



# Department of Defense

## INSTRUCTION

**NUMBER 1342.15**

December 7, 2012

Incorporating Change 1, Effective April 20, 2020

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USD(P&R)

**SUBJECT:** Educational Advisory Committees and Councils

**References:** See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.01 (Reference (a)), this Instruction reissues DoD Instruction 1342.15 (Reference (b)) to establish policies, assign responsibilities, and prescribe procedures regarding School Advisory Committees (SACs), Installation Advisory Committees (IACs), Component Command Advisory Councils (CCACs), Theater Education Councils (TECs), and the Dependents Education Council (DEC) for the overseas school system operated by the Department of Defense Education Activity (DoDEA) in accordance with Chapter 25A of title 20, United States Code (U.S.C.) (Reference (c)) and DoD Directive 1342.20 (Reference (d)).

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoD policy

a. That, in partnership with members of the DoDEA schools and military communities, DoDEA provide its students with exemplary educational programs in military communities worldwide that inspire and prepare all students, including those with special needs, for success in a global environment.

b. That members of the DoDEA schools and military communities participate in the formation and operation of local overseas advisory committees to promote the vitality of these committees and to preserve their integrity and independence of action.

c. To encourage the formation and operation of area overseas advisory councils to promote communication and problem solving among school administrators, military leaders, and local advisory committees.

d. To establish a DEC in accordance with Reference (c).

e. The SACs, IACs, CCACs, TECs, and the DEC, as defined by this Instruction, are not subject to title 5, U.S.C., Appendix 1, sections 1-16 (also known as “The Federal Advisory Committee Act of 1972,” as amended (Reference (e))), provided each of these educational advisory committees or councils meet all of the following requirements:

(1) All DoD employees who serve on the educational advisory committees or councils are full-time or permanent part-time DoD employees.

(2) All parents who serve on the educational advisory committees or councils are either full-time or permanent part-time Federal employees or family members of U.S. military members.

(3) All students who serve on the educational advisory committees or councils are family members of U.S. military members.

(4) All individuals who represent the interests of the organization recognized as the exclusive bargaining representative of the employees of the school and serve on the educational advisory committees or councils are also full-time or permanent part-time Federal employees.

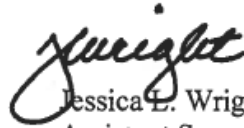
5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. RELEASABILITY. **Cleared for public release.** This Instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

8. SUMMARY OF CHANGE 1. The change to this issuance updates references and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

9. EFFECTIVE DATE. This Instruction is effective December 7, 2012.



Jessica L. Wright  
Assistant Secretary of Defense for Reserve  
Affairs, Performing the Duties of the Under  
Secretary of Defense for Personnel and  
Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures
4. DoD Guidelines for the Establishment and Operation of Local Advisory Committees

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1342.15, "Local Educational Advisory Committees and Councils," March 27, 1987 (hereby cancelled)
- (c) Chapter 25A of Title 20, United States Code
- (d) DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," October 19, 2007
- (e) Title 5, United States Code, Appendix 1, Sections 1-16 (also known as "The Federal Advisory Committee Act of 1972," as amended)
- (f) Section 1783 of Title 10, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall ensure that this program fosters optimum communication on matters relating to administration of DoDEA educational advisory committees at all levels within the DoDEA and the Military Departments.
  
2. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). The ASD(R&FM), under the authority, direction, and control of the USD(P&R), shall:
  - a. Provide administrative assistance to the Director, DoDEA, in support of the educational advisory committee program.
  
  - b. Respond to matters that are referred by the Director, DoDEA.
  
3. DIRECTOR, DODEA. The Director, DoDEA, under the authority, direction, and control of the USD(P&R), through the ASD(R&FM), shall:
  - a. Provide administrative assistance to the DoDEA area directors in support of the educational advisory committee program.
  
  - b. Respond to matters that are referred by the DoDEA area directors or geographic Combatant Commanders.
  
4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:
  - a. Respond to recommendations from the IAC that are within their military jurisdiction.
  
