

FACULTY  
ADVISORY COUNCIL  
HANDBOOK

**TEACHERS ASSOCIATION OF ANNE ARUNDEL COUNTY**  
2521 Riva Road, Suite L7, Annapolis, Maryland 21401

**RECOMMENDED FORMAT FOR FACULTY ADVISORY  
COUNCIL MINUTES**

**MEMBERS PRESENT:**

**MEMBERS ABSENT:**

**GUESTS:**

**\*REPORTS**

**NEW BUSINESS (State motion)  
(Action taken)**

**OLD BUSINESS (State motion)  
(Action taken)**

**ADJOURNMENT:**

**\*Reports should be limited. FAC issues (ex: report on actions taken by principal from chairperson regarding recommendations from previous meeting.)**

## **SUGGESTED JOB DESCRIPTIONS**

### **Faculty -**

1. May serve on Faculty Advisory Council.
2. May attend Faculty Advisory Council meetings.
3. Shall provide input to the Faculty Advisory Council in the form of written suggestions.
4. Shall elect a majority number of members of the Faculty Advisory Council.
5. Shall receive written Faculty Advisory Council agenda and minutes.

### **Chairperson -**

1. May call meetings of the Faculty Advisory Council with the knowledge of the principal.
2. Shall preside at Faculty Advisory Council meetings using the operating rules established by the Faculty Advisory Council.
3. Shall organize the agenda, with help from other officers.
4. Shall review minutes prior to publication.
5. Shall communicate with the principal.
6. Shall be spokesperson for the Faculty Advisory Council.
7. Shall transfer all files, records and handbooks to his/her successor before the end of the school year.
8. Shall report the actions taken by the principal on Council recommendations.

### **Vice-Chairperson -**

1. Shall preside in absence of chair.
2. Shall help organize agenda.

### **Secretary -**

1. Shall keep notes; record of all Faculty Advisory Council meetings.
2. Shall help organize the agenda.
3. Shall write up the minutes.
4. Shall distribute copies of the agenda and minutes to appropriate parties.

### **TAAAC Representatives -**

1. Shall serve as voting member of the Faculty Advisory Council.
2. Shall hold election of Faculty Advisory Council members in June of each year.
3. May help organize the agenda.

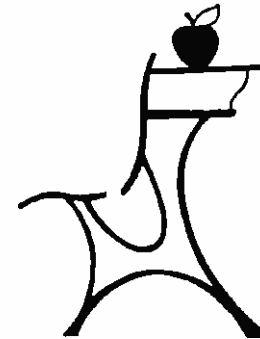
### **Suggested Role of the School Principal -**

1. May call meetings of Faculty Advisory Council with the knowledge of the Chairperson.
2. May bring special problems to the Faculty Advisory Council for advice.
3. Shall determine the size of the Faculty Advisory Council.
4. Shall appoint members of the Faculty Advisory Council (minority number).
5. Shall respond to Faculty Advisory Council motions in writing.

## **FACULTY ADVISORY COUNCIL HANDBOOK**

## **TEACHERS ASSOCIATION OF ANNE ARUNDEL COUNTY**

## **TWENTY-EIGHTH EDITION**



## PREFACE


*ARTICLE 20 of the Negotiated Master Agreement between the Teachers Association of Anne Arundel County and the Board of Education of Anne Arundel County conveys the philosophy that the concept of Faculty Advisory Councils is worthwhile and important. The article provides an opportunity for teachers to participate actively in an advisory capacity in the operation of their schools.*

*The Faculty Advisory Council Handbook serves as an immediate reference for the organization and operation of Faculty Advisory Councils.*

*Both teachers and administrators should take full advantage of such an operation and through it work toward the development of stronger, more positive school relationships and conditions.*

*Russell C. Leone, President*

## APPENDIX A

	ANNE ARUNDEL COUNTY PUBLIC SCHOOLS	
	To: Principals	Date: September 22, 2004
From: Kenneth P. Lawson Deputy Superintendent of Schools	File Code: *	Instructions:
Subject: Faculty Advisory Councils	Copies to: Directors, TAAAC	

Just a quick reminder that Anne Arundel County Public Schools still expects each school to have a functioning Faculty Council. Attached is a copy of Article 20 of the current TAAAC Negotiated Agreement regarding Faculty Advisory Councils.

Please note that the chairperson of the TAAAC faculty representatives is an ex officio member of the Council. The teachers elect the majority of the remaining members, and the principal appoints the rest. The principal determines the size of the Council. In order for the elected members to be a majority of only one, it will be necessary for the principal to designate the size of the Council as an even number. For example, if the principal determines that the Council will have 12 members, there will be 11 members to be chosen by the teachers and the principal. Six (6) members would be a majority for the teachers to elect and the principal would appoint five (5). We suggest that the principal appoint after the teachers have elected.) If the principal should decide on an odd number for the size of the council, the teachers would have to elect two more than the principal appoints in order to have a majority elected.

Please be sure to comply with the provision of Item H that the Faculty Advisory Council members be chosen in June for the following year.

If you have any questions, call Oscar Davis, Director of Employee Relations, at 410-222-5065.

KPL/dln  
Attachment

Minutes should reflect only the attendance, absence of members, guests present and the action taken by the Faculty Advisory Council. Minutes should not be transcripts of the meeting, nor should they be an administrative announcement vehicle.

The principal's written response to Faculty Advisory Council recommendations, within a reasonable period of time, would facilitate a better understanding of his position.

