

Albemarle County Public Schools

Advisory Committee for Environmental Sustainability (ACES)

I. Name

The name of this committee shall be the Advisory Committee for Environmental Sustainability (ACES).

II. Purpose and Responsibilities

A. Purpose of Committee

The Advisory Committee for Environmental Sustainability is formed to advise and inform the School Board and Superintendent about measures to help Albemarle County Public Schools (ACPS) develop and reach sustainability goals and foster an integrated series of tools and knowledge for the growth of environmental awareness. A significant part of ACES mission will be to guide and coordinate the implementation of the County's Climate Action Plan as it relates to schools. Implementation will involve goals related to the five sectors of the Climate Action Plan: Transportation and Land Use; Buildings; Renewable Energy Sourcing; Sustainable Materials Management; and Landscape, Natural Resources, and Agriculture. In addition, annually the School Board may identify issues of interest for ACES to investigate and make recommendations.

B. Responsibilities of ACES

1. To serve as a resource to the School Board and Superintendent regarding matters of environmental sustainability.
2. To develop plans for implementation of the County's Climate Action Plan goals as they relate to ACPS.
3. To develop concrete and/or measurable environmental goals for ACPS.
4. To provide visibility for environmental issues and goals within the ACPS and community.
5. To provide a report to the School Board and Superintendent at least annually about progress from the prior year and to receive feedback on Board priorities for the next year.
6. To provide a positive environment for constructive reviews of issues through its meetings, subcommittee structure and representatives.
7. To create methods for feedback from and engagement with students through the student ACES member.

III. Membership

A. Composition

ACES is comprised of twelve members; eleven voting members: one selected by each School Board member, three representatives selected by the Superintendent, and the Climate Protection Program Manager for Albemarle County and one non-voting student member selected by the Superintendent through an open application

process.

School Board members shall make their appointments with a preference for members from their magisterial districts. Superintendent appointees shall include at least one member from ACPS staff from appropriate departments.

In addition, the Superintendent shall designate staff members to serve in an advisory role from each of the following ACPS departments: Transportation, Nutrition, and Building Services.

A School Board member and Board of Supervisors member will serve as liaisons to ACES.

B. Criteria and Expectation for Appointees

1. Attend a minimum of 75% of meetings.
2. Possess experience with and/or expertise in an environmental or related field.
3. Demonstrate organizational leadership qualities and/or experience.
4. Interact and communicate with the School Board and community in public venues such as School Board meetings, work sessions, and focus group meetings.

C. Selection

ACES community members shall be selected by each School Board member following an open application process. The positions shall be advertised to the public. School Board members shall endeavor to select candidates that provide a diverse range of experience and perspectives and can contribute meaningfully to the purposes of this committee.

Student appointees shall be rising juniors or seniors with a demonstrated interest in environmental issues and course work or volunteer activities in environmentally related fields.

D. Term of Service

Terms of Service shall comply with School Board Policy BCF.

1. Community members: The terms of office for the community members of this committee shall be two years, coinciding, if possible, with the beginning and middle of their respective School Board member's four-year terms of office. At the completion of the first two-year term, a Board member may, at his/her discretion and with the concurrence of the whole Board, automatically reappoint a citizen to a second two-year term without advertising the appointment. No appointee may serve for more than four consecutive years without the

appointment being advertised to the public. Should a vacancy occur prior to the conclusion of a members two-year term, the position shall be re-advertised to the public via the County website and a new appointee shall be made to serve during the remainder of the vacant term.

2. Student Member: The student member will be appointed for a one-year term.
3. Staff Members: Staff members may be rotated at the discretion of the Superintendent with a term of service recommendation of two years. Should a vacancy occur, the Superintendent shall appoint another staff member to fill the position as soon as practical.

E. Absences

If an ACES member is absent for two consecutive meetings, a letter will be sent by the ACES chairperson to remind the member of their absence. The third consecutive absence without prior notification will create a vacancy to be filled by the Superintendent or School Board as specified above.

IV. Organization

A. Officers

The Officers of ACES shall consist of a chairperson and a vice-chairperson.

B. Term of Office

1. Each officer elected shall serve a term of one year or until a successor is selected.
2. No member shall serve more than two consecutive terms in the same office.
3. Vacancies resulting from resignations or other causes shall be filled by a majority vote at the next regular meeting of the Committee.
4. The duties of the officers shall be as follows:
 - a. The chairperson shall preside at all meetings of the Committee, develop each year a report to be submitted through the Superintendent to the School Board, and exercise such other powers as are delegated by the members of the Committee.
 - b. In the absence of the chairperson, the vice-chairperson shall execute the duties of the chairperson.

V. Meetings

A. Conduct of Meetings

1. All meetings shall be conducted according to the *Roberts Rules of*

Order.

2. Only members of ACES may vote, make motions, nominate or hold office.
3. Written notice, minutes of the previous meeting and a proposed agenda shall be furnished to all members prior to any scheduled meeting of the ACES.
4. ACES shall meet at least quarterly at a time and place determined by the chairperson.
5. Additional meetings may be called by the chairperson or upon request by three ACES members.
6. All meetings shall be open to the general public.
7. All meetings shall follow and adhere to the legal requirements of the Virginia Freedom of Information Act.

B. Quorum

A quorum shall consist of any simple majority of the Board members in attendance at any meeting.