  - b. Provide logistical and administrative support to the IAC through installation commanders.
  
  - c. Ensure that IACs are established and functioning at all military installations where two or more schools are operating.
  
5. GEOGRAPHIC COMBATANT COMMANDERS. The geographic Combatant Commanders shall:

- a. Review any issue that can affect or is affecting the educational environment within the Commanders' area of responsibility (AOR).
- b. Establish a TEC to review recommendations from component commands, DoDEA areas, and CCACs within their AOR.
- c. When appropriate, establish a CCAC to review IAC recommendations, facilitate resolution of issues arising within their AORs, and refer broader issues and unresolved problems to appropriate authorities or the TEC.
- d. Ensure that TECs and, when appropriate, CCACs are established and functioning.

6. DIRECTOR OF ADMINISTRATION AND MANAGEMENT. The Director of Administration and Management, in consultation with the Office of General Counsel of the Department of Defense, shall advise the USD(P&R) and the Director, DoDEA, on policy matters pertaining to the applicability of Reference (d) to the various educational advisory committees or councils.

ENCLOSURE 3

PROCEDURES

1. ESTABLISHMENT OF AN ADVISORY COMMITTEE

a. Each school shall operate a SAC, with membership elected from among parents of students, professional school employees, and students, where appropriate, to advise the principal on school matters.

b. Any issue that can affect or is affecting the educational environment within the theater will be referred to the TEC. If an issue cannot be resolved within the AOR, the TEC shall forward the issue to the appropriate authority for resolution.

c. The chairperson of the DEC, or designee, shall respond in writing to any recommendation or request forwarded by a TEC, Military Department, or an advisory group (SAC, IAC, CCAC) through appropriate command channels.

2. FUNCTIONS OF ADVISORY COMMITTEES. The elected chairpersons of advisory committees shall:

a. Refer matters brought to their attention by the school and military communities to the appropriate authority for review and action.

b. Advise the school principal, the installation commander, and, as appropriate, the school and military organizational chains of command on school matters, as specified in Enclosure 4.

c. Convene the CCACs, TECs, and the DEC at least two times a year.

d. Convene the SAC and IAC at least four times during the school year or more often, if needed.

e. Prepare and distribute an agenda at least 2 weeks in advance of each meeting for CCACs, TECs, and the DEC.

3. ACCEPTING RECOMMENDATIONS

a. Recommendations received by the DoDEA school principal from the SAC that are within the jurisdiction of DoDEA should be acted upon by the school principal through internal communication within the DoDEA organization, as appropriate.

b. Recommendations received by the local installation commander from the IAC that are within military jurisdiction should be acted upon through internal communication with the

military chain of command, as appropriate, with the intermediate commands (e.g., Corps), Combatant Commands, the Military Departments, or the Office of the Joint Chiefs of Staff, and the Office of the USD(P&R).

c. DoDEA administrators and military commanders shall use the services of the SACs, IACs, CCACs, and TECs to foster communication, facilitate problem solving, and recommend action to appropriate officials.

d. Recommendations, concerns, and issues regarding local schools shall be informally or formally solicited jointly by the school principal and local installation commander for review by the SACs and the IACs. The DoDEA district superintendents and intermediate commanders shall maintain regular and open communication on DoDEA administration issues within their geographic AOR. DoDEA area directors and the commanders of component commands shall maintain regular and open communication on DoDEA administration issues within their geographic AOR.



ENCLOSURE 4

DoD GUIDELINES FOR THE ESTABLISHMENT AND  
OPERATION OF LOCAL ADVISORY COMMITTEES

1. FORMATION OF SCHOOL AND INSTALLATION ADVISORY COMMITTEES

a. Establishment of an Election Planning Committee. Each year the chairperson of the SAC shall form a planning committee to conduct elections for the SAC. The SAC chairperson shall publish an announcement of the formation of an election planning committee to nominate candidates for election to the SAC and the qualifications necessary for appointment to the planning committee 1 week before the committee's formation.

(1) The school principal shall form a planning committee for any newly established school. That committee shall select a planning committee chairperson.

