

FRAMEWORK FOR THE HCPSS MATHEMATICS ADVISORY COMMITTEE (MAC)

ARTICLE I: NAME

The name of this advisory shall be the Howard County Public School System mathematics Advisory Committee (MAC).

ARTICLE II: MISSION STATEMENT

The mission of the Mathematics Advisory Committee is to give support, lend its collective insights and advice to, and advocate for the HCPSS mathematics program. The Mathematics Advisory Committee will serve as a forum for sharing ideas, information and concerns, and suggestion initiatives for the mathematics program.

ARTICLE III: PURPOSE

The purpose of the Mathematics Advisory Committee is:

1. To provide general advocacy for the mathematics program within the school system and to the general public
2. Support mathematics program improvements and initiatives, resource acquisitions, and staff development opportunities that promote continuous improvement in mathematics achievements by HCPSS students.

ARTICLE IV: MEMBERS

Section 1. Number of Members

The Committee shall have a minimum of 12 members and a maximum of 25.

Section 2. Members from the HCPSS

- a. One teacher representative,
- b. The Coordinators for both Elementary and Secondary Mathematics,
- c. One high school student.

Section 3. Selection of Members-at-Large from Residents of Howard County

- a. Current at-large-members and the Coordinators of Elementary and Secondary Mathematics, shall appoint new members-at-large from a pool of applicants who have responded to public, advertised recruitment for participants.
- b. Members-at-large shall reflect the diversity of the Howard County community and represent a range of viewpoints and expertise.
- c. Members-at-large shall be representatives of diverse geographical locations within Howard County.

- Section 4. Terms of Memberships
- a. The teacher representative shall be appointed for a two-year term with the possibility of reappointment.
 - b. The student representative shall be appointed for one year.
 - c. Members-at-large shall be appointed for two-year term, with the possibility of reappointment.
 - d. The Committee Chairperson shall fill any position that becomes vacant during the school year from the pool of interested candidates.
- Section 5. The date for beginning a term shall be September 1.
- Section 6. A member shall forfeit membership on the Committee if three successive meetings are missed without presenting to the MAC Chairperson, in advance, a valid reason for absence and a valid reason for wishing to continue service.
- Section 7. If the Coordinator of Elementary Mathematics or the Coordinator of Secondary Mathematics cannot attend a meeting, then a designee shall attend the meeting in their place.

ARTICLE V: OFFICERS AND THEIR DUTIES

- Section 1. The officers shall be a Chair, a Vice Chair, and a Secretary, each serving a two-year term.
- Section 2. The officers shall be elected at the last meeting of the academic year by majority vote of the committee members.
- Section 3. Chairperson Duties
- a. Presides at all meetings.
 - b. Serves as Chair of the Executive Committee.
 - c. Appoints standing and/or special committees, as need arises.
 - d. Develops meeting agendas and distributes them prior to meetings.
 - e. Notifies members of dates of regular, executive, and special meetings.
 - f. Distributes the minutes to all members of the MAC.
 - g. Appoints new members in the event a vacancy arises.
- Section 4. The Vice Chair shall perform the duties of Chairperson in his/her absence or at the Chairperson's request.
- Section 5. Secretary Duties
- a. The Secretary shall keep the minutes of all regular and Executive Committee meetings.
 - b. The Secretary shall take the roll of attendees for all meetings.
 - c. Maintains a roster of members including their email addresses.

Section 6. Executive Committee

- a. The Executive Committee shall consist of the Chair, Vice Chair, Secretary, the Coordinator of Elementary Mathematics and the Coordinator of Secondary Mathematics.
- b. The Coordinator of Elementary Mathematics and the Coordinator of Secondary Mathematics are non-voting members of the Executive Committee.
- c. The Executive Committee shall act on urgent committee matters between meetings of the Committee.
- d. The Executive Committee shall call for special meetings of the Committee as needed.

ARTICLE VI: SCHOOL SYSTEM STAFF

Section 1. The Coordinator of Elementary Mathematics and Coordinator of Secondary Mathematics, or their designees, will be present at every meeting.

Section 2. Duties

- a. The Coordinators of Elementary and Secondary Mathematics, or their designees, shall reproduce and distribute information pertinent to the proper function of the committee, at the request of the Chairperson.
- b. The Coordinators of Elementary and Secondary Mathematics, or their designees, shall write and distribute thank you letters to each active member of the Mathematics Advisory Committee, at the end of each academic year.

ARTICLE VII: MEETINGS

Section 1. The Mathematics Advisory Committee shall meet a minimum of 4 times during the school year, and may arrange to meet with other HCPSS Advisory Committees, as needed. Representatives from the MAC will attend at least one designated Secondary Mathematics Leadership meeting, with an option of attending a joint Elementary/Secondary Mathematics [Instructional] Support Teacher meeting, and be provided an appropriate amount of time on the agenda(s). The committee, as a whole, or designated representatives from the MAC, will attend a meeting during curriculum development workshops.

Section 2. The Executive Committee shall meet at least one time per school year.

Section 3. Designated sub-committees shall meet as needed throughout the school year.

Section 4. Schedules of committee meetings shall be made available to all members at the beginning of the school year.

- Section 5. An agenda shall be prepared and provided to committee members prior to each meeting.
- Section 6. Meetings shall not be more than 90 minutes long unless a majority of the members vote to continue a meeting beyond that limit.
- Section 7. A quorum (which is a majority of members) must be present to approve recommendations by the committee.

ARTICLE VIII: END-OF-YEAR REPORT

The Executive Committee will prepare and submit an end of year report to the Executive Director of School Improvement and Curricular Programs, which could include:

- List of committee activities
- Copies of meeting minutes
- Statement from the Chairperson on committee accomplishments
- Recommendations
- List of committee members.

ARTICLE IX: BYLAW AMMENDMENTS

These operating bylaws may be amended by a two-thirds affirmative vote of members at any regular committee meeting or at a specially called meeting with a thirty-day written notice.