

**ORGANIZATION, PHILOSOPHY, AND GOALS**  
**Advisory Committees and School Community Groups**  
**Employee Advisory Councils**

This regulation supersedes Regulation 1705.1.

**I. PURPOSE**

To establish membership, election procedures, meeting dates, and roles of all advisory councils. The Bus Drivers' and Attendants' Advisory Council, the Custodial Services Advisory Council, the Facilities Services Employees' Advisory Council, the Food Services Advisory Council, the Office Personnel Advisory Council, the School Employees' Benefit Advisory Council, and the Support Services Employees' Advisory Council are governed by bylaws as approved by the Division Superintendent. The Faculty and Staff Advisory Council, the Fairfax County Employees' Advisory Council, and the Superintendent's Teacher Advisory Councils are excluded from having governing bylaws approved by the Division Superintendent.

**II. ROLE OF ADVISORY COUNCILS**

Each council shall represent its particular employee group. Meetings shall provide a forum for discussion of concerns, ideas, and suggestions between the employee group and the administration.

**III. BUS DRIVERS' AND ATTENDANTS' ADVISORY COUNCIL (BDAAC)**

**A. Membership on Council**

The membership of this organization shall be composed of one driver representative and one alternate representative elected by drivers, unassigned drivers, and floaters from each of the pyramids. One attendant representative and one alternate representative will be elected by the attendants from transportation Areas I, II, and III. Special education drivers shall elect one driver representative and one driver alternate from each pyramid or center in the special education area. Special education attendants shall elect one attendant representative and one attendant alternate from each pyramid. Temporary drivers and temporary attendants are not eligible for membership on the council.

**B. Nominations and Voting**

Representatives and alternates shall be elected for a two-year term on an alternating basis. In August of each odd-numbered year, the representatives and alternates for

Areas I and II will be elected. The representatives and alternates for Area III, special education, and all attendants will be elected each even-numbered year, respectively.

**C. Meeting Dates**

The Bus Drivers' and Attendants' Advisory Council shall meet on the first Thursday of each month, October through May.

**IV. CUSTODIAL SERVICES ADVISORY COUNCIL (CSAC)**

**A. Membership on Council**

The membership of this organization shall be composed of an elected representative(s) and an alternate as follows: high, secondary, and middle school—8 representatives (one per cluster); elementary—24 representatives (three per cluster); and administrative offices or centers—8 representatives (three from departments and five from centers.)

**B. Nominations and Voting**

Representatives and alternates shall be elected for two-year terms on an alternating basis, with one-half being elected in April each year.

**C. Meeting Dates**

The Custodial Services Advisory Council shall meet on the last Wednesday of each month, September through May.

**V. FACILITIES SERVICES EMPLOYEES' ADVISORY COUNCIL (FSEAC)**

**A. Membership on Council**

The membership of this organization shall be composed of elected representative(s) and alternates from each office or section in the Department of Facilities and Transportation Services as follows: mechanical and structural sections will have two representatives and one alternate. All other sections in the department will have one representative and one alternate.

**B. Nominations and Voting**

Representatives and alternates shall be elected for two-year terms on an alternating basis, with one-half being elected during the summer or as otherwise designated.

**C. Meeting Dates**

The Facilities Services Employees' Advisory Council shall meet on the second Thursday of each month, September through June.

**VI. FACULTY AND STAFF ADVISORY COUNCIL (FAC)**

**A. Membership on Council**

A faculty and staff advisory council to the principal or program manager shall be established for each work location. Each council shall have three to seven members. Employees being represented by the Bus Drivers' and Attendants, Food Service, Office Personnel, or Fairfax County Employees' Advisory Councils are not eligible for election to or representation by a faculty and staff advisory council.

**B. Nominations and Voting**

Representatives shall be elected by secret ballot during the first week of the school term in the fall.

**C. Meeting Dates**

Each council shall meet at least four times during the school year and at the request of the program manager.

**VII. FOOD SERVICE ADVISORY COUNCIL (FSAC)**

**A. Membership on Council**

The membership of this organization shall be composed of representatives and alternate representatives as follows: central kitchens—one representative and one alternate; secondary—one representative and one alternate; and finishing kitchens: high school—one representative and one alternate; middle school—one representative and one alternate; and elementary—three representatives and three alternates.

**B. Nominations and Voting**

Representatives and alternates shall be elected for two-year terms on an alternating basis, with one-half being elected each year prior to the November meeting.