(2) The planning committee shall consist of: parents of students enrolled in that school, professional employees from that school, the principal or designee of that school, the commander or designee of the military installation on which the school is located, and, when determined appropriate by the planning committee chairperson, students enrolled in that school.

(3) Members of the existing SAC (except for the chairperson) may not be selected for membership on the planning committee.

b. Responsibilities of the Election Planning Committee. The election planning committee shall:

(1) Four weeks prior to the election, announce the formation of the election planning committee and solicit candidates eligible and willing to serve on the SAC.

(2) Two weeks prior to the election, publish an announcement that specifies the election date, hours, location, names of candidates, and voter eligibility.

(3) Ensure that all eligible candidates are placed on the ballot and include provisions for write-in candidates.

(4) Conduct the election, tabulate and certify the votes, and publish the results within 48 hours after the election.

c. Nomination of Candidates. To be eligible for nomination, a person must be:

(1) A family member of a military member, in accordance with section 1783 of title 10, U.S.C (Reference (f)), and a parent of a student enrolled in that school. A parent who is a full-time professional employee in any DoDEA school may not be a candidate for election in this category.

(2) A full-time professional school employee, other than the principal and assistant principal, assigned to that school, such as a teacher, counselor, nurse, or library or media specialist. A substitute teacher, teacher aid, or clerical staff member may not be a candidate for election in this category.

(3) A student who is a family member of a military member, in accordance with Reference (f), enrolled in a high school who has been elected by the student body and appointed by the election planning committee.

(4) Only one member of a family may serve as a representative to SACs. Simultaneous membership by one family on two or more SACs is not permitted.

d. Voter Qualifications. To vote in the SAC election, a person must be at least 18 years of age and either:

(1) A parent of a student enrolled in that school (both parents may vote).

(2) A full-time professional school employee assigned to that school.

e. Voting Procedures

(1) Voting shall be by secret ballot.

(2) A ballot shall be constructed and the candidates' names arranged alphabetically under one of two categories: "Parents" or "Professional School Employees."

(3) A voter may vote for as many candidates in each category as are authorized for membership on the SAC in that category.

(4) A voter may cast fewer than the maximum number of votes authorized; however, any vote cast shall be weighed as one vote.

(5) Any category on the ballot containing votes that exceed the maximum number authorized shall be invalidated. Voters shall be advised of this consequence before they vote.

(6) An election shall be decided by plurality vote. When there is a tie, the membership shall be determined by flipping a coin in the presence of the planning committee.

(7) Candidates who receive an insufficient number of votes to be elected shall be designated as alternate committee members. Such members shall be ranked by category according to the number of votes received and shall be appointed, in that order, by the SAC chairperson to fill the unexpired term of a vacancy in the appropriate category.

(8) Elections shall be conducted at the end of the school year with the newly elected members taking office on the closing day of the school year. At the option of the election planning committee, and in consultation with the SAC membership, elections may be conducted

at the beginning of the school year, with the newly elected members taking office no later than October 15.

f. Tenure of Members. Elected members shall serve for 2-year terms with half of the membership being elected each year. If determined by the local SAC and incorporated into the SAC bylaws, members may serve for 1-year terms. Members may not serve more than two consecutive terms.

g. Composition of the SAC

(1) Committee Size. The minimum size of elected membership shall be in accordance with the school population, as shown in the Table, and contain an equal number of parents of students enrolled in the school and full-time professional employees of the school. A high school student enrolled in the school shall be included as an additional voting member where applicable. The current enrollment shall be used in determining the size of elected membership. The suggested committee size for schools with 151 or more students may be modified if determined appropriate by the election planning committee.

Table. Determining SAC Committee Size

Student Enrollment	Committee Size
1-150	2 or 4
151-300	4
301- 500	6
501-800	8
Over 800	10

(2) Liaison Membership

(a) The school principal shall be a nonvoting member of the SAC and attend all SAC meetings. The installation commander shall be a nonvoting member and attend all SAC meetings where the SAC also serves as the IAC. (Attendance of the installation commander or designee is encouraged at SAC meetings when there are two or more schools on the installation).

