

Regulation BBF-R(1): Advisory Committees

Status: ADOPTED

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This Regulation outlines the expectations of the ESPLOST Advisory Committee convened by the Board in accordance with Policy BBF.

A. Definitions

The following terms will apply to this Regulation:

- “Board” means the Board of Public Education for Bibb County.
- “Committee” means the ESPLOST Advisory Committee, an advisory committee established by the Board.
- “Chair” means the person elected by the Committee from time to time to serve as its chair.
- “District” means the Bibb County School District.
- “ESPLOST” (Education Special Purpose Local Option Sales Tax) means a measure approved by the voters of Bibb County, Georgia that maintains a one cent sales tax for capital improvements for education purposes.
- “Project List” means the current approved ESPLOST project list.
- “School Board District” means the six education districts in Bibb County, Georgia.
- “Superintendent” means the Superintendent of the District.

B. Duties and Responsibilities

The Committee is an advisory body to the Board in support of the District’s vision and mission statement. The purpose of the Committee is to review the District’s ESPLOST-funded capital improvement expenditures to confirm they are generally consistent with the Project List and to make recommendations and provide advice for the Board’s consideration regarding the expenditure of ESPLOST funds.

1. Duties The duties of the Committee are limited to:

- Making reasonable inquiries to the District regarding the District’s activities regarding ESPLOST expenditures;
- Making recommendations and providing advice to the Board regarding ESPLOST expenditures and projects;
- Publishing summaries of the Committee’s meetings and any recommendations or advice to the Superintendent and Board in the form of an Information Memorandum. The Committee’s summaries may also include the Committee’s observations on the expenditure of ESPLOST funds.

2. Authority and Limitations

The Committee is an advisory board and cannot make any decisions that bind the Board or the District. The Board may give consideration to the Committee’s recommendations or advice, but the Board alone will have authority to act upon any recommendations or advice.

The Committee may request, through its chair, information relating to ESPLOST from the District. District staff will comply with the request for information in a reasonable manner and in accordance with Georgia law.

The Committee will make no expenditures or requisitions for services and supplies and will make no decisions regarding the selection of vendors or the bid process. No individual Committee member will be entitled to reimbursement for travel or other expenses, except as may be authorized by the District.

C. Committee Membership

1. Number of Committee Members

The Committee will be composed of six (6) members who:

- Are private citizens and reside within the boundaries of their assigned School Board District;
- Are neither elected officials nor public employees from any agency that oversees ESPLOST proceeds;
- Are not political candidates for a Board position; and
- Will not act on any matter in which the Committee member, any of the Committee member's immediate family members, or any business organization in which the Committee member has a material financial interest that would reasonably be expected to impair the Committee member's objectivity or independent judgment. For purposes of this Regulation, "immediate family" means a spouse, child, sibling, or parent or the spouse of a child, sibling, or parent.

If at any time a member does not meet the above qualifications, the member will be ineligible to continue service and will be removed from the Committee by the Superintendent.

One of the two at-large Board members will serve as rotating ex-officio Committee members and as a liaison between the Committee and the Board.

Committee members are required to disclose to the Committee and Superintendent any real or perceived conflicts of interest.

2. Membership Selection Process

Each Board member from the six School Board Districts will appoint a Committee member for a total of six Committee members. The preferred qualification of Committee members include experience in construction, law, accounting, real estate, engineering, planning, auditing, finance, and/or project management.

The Board Liaison will serve rotating terms. Post 7 will serve in odd calendar years and Post 8 will serve in even calendar years.

3. Terms

~~Committee members will serve two-year terms. There are no restrictions on the number of terms a Committee member may serve. During the initial calendar year of 2022, members from School Board Districts 3, 5, and 6 will serve a one-year term and members from School Board Districts 1, 2, and 4 will serve a two-year term. As terms of these initial Committee members expire, each new Committee member will serve a full two-year term. There will be no limits in the number of terms a Committee member may serve.~~

~~In the year prior to the first full calendar year of service,~~ Committee members will receive training on matters relating to ESPLOST and this Regulation.

4. Vacancies. If a Committee member is unable to complete their term, a replacement member will be selected to fill the vacancy as outlined in Section C(2) and complete the appointed term. When a vacancy exists on the Committee and no member has been selected, the Committee will continue its work as outlined in this Regulation.

5. Conduct. Committee members will be responsible for having a working knowledge of this Regulation, as well as federal, and state law applicable to the work of the Committee. ~~The Committee and~~ will only take action on matters related thereto.

Committee members will not misrepresent the scope of their influence or authority as members of the Committee. Members will not represent recommendations of the Committee as official District policy unless the Board has taken formal action on the matter.