**ARTICLE 20 G:**

**Restriction on procedures** - *No other Faculty Advisory Council procedure may be adopted in any individual school that is in conflict with this Agreement.*

Obviously, the Faculty Advisory Council should not advise adoption of any procedure which violates local Board policy, State Board bylaw or State law. Copies of each are available in your school media center.

Direct any questions on a proposal or motion to these sources:

TAAAC UniServ Directors –  
410-224-3330, 410-841-6022 or 301-261-8309

BOE – Melisa Rawles, Director of Employee Relations  
410-222-5073

**ARTICLE 20 H:**

**Term of Members** - *Members of the Faculty Advisory Council shall be chosen in each school during the month of June and shall serve from July 1 to June 30 of the following year. In case of resignation or transfer of an elected member, a special election shall be called to choose a successor.*

This section clearly defines the term of office.

FCCC suggests that soon after the June Faculty Advisory Council elections a Chairperson pro tem be selected to begin the September meeting. This selection should be made before the end of the school year to facilitate a smooth transfer of all files, records and handbooks to the incoming Faculty Advisory Council.

The FCCC suggests that the TAAAC ex officio member be elected as a carryover member of the Faculty Advisory Council for the following year to provide continuity.

The Board and the Association have negotiated and have ratified the concept of the Faculty Advisory Council. In the original 1969 Master Agreement, the group was referred to as the Faculty Senate. Its position as the teachers' voice has evolved in the Master Agreements since the law allowed negotiations. The provisions included in the current Article 20 reflect years of growth and adjustment to the idea that teachers have a right, and an obligation, to make reasonable and prudent suggestions to their school administration on the operation of that facility.

**ARTICLE 20 A:**

**Purpose** - *There shall be a Faculty Advisory Council in each school for the purpose of providing Unit I employees an opportunity to advise the principal in the development of procedures for the operation of that school.*

“shall” when used as an auxiliary verb implies a requirement, mandate.

“to advise” does not mean to decide, but to provide with prudent and reasoned suggestions. These suggestions should be based on and should reflect input from the staff.

The “procedures” mentioned refer to all those matters under the Master Agreement and the Board’s policy. Specific obligations are placed on the Council by other sections of the Agreement, via., Article 3H, 1c - Extracurricular Assignments, Article 11, A - Arrival and Departure Times, and Article 18, E - Health and Safety Hazards.

**ARTICLE 20 B:**

**Composition** - *The size of the Council shall be determined by the principal. The chairperson of the TAAAC Faculty Representatives shall be a voting ex officio member of the Council. A majority of the remaining members shall be elected by secret ballot of all Unit I employees in an election conducted by the Faculty Representative(s) and the remainder shall be appointed by the principal. Nothing in these provisions shall preclude a decision of the faculty by secret ballot election to have the entire Unit I staff act as the Council.*

*The principal and/or designee(s) who are not members of the Council may attend meetings of the Council but shall have no vote.*

The Appendix A attachment, a memo from Kenneth P. Lawson, Associate Superintendent for Instruction and Student Services, clearly defines the Board's interpretation of how the Faculty Advisory Council should be composed.

The Association suggests that each Faculty Advisory Council elect a Chairperson, a Vice-Chairperson, and a Secretary. The official duties should be specified as in *Robert's Rules of Order, Newly Revised*, a competent guide.

The Chairperson of the TAAAC delegation for the school shall have a vote; understandably, the principal or designee shall not.

Any Unit I member is eligible for membership to the Faculty Advisory Council.

**ARTICLE 20 C:**

**Chairperson and meeting rules** - *Members of the Faculty Advisory Council shall elect their chairperson and shall establish rules for the conduct of meetings.*

In the absence of the Chairperson, the Vice-Chairperson should conduct all meetings of the Faculty Advisory Council.

The Chairperson of the TAAAC delegation may be elected to chair the Faculty Advisory Council, but this is not required.

Rules for the conduct of meetings should include:

- a. Specification of meeting time, date and place for the year.
- b. Length of meetings. (see Article 11, A)
- c. Handling of suggestions, agenda and minutes.

The rules of operation should be based on those suggested in *Robert's Rules of Order, Newly Revised* or like guide.

**ARTICLE 20 D:**

**TAAAC Involvement** - *Officers or staff of TAAAC may be invited at the Council's request.*

Any request for such visits should be based on a motion and vote by the Faculty Advisory Council. The principal or designee should be advised of the date, time and place of the Association visit.

The Association staff, officers and members of the Faculty Council Coordinating Committee (FCCC) are available to observe Faculty Advisory Councils in action and aid in advising on operation or other related problems.

**ARTICLE 20 E:**

**Call of meetings** - *Either the principal or the chairperson, with the knowledge of the other, may call meetings of the Council, which shall be held at least monthly during the school year.*

The Faculty Advisory Council must meet *at least* monthly and may meet more often. The Chairperson may call a meeting at any reasonable time, but must advise the principal or designee. The principal or designee is not required to be present at the meetings.

**ARTICLE 20 F:**

**Agenda and minutes** - *The agenda for each meeting shall be printed and distributed in advance to all Council members. A report of the action taken by the Council on each item shall be printed and distributed to all teachers promptly after each meeting.*

This Article requires that the agenda be printed and distributed in advance. The officers should compile the agenda which should reflect teacher suggestions for Council consideration.

The agenda should be distributed prior to the meeting giving Faculty Advisory Council members time to review what will be discussed.

Teachers' suggestions should be made in writing. This prompts the Council to consider the suggestion as the teacher intended.

The FCCC suggests that a copy of the agenda be distributed so that all members of the staff can see what the Faculty Advisory Council will be discussing.