**C. Meeting Dates**

The Food Service Advisory Council shall meet on the second Wednesday of each month, September through May.

**VIII. FAIRFAX COUNTY EMPLOYEES' ADVISORY COUNCIL (FCEAC)**

The Fairfax County Employees' Advisory Council (FCEAC) provides the medium through which all civil service (US-scale) employees may discuss ideas and problems and contribute their advice and suggestions for the improvement of the career merit system and other aspects of the government of Fairfax County. The council confers with the Division Superintendent, the county executive, and the Civil Service Commission. In addition, the council may sponsor such voluntary recreational, welfare, educational, and related activities as will contribute to employee well-being.

**A. Membership on Council**

The membership of this organization is composed of community-of-interest groups, with one-half representing the county government (GCEAC) and the other half representing the school system (SSEAC).

**B. Nominations and Voting**

Representatives shall be elected for specified terms according to the bylaws of the General County Employees Advisory Council (GCEAC) and the Support Services Employees' Advisory Council (SSEAC).

**C. Meeting Dates**

The Fairfax County Employees' Advisory Council meets the first Thursday of each month, August through June.

**IX. OFFICE PERSONNEL ADVISORY COUNCIL (OPAC)**

**A. Membership on Council**

The membership of this organization shall be composed of the elected representatives as follows:

High Schools	8 representatives, one per cluster
Middle Schools	8 representatives, one per cluster
Elementary Schools	24 representatives, three per cluster
Centers	2 representatives
Administrative Offices	22 representatives, two per department, plus two at large
Cluster Offices	1 representative

**B. Nominations and Voting**

Representatives and alternates shall be elected for two-year terms on an alternating basis, with one-half being elected each year. Office personnel willing to serve on the council must submit their names for nomination to the council by March 15. Ballots shall be prepared by the council and sent to all office personnel. Voting shall be by electronic-mail ballot within cluster or administrative boundaries. Nominees in each category receiving the highest number of votes shall be elected as representatives and alternates.

**C. Meeting Dates**

The Office Personnel Advisory Council shall meet on the third Thursday of each month, September through May.

**X. SCHOOL EMPLOYEES' BENEFITS ADVISORY COUNCIL (SEBAC)**

**A. Membership on Council**

The membership of the organization shall be composed of the elected representatives as follows: retirees—three members; teacher scale—six members; instructional assistants—one member; US-20 and above—one member; US-20 and below—four members; and one Superintendent appointee.

**B. Nominations and Voting**

Representatives are elected in May for three-year terms.

**C. Meeting Dates**

The School Employees' Benefits Advisory Council shall meet on the first Wednesday of each month, September through June.

**XI. SUPPORT SERVICES EMPLOYEES' ADVISORY COUNCIL (SSEAC)**

**A. Membership on Council**

The membership of this organization shall be composed of one representative from each of ten community-of-interest groups as follows:

Group 1—bus drivers and attendants; Group 2—central office clerical and technical; Group 3—food service; Group 4—custodial and plant operations; Group 5—trades, maintenance, and security; Group 6—finance support and supply operations; Group 7—management and administrative; Group 8—educational support; Group 9—school-based clerical; and Group 10—at large.

**B. Nominations and Voting**

Representatives are elected before May for two-year terms on an alternating basis, with one-half elected each year.

**C. Meeting Dates**

The Support Services Employees' Advisory Council shall meet on the last Thursday of each month, August through June.

**XII. SUPERINTENDENT'S TEACHER ADVISORY COUNCIL (STAC)**

**A. Membership on Council**

Educational employees shall elect one representative and one alternate to represent each school and special education center.

**B. Nominations and Voting**

Representatives and alternates shall be elected by secret ballot by educational employees at their work locations during the first week of the school term. Members shall serve for one school year and may be reelected from year to year.

**C. Meeting Dates**

Current meeting dates are published in the current version of Notice 1705.

Reference: Bylaws, Bus Drivers' and Attendants' Advisory Council  
Bylaws, Facilities Services Employees' Advisory Council  
Bylaws, Food Service Advisory Council  
Bylaws, Office Personnel Advisory Council  
Bylaws, Fairfax County Employees' Advisory Council  
Bylaws, Support Services Employees' Advisory Council  
Bylaws, School Employees' Benefits Advisory Council

See also the current versions of: Notice 1705, Employee Advisory Councils  
Regulation 4451, Faculty Advisory Councils  
Regulation 4452, Support Services Personnel Advisory Councils