(b) One member of the exclusive bargaining unit representing the employees of the school shall be appointed for a 1-year term by the bargaining unit to attend meetings of the SAC, but shall not vote.

h. Composition of the IAC

(1) One School Per Installation. When only one school is operated on a military installation, members of the SAC shall also make up the IAC. Therefore, election to the SAC constitutes election to the IAC.

(2) Two or More Schools Per Installation. When two or more schools are operated on a military installation, the IAC shall be composed of two representatives from each of the SACs, consisting of the one parent and the one professional school employee elected by secret ballot during a closed session of the SAC by the voting members to represent them on the IAC.

(a) Election of IAC members shall take place at the first meeting of the SACs and shall be determined by plurality vote.

(b) When there is a tie, the representative shall be determined by flipping a coin in the presence of the SAC.

(c) When determined appropriate by the newly elected IAC, the student member from the senior high school may serve on the IAC.

(d) Newly elected IAC members shall take office immediately after election. When a vacancy occurs on the IAC, or when a candidate declines to serve on the IAC, a new election shall be held.

(3) Liaison Membership. The school principals and the installation commander shall attend all meetings of the IAC but shall not vote.

## 2. OPERATION OF SCHOOL AND INSTALLATION ADVISORY COMMITTEES

### a. Committee Meetings

(1) Announcement. The time, date, and location of advisory committee meetings shall be decided by each SAC and IAC, announced publicly at least 1 week in advance, and conducted after school hours. Such meetings shall be open to the public. At the request of the chair, the committee or executive committee (chair, vice chair, and secretary) may go into closed executive session.

(2) Frequency. Regular SAC and IAC meetings shall be scheduled four times during the school year or more often, if needed.

(3) Agenda. The committee chairperson shall prepare a proposed agenda for each meeting. The final agenda shall be available in the school's office and in the installation commander's office at least 1 week before the meeting. An item not on the published agenda may be discussed, but any committee action may be deferred until the next meeting.

(4) Minutes. Minutes shall be kept of the proceedings of each meeting. If the minutes are from a SAC on an installation with only one school, the minutes shall indicate which items are for the attention of the principal and which items are for the attention of the installation commander. Within 2 weeks, the official minutes shall be approved by the committee members and provided to the principal and the installation commander. The principal and the installation commander will have the responsibility to move information up the chain as deemed appropriate.

(5) Compensation. SAC and IAC members shall serve without pay.

b. Committee Procedures

(1) Conduct of Meetings. Each advisory committee shall adopt a set of parliamentary rules (such as Robert's Rules of Order) for conducting regular meetings and shall establish bylaws for governing the committee's internal affairs. Copies of the bylaws shall be provided to the school principal and the installation commander.

(2) Determining Goals and Objectives. To provide focus and direction to the work of the advisory committee, goals and objectives shall be determined by the committee for each school year. Copies of the goals and objectives shall be provided to the school through the principal and to the community through the installation commander. However, goals and objectives should not deter the committees from addressing issues that are appropriate for committee consideration at the earliest possible date. An annual end-of-year report shall review the progress made in achieving these goals and include recommendations for achieving those goals not accomplished.

(3) Election of Officers. The members of the advisory committee shall elect a chairperson, vice chairperson, and secretary at their initial meeting. Nonvoting members are not eligible for these offices. The chairperson shall thereafter conduct all meetings of the committee, or, if unable to attend a meeting, delegate responsibility to conduct the meeting to the vice chairperson. In the absence of the vice chairperson, another elected member may be delegated the responsibility of conducting the meeting.

(4) Subcommittees. The advisory committee may formulate regular standing or ad hoc committees and subcommittees to address specific goals and objectives and review specific areas of responsibility.

(5) Communication with the Community. Information about the advisory committee shall be disseminated to the community through such channels as student, faculty, school, parent-teacher association, and installation news media; special community bulletins; and posted notices. Links shall be established to ensure that information and advice are received from community groups with interests in educational programs.

c. Committee Functional Responsibilities

(1) The SAC may make recommendations and advise the principal on all matters within the jurisdiction of the SAC; these include:

(a) School policies toward students and parents, student activities, and administrative procedures affecting students.

