

GUIDELINES FOR THE FAMILY LIFE ADVISORY COMMITTEE

Purpose

The *Code of Maryland Regulations* (COMAR) 13A.04.18.01(A) require that each school system provide comprehensive family life and HIV prevention education to students in schools as part of comprehensive health education. Given the sensitive nature of such programs, the regulations also require each local school system to consult with members of the community in developing, implementing and evaluating the program, using both a system wide citizen advisory committee and local school/community planning groups.

In accordance with COMAR regulations, a system-wide Family Life Education Advisory Committee and individual school planning groups are being employed to ensure that members of the community are consulted about Frederick County Public Schools' family life education program. This process helps assure that up-to-date, content-accurate, age-appropriate curricula and materials are available for classroom instruction.

I. System wide Citizen Advisory Committee

A Board-appointed Family Life Advisory Committee serves as the primary vehicle for community input at the system level.

A. Responsibilities:

The Family Life Advisory Committee:

- Examines all instructional materials being presented in identifiable unit(s) within the total health education program proposed to be used in the schools. The committee's recommendations shall be submitted to the superintendent of schools and the Board of Education for final action. The school system shall use its existing procedures for evaluating reading levels, factual content, and general suitability of material for different levels of instructions. (COMAR 13.A.04.18.01(F)(3)(a))
- Consults with the professional educators charged with developing, implementing and evaluating the program.

- Examines all instructional materials proposed for use in HIV & AIDS prevention education curriculum. Recommendations from this committee shall be submitted to the superintendent of schools and the Board of Education for final action.
- Provides input into the development and implementation of grants to support comprehensive family life and HIV & AIDS prevention programs, as appropriate.
- Submits minutes of each meeting to the members of the Board of Education.
- Submits written reports and recommendations to the Curriculum Committee and the Board of Education, as appropriate.

B. Membership:

- The Family Life Advisory Committee shall consist of a maximum of 21 voting members.
- Voting Membership shall include, but not be limited to:

Professional educators employed by the Frederick County Public School system;

A parent or guardian from each of the high school feeder areas, who is a resident of Frederick County and who, at the time of appointment, or reappointment, has a student enrolled in a Frederick County public school;

A representative of the Frederick County Health Department;

At least one, no more than two High School students; should be a diverse population.

Other health care professionals employed within Frederick County.

- A non-voting Board of Education member will serve on the committee.
- A non-voting Board of Education student member may serve on the committee if the student member has the time and interest.
- Members shall be appointed by the Board of Education.

Student member(s) shall be appointed for a one-year term and shall be eligible for reappointment for one additional one-year term.

All other voting members shall be appointed for a two-year term, and eligible for reappointment for two additional terms. (Maximum of six consecutive years).

- If a committee member representing a feeder area moves out of their area, or has elected to remove their child from the FCPS system, the member will have the option to remain on the committee for the current fiscal year while the Board seeks a replacement within the district.
- Members of the Family Life Advisory Committee shall serve on a voluntary basis and shall not receive compensation.
- Timely attendance at each meeting is necessary in order for the committee to complete its work. The Board of Education of Frederick County may remove any member who fails (without just cause) to attend two (2) consecutive meetings or seventy-five percent (75%) of the yearly meetings.

C. Officers:

Officers of the Family Life Advisory Committee will be a chairperson, a vice chairperson, and a recording secretary.

- Elected officers will serve for a term of one year.
- Officers may serve more than one term.
- Nomination and election of officers will occur each year at the first meeting of the school year.
- The candidate for each office (chairperson, vice chairperson and recording secretary) who receives the majority vote shall be declared elected and shall assume the responsibilities of the respective office at the next meeting.
- A vacancy in any office shall be filled immediately by regular election procedures.

D. Duties of Officers:

The Chairperson:

- Presides at all meetings.
- Calls special meetings, as needed.

- Appoints subcommittees, as needed.
- Assists staff liaison(s), as appropriate, in the presentation of reports to the members of the Board of Education.

The Vice Chairperson:

- Assumes the duties of the chairperson in his/her absence.
- Performs other duties as assigned by the chairperson.

The Recording Secretary:

- Assists staff liaison(s) in recording and distributing minutes of all meetings.
- Formulates and distributes meeting agenda.
- Records attendance.
- Handles election of officers.

E. Meetings:

- The committee shall meet a minimum of four (4) times per year.
- Additional meetings may be held at the discretion of the committee chairperson, or as requested by the staff liaison(s).
- Except for emergency circumstances, a one-week minimum notice will be given when additional meetings are held.
- The presence of a majority of members shall constitute a quorum.
- A quorum must be present in order to vote and take an office position on any issue under consideration by the committee.
- Meetings will be governed by *Robert's Rules of Order*.

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