Unless authorized by the Board, no individual Committee member, except the Chair, may represent the Committee before any other committee or agency. Committee members are not to make comments to the press or general public. For purposes of this regulation, comments are defined as information received or obtained through deliberation by Committee members while advising on ESPLOST matters.

D. Officers

1. Selection of Officers. At the first Committee meeting for the calendar year, the Committee will elect a Chair, Vice-Chair, and Secretary. These positions will be selected by a Committee vote through a process of nomination and seconding. If more than one person is nominated and seconded, the Chair will be selected by a vote of the Committee at that meeting.

In the event of a vacancy in the Chair's position, the Vice-Chair will succeed as Chair for the balance of the Chair's term, and the Committee will elect a successor to fill the vacancy in the Vice-Chair's position. In the event of a vacancy in the Vice-Chair's or Secretary's position, the Committee will elect a successor from its membership.

The term of the Chair, Vice-Chair, and Secretary is 12 months. No person may serve as Chair, Vice-Chair, or Secretary for more than two consecutive terms. The Chair, Vice-Chair, and Secretary may be removed by the Committee by a Committee vote at a regularly scheduled meeting. Replacements for any party so removed would be selected by the Committee as set forth above.

2. Duties of the Chair:

- Call the meetings to order;
- Preside over each meeting;
- Identify items of interest for future Committee meeting agendas that are relevant to the Committee's responsibilities; and
- Work with the Secretary to ensure that the Meeting Summaries are timely submitted for the Board's review.

3. Duties of the Vice-Chair: Perform the duties of the Chair when the Chair is absent.

4. Duties of Secretary: Take notes at each Committee meeting and prepare a summary report to the Board. The Secretary may work with District staff as necessary to prepare a summary of any Committee meetings to report to the Board.

E. Meetings

1. Meeting Schedule. Committee meeting will be held on a quarterly basis. Unless otherwise agreed to by a majority of the Committee members, the meetings will take place on the First Monday of each quarter, with the first meeting of the calendar year occurring in February. Meetings will not be scheduled on a weekend or on a date that is a holiday for a 12 month staff on the District calendar.

2. Recommendations and Advice from Committee. The Committee will review topics and projects relating to the ESPLOST. The Committee will make recommendations and provide advice to the Board on such matters. The recommendations and advice provided in the summary to the Board will be based on the consensus of the Committee.

3. Attendance. Members are expected to make every effort to attend every meeting. However, it is anticipated that members may not be able to attend every meeting for various reasons. If a member is unable to attend a meeting, they should notify District staff and the Chair as soon as possible and in all cases prior to the scheduled meeting.

If a member has two absences in a calendar year that are not caused by extenuating circumstances or illness, the Committee member may be removed by the Superintendent and the Board member that originally appointed the member may be required to find another individual to serve on the Committee for the remainder of the removed member's term.

4. Ground Rules. ~~When presentations are being made, they should~~ Presentations should proceed without interruption. Questions and comments should be made following the completion of the presentation. The Chair may order any person removed from the Committee meeting who causes a disturbance in accordance with Board policy. The Chair may direct the meeting room cleared when deemed necessary to maintain order, unless the rest of the Committee determines otherwise by vote.

5. Robert's Rules. All rules of order not herein provided for will be determined in accordance with Robert's Rules of Order, latest edition (<http://www.robertsrules.com/book.html>).

F. Agendas and Meeting Notices

1. Agenda Preparation. District staff will produce the agenda for each meeting, and present to the Chair for any additions or changes. The Chair will reasonably consider requests by Committee members for the addition of matters to an agenda.

2. Agenda Posting and Delivery. District staff will provide the agenda to the Committee members for each meeting at least 72 hours before the meeting is scheduled to begin. Together with any supporting documents, the agenda will be electronically delivered by District staff to each Committee member, the Executive Director of Capital Programs and the Superintendent at least 72 hours before each meeting. The Committee members may be asked about topics to include on the agenda at least a week in advance of the meeting date.

G. Meeting Summaries. The Committee will prepare a summary of the topics discussed, recommendations and advice made by the Committee, and include the summary in an Information Memorandum to the Board. The Secretary is responsible for preparing the Information Memorandum and circulating it to the Committee membership via email prior to publishing it to the Board. All meeting summaries must be submitted to the Board Clerk by the deadline designated by District staff.

H. Miscellaneous

1. Public Information List of Members. The Capital Programs Department will maintain a public information list of members appointed to the Committee. The list will include the name of the appointee and the date the term expires. The list will be updated each calendar year. The list of members will be made available to the public upon request to the Capital Programs Department.

2. Staff Support. District staff will prepare and electronically distribute the Committee's agendas. District staff will support the Committee and its officers in circulating Meeting Summaries and other information as may be necessary.