(b) Instructional programs and educational resources within the school.

(c) Allocation of resources within the school to achieve educational goals.

(d) Pupil services (health, special education, testing, evaluation, counseling, and extracurricular activities).

(e) Student standards of conduct and discipline.

(f) Policies and standards of the overseas school system operated by DoDEA in accordance with Reference (c) and Reference (d) related to the matters listed in subparagraphs 2.c.(1)(a) through 2.c.(1)(e).

(2) The IAC may make recommendations and advise the installation commander regarding support provided by the Military Services to dependents' schools serving that installation. Where there is only one school on an installation, the SAC shall serve concurrently as the IAC. Matters that are within the jurisdiction of the IAC include:

(a) Quality, availability, maintenance, safety, security, and comfort of the physical school environment.

(b) Transportation of students.

(c) School meal programs.

(d) Medical services.

(e) Administrative and logistical support services provided by the relevant installation commander and the Military Department command concerned.

(f) Policies and standards of the relevant installation command and Military Department concerned to the matters listed in subparagraphs 2.c.(2)(a) through 2.c.(2)(e).

(3) SACs and IACs do not address matters pertaining to personnel policies or practices, compensation of school staff, grievances of school employees for which another forum exists, or internal management of DoDEA or DoDEA programs. These committees do not raise funds to procure school equipment and supplies, grant student scholarships, financially support special school events, or engage in any other monetary projects traditionally associated with Parent, Teacher, Student Associations (PTSAs), booster clubs, or other similar organizations.

(4) Any SAC or IAC may communicate informally or formally at any time with the DoDEA office and the office in the military command structure beginning with the local offices at the command level. This informal communication does not require an official response, but does serve as a flexible and immediate means of advising various levels of DoDEA and military management of achievements and concerns.

(5) Informal communications shall be followed by formally communicating SAC recommendations regarding school policies, programs, and resources. The review process terminates at any level when the recommendation is approved or an issue is resolved. A SAC recommendation that cannot be approved or disapproved at any level of review because of lack

of authority or resources shall be referred to the next level of review. Any SAC may appeal a disapproval of a recommendation to the next level of review in DoDEA.

(a) Recommendations made by a SAC to the school principal shall be communicated formally in writing and summarized as part of the minutes of the SAC meeting. The school principal has 2 weeks to respond in writing. Informal discussion of the recommendations between the principal and the SAC representatives is encouraged before the principal formulates a written response.

(b) SAC recommendations that cannot be approved or disapproved by the principal shall be forwarded to the DoDEA district superintendent who supervises the principal. The district superintendent shall respond to the recommendations in writing within 2 weeks after receiving them.

(c) SAC recommendations that cannot be approved or disapproved by the DoDEA district superintendent shall be forwarded to the DoDEA area director for action. The DoDEA area director shall respond to the recommendations in writing within 2 weeks after receiving them.

(d) SAC recommendations that cannot be approved or disapproved by the DoDEA area director shall be forwarded within 2 weeks of receipt to the Director, DoDEA. The Director, DoDEA, shall respond to the recommendations in writing to the SAC that originated them within 1 month of receipt.

(e) Throughout this process, DoDEA reviewing officials who forward SAC recommendations to the next level of review shall provide a copy of the correspondence to the SAC that originated the recommendations and to any other personnel previously involved in the review process.

(6) The formal IAC communication process shall be followed when formally communicating IAC recommendations regarding military support services to the schools. The review process terminates at any level when the IAC recommendation is approved or an issue is resolved. An IAC recommendation that cannot be approved or disapproved at any level of review because of lack of authority or resources shall be referred to the next level of review. Any IAC may appeal a disapproval of a recommendation to the next level of review in the military command structure.

