair are selected at the September meeting by the Advisory Council.

A new vice-chair is elected every year. The first year they will serve as vice-chair and the second year will advance to chair.

If an officer cannot fulfill their elected position the Kansas Charter and Virtual Education Advisory Council will elect their replacement at the next meeting. Any newly elected chair must have served on the council for at least one year.

Article VII. Duties of Officers

Chair

The chair will consult with KSDE staff to prepare the agenda for the meetings.

The chair facilitates the meeting and voting process.

The chair works with KSDE staff to take recommendations forward to the Kansas State Board of Education.

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the council in all cases in which they are applicable and in which they do not conflict with these bylaws.

Vice-Chairman

The vice-chair will exercise the functions of the chair in case of the chair's absence and assist the chair as needed.

Secretary

KSDE assistant to the charter and virtual consultant will take full and accurate account of proceedings, provide a copy of minutes to council members, record attendance, and post items on charter and virtual websites.

Article VIII. Meetings

Meetings will be held quarterly in the months June, September, December, and March.

A quorum must be present to conduct business. A majority of the voting members (11) shall constitute a quorum.

Three days written notice will be given to members concerning any item that will be voted on at the upcoming meeting, using email.

Meetings are held virtually and will be announced through correspondence of meeting times and dates, along with the agenda. Members can also attend the meeting in-person at KSDE.

The chair, vice-chair and KSDE staff can decide to cancel a meeting if there is no new business or issues that need to be addressed.

Special meetings can be called anytime by KSDE staff or the chair to address special issues or requests from the state board.

At the September meeting, dates and times of regularly scheduled meetings will be decided.

Article IX. Reports

KSDE staff will update the Advisory Council at each meeting on a variety of topics pertaining to charter and virtual schools and programs.

Reports will be posted on the charter and virtual websites after the meeting as part of the minutes.

Kansas Charter and Virtual Education Advisory Council members will also be encouraged to share updates during each meeting.

The KSDE Charter-Virtual Education Program Consultant shall present an annual update on charter and virtual education to the Kansas State Board of Education. Any Advisory Council reports or recommendations would be presented to the Kansas State Board of Education by the Advisory Council chair.

Article X. Legal Duties

The Kansas Charter and Virtual Education Advisory Council shall not have any of the powers and duties reserved by law or regulation to the Kansas State Board of Education.

The Kansas Charter and Virtual Education Advisory Council shall comply with all applicable conditions of the Kansas Open Meetings Act and the Kansas Open Records Act.

Article XI. Training

An orientation session that includes information about the council roles, responsibilities and functions, as well as information on charter and virtual school and program requirements, policies and procedures, shall be held annually for new members. Yearly updates will be provided to existing members at the September meeting.

Article XII. Amendments

These by-laws shall be reviewed annually in September; any recommended changes approved at an advisory council meeting will be voted on by the entire membership and shall become effective immediately.