

Kansas Virtual Education Advisory Council Bylaws

Update: August 2025

Article I. Name

The name shall be the Kansas Virtual Education Advisory Council.

Article II. Purpose

The purpose of the Kansas Virtual Education Advisory Council shall be to:

- Review and provide input to Kansas State Department of Education (KSDE) staff concerning virtual schools and programs.
- Advise KSDE staff of promising practices, challenges, advantages of virtual schools and programs.
- The term “advisory” is intended to mean:
 - Inquiring
 - Informing
 - Suggesting
 - Recommending
 - Evaluating
- Act as virtual school and program advocates in the field and as liaisons to other groups.
- Provide recommendations and information to the State Board of Education regarding policy and requirements.
- Provide advice and counsel to help support the Virtual Education community.

Article III. Membership

Kansas Virtual Education Advisory Council will consist of 21 voting members and 2 non-voting KSDE members. Members shall serve three-year terms and may be reappointed for additional terms, provided they continue to meet council requirements and receive approval from the council membership. Members of the council shall include:

Position Quantity

Voting Members

Superintendent or Assistant Superintendent 1
High School Administrator 1
Middle School Administrator 1
Elementary School Administrator 1
Certified Staff – Secondary 1
Certified Staff – Middle School 1
Certified Staff – Elementary School 1
Community/Business Representative 1
LEA Board of Education Representative 1
Special Education Representative 1
Service Center Representative 1

Higher Education Representative 1
Parent Representative 1
Youth Representative 1
Technology Representative 1
Early Childhood Representative 1
Charter School Representative 1
Virtual School Representative 1
Virtual Program Representative 1
Charter-Virtual School Representative 1
Traditional School Representative 1

Non-Voting Members

KSDE Virtual Education Coordinator 1
KSDE Director of Teacher Licensure and Accreditation 1

Total 23

Article IV. Selection Procedures for Membership of Committee

Nominations are solicited in August across the state for open positions. Members will be selected to serve for a three year term beginning immediately after the September Advisory Council Meeting. The Advisory Chair presents submitted nominations for committee vote based on the following criteria:

- Virtual school or program educational experience
- State Board region location
- School size
- Nomination form

The Committee should reflect a diverse population, if possible.

For any non-filled position, the Advisory Chair will seek advisory council members' input.

Article V. Terms of Service (Members)

The term of office for newly elected members will be for three years.

Members may be reappointed for additional terms, provided they continue to meet council requirements and receive approval from the council membership.

Membership may be terminated as a result of excessive absences (more than two consecutive unexcused absences) or role/position change. The Advisory Chair reserves the right to terminate membership. In the event a member is absent, they can choose to send a proxy in their place. The member should contact the Advisory Chair prior to the meeting and share the name of the proxy and whether the proxy can vote on behalf of the member.

If a member is unable to fulfill their term, the Advisory Chair shall appoint a new member to the vacant position for the remainder of the year.

Article VI. Election of Officers

Officers for the Kansas Virtual Education Advisory Council will be Chair and Vice-Chair.

The Chair and Vice-Chair are elected by a majority vote of the council members. Elections will be held during the first meeting of the new term, or when a vacancy occurs, by the voting members of the Advisory Council. The Chair and Vice-Chair will serve a two-year term and may be re-elected for additional terms by voting council members. Voting will take place every odd year.

If an officer cannot fulfill their elected position, the Kansas Virtual Education Advisory Council will elect their replacement at the next meeting. Any newly elected chair must have served on the council for at least one year.

Article VII. Duties of Officers

Chair

The Chair will prepare the agenda, facilitate the meetings, and guide the Advisory Council's work.

The Chair may coordinate with KSDE staff on any topics, updates, or added agenda items.

The Chair works with KSDE staff to take recommendations forward to the Kansas State Board of Education.

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the council in all cases in which they are applicable and in which they do not conflict with these bylaws.

Vice-Chairman

The Vice Chair will support the Chair and assume responsibilities in their absence.

Recorder

The Virtual Advisory Council will designate a recorder of the meeting minutes. The recorder will provide unofficial minutes to the KSDE coordinator to be posted on the KSDE virtual website. This will include accurate minutes and record attendance. Minutes shall be reviewed and accepted by the committee at its next regular scheduled meeting.

Article VIII. Meetings

Meetings will be held quarterly in the months June, September, December, and March.

A quorum must be present to conduct business. A majority of the voting members (11) shall constitute a quorum.

Three days' written notice will be given to the Chair, Vice-Chair, and Recorder concerning any items that will be added to the agenda or to be voted on at the upcoming meeting, using email.

Meetings are held virtually and will be announced through correspondence of meeting times and dates, along with the agenda. Members can also attend the meeting in-person at KSDE. The Chair, Vice-Chair, and KSDE Virtual Education Coordinator can decide to cancel a meeting if there is no new business or issues that need to be addressed.

Special meetings can be called anytime by the Advisory Chair to address special issues or requests from the state board.

At the September meeting, dates and times of regularly scheduled meetings will be decided.

Article IX. Reports

KSDE Virtual Education Coordinator will update the Advisory Council at each meeting on a variety of topics pertaining to virtual schools and programs.

Reports will be posted on the Virtual Advisory Council webpage after the meeting as part of the minutes.

Kansas Virtual Education Advisory Council members will also be encouraged to share updates during each meeting.

The KSDE Virtual Education Coordinator shall present an annual update on virtual education to the Kansas State Board of Education. Any Advisory Council reports or recommendations would be presented to the Kansas State Board of Education by the Advisory Council Chair.

Article X. Legal Duties

The Kansas Virtual Education Advisory Council shall not have any of the powers and duties reserved by law or regulation to the Kansas State Board of Education.

The Kansas Virtual Education Advisory Council shall comply with all applicable conditions of the Kansas Open Meetings Act and the Kansas Open Records Act.

Article XI. Training

An orientation session that includes information about the council roles, responsibilities and functions, as well as information on virtual schools and program requirements, policies, and procedures, shall be held annually for new members. Yearly updates will be provided to existing members at the September meeting.

Article XII. Amendments

These by-laws shall be reviewed annually in September; any recommended changes approved at an Advisory Council meeting will be voted on by the entire membership and shall become effective immediately.

Approved by board:

9/03/2025