(a) Recommendations made by the IAC to the installation commander shall be communicated formally in writing and summarized as part of the minutes of the IAC meeting. The installation commander has 2 weeks to respond in writing. Informal discussion of the recommendations between the installation commander and the IAC representatives is encouraged before formulation of a written response.

(b) IAC recommendations that cannot be approved or disapproved by the installation commander shall be forwarded to the next higher level of military review, appropriate to the

local military command structure governing the management of the installation. Each level shall have 2 weeks after receipt to respond in writing.

(c) Throughout this process, military reviewing officials who forward IAC recommendations to the next level of review shall provide a copy of the correspondence to the IAC which originated the recommendations and to any other personnel involved in the review process.



GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AOR	area of responsibility
CCAC	Component Command Advisory Council
DEC	Dependents Education Council
DoDEA	Department of Defense Education Activity
IAC	Installation Advisory Committee
PTSA	Parent Teacher Student Association
SAC	School Advisory Committee
TEC	Theater Education Council
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

CCAC. A council that may be established, when determined appropriate by the geographic Combatant Commander, to review IAC recommendations and to facilitate resolution of area issues. The CCAC shall be co-chaired by the DoDEA area director, or designee, and the commander of a component command, or designee. In DoDEA regions where component commands are established by country, the DoDEA co-chairperson may be the district superintendent. Membership shall include DoDEA administrators and an equivalent number of representative commanders that fall under the jurisdiction of that region or component.

DEC. A council, established by Reference (c), which makes recommendations to the USD(P&R) regarding the broad range of issues related to the administration of DoDEA and the delivery of high quality education to the dependents of military members and DoD civilian employees overseas. The DEC shall be chaired by the USD(P&R), or designee, and composed of general and flag officers from theater commands, selected major commands, and the Military Departments. The DoDEA Director shall serve as the executive secretary.

geographic Combatant Commander. A Combatant Commander who has responsibility over a geographic area in which at least five DoDEA schools are located. They are the Combatant Commanders of the U.S. European Command, U.S. Northern Command, U.S. Pacific Command, and U.S. Southern Command.

IAC. A committee that advises the installation commander on matters, including support, within the jurisdiction of the commander and applicable component command. Such a committee shall be established when two or more schools are operated on a military installation. The IAC is composed of the two representatives from each SAC, one parent and one professional school employee elected by the voting members of each SAC to represent them at the IAC. The student member from the high school SAC may serve on the IAC.

military installation. A group of facilities located in the same vicinity that supports particular functions. A local geographical area under the jurisdiction of a military commander, where one or more schools in the DoDEA system are located.

parent. Includes father, mother, legal guardian, or person standing in loco parentis whose employment, military status, or payment of tuition is the basis for the enrollment of dependents in DoDEA.

professional school employee. Full-time professional educators employed in a DoD dependents' school. The principal, assistant principal, substitute teachers, teacher aides, and clerical staff are not included in this category.

PTSA. An association made up of parents, teachers, and students, associated with the National Parent Teacher Association and established at a DoDEA school. A PTSA is not duplicative of, or in competition with, SACs. A PTSA supports and plans such initiatives as school and community orientation programs, career awareness projects for students, special assistance to newly arrived teachers and families with school-age dependents, and fund-raising activities to secure student scholarships and supplemental instructional materials and hardware for the school. A PTSA is also referred to as a parent teacher association (PTA), or a parent teacher organization (PTO).

SAC. An elected educational advisory committee composed of an equal number of parents of students enrolled in the school and professional school employees employed at the school. When appropriate, a student enrolled in the school may serve on the committee. The membership of each advisory committee shall also include one person to represent the interests of the organization recognized as the exclusive bargaining representative of the employees of the school. The committee advises the principal on matters within the jurisdiction of the school and DoDEA.

school community. The parents of students enrolled in a school, professional school employees, and students.

TEC. A council established by each geographic combatant commander to review recommendations referred to it by a DoDEA region or component command. The TEC shall be chaired by the geographic combatant commander, or designee. Membership shall include the DoDEA area directors and component commanders, or designees, within the theater AOR.

voting age. Eighteen years of age or older.