



## **Bedford County Public Schools’ Special Education Advisory Committee**

### **Bylaws**

#### **Article I – Name**

The name of this body shall be the Special Education Advisory Committee (SEAC) for Bedford County Public Schools (herein referred to as “the Committee”).

#### **Article II – Purpose**

Major responsibilities of the Committee which are addressed in the Regulations and Administrative Requirements of the Operation of Special Education Programs in Virginia (1978 and as amended) are as follows:

1. Provide advice concerning needs in the education of students with disabilities in Bedford County.
2. Assist in the formulation and development of long-range plans, which will provide services needed for students with disabilities in Bedford County Public Schools and the community.
3. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities.
4. Submit an annual report with recommendations regarding the education of students with disabilities to the School Board through the Superintendent.
5. Assist in interpreting to the community, plans for meeting the needs of students with disabilities for educational services.

6. Review annually the updated Annual Special Education Plan and Application for Federal Flow-Through Funds prior to submission by the Superintendent to the School Board.

### **Article III – Membership**

**1. Voting Members:** Membership of the Committee shall be limited to 19 members recommended by the Committee to the Superintendent for appointment by the School Board. The preferred composition of the Committee is four (4) parent representatives from each of the three school attendance zones, (which equals 12); one (1) BCPS teacher, one (up to 3) BCPS student, and up to three (3) members from either public or private agency representatives and/or business communities.

**2. Appointment of Members:** The School Board shall appoint new members to the Committee. Public notice will be provided and interested applicants can submit paper or electronic applications for consideration. Once approved, new members will receive orientation materials from the Committee. The Chair will also work with Committee members to publicize open vacancies as needed. The Committee shall strive to maintain diversity in its membership.

**3. Active Members:** Members of the Committee shall include, but not be limited to, the following persons or representatives of groups, with the possibility that a member may be representative of more than one type of person or group. To be a BCPS School Board appointed member, individuals must be:

- a. Persons with disabilities;
- b. Parents/guardians of students/persons with disabilities;
- c. Members of community civic organizations within the county;
- d. Members of business or industry within the county;
- e. Public agencies concerned with the care of students with disabilities;
- f. Other local advisory committees concerned with the education and training of students with disabilities;
- g. Bedford County Public Schools' student; and
- h. Bedford County Public Schools' teacher.

**4. Staff and Consultants to the Committee** The Director of Special Education shall serve as staff to the Committee. The Chief Learning Officer or their designees, shall serve as consultants to the Committee. Other consultants included on an as needed basis determined by the Director of Special Education could include a representative from the Parent Resource Center and school based administrators. Note: State regulations stipulate that local school division personnel shall only serve as staff/consultants to the Committee.

**5. Term of School Board Appointed Members:** Members shall be appointed by the School Board for a two-year term. A member may thereafter be reappointed for one successive two-year full term before rotating off the Committee during the last year of their term. The term of members shall end on June 30.

## **6. Absences**

School Board appointed members are required to attend all meetings in a school year with no more than three (3) unexcused absences. With the fourth unexcused absence, the Chair will notify the member in writing (or email) to indicate that the person is no longer a member of the Committee. A record of attendance shall be kept by the Vice-Chair who shall report periodically to the Chair of the Committee.

(Excused absences are considered illness of family member or the SEAC member.)

## **Article IV – Officers**

1. The officers of the Committee shall consist of a Chair, Vice Chair and a Secretary.
2. Officer candidates will be nominated from the floor of the full SEAC at a designated monthly meeting. Additional nominations may be made by the membership during that meeting with the consent of the nominees; Officers shall be elected by a majority vote of the Committee at the last meeting of the school year provided a quorum is present.
3. In the event an office becomes vacant, the chair shall appoint a replacement for the unexpired term. Vacancy in the office of Chair shall be filled by an interim election provided a quorum is present.
4. The term of officers begins March 1 of the school year they are elected and ends June 30<sup>st</sup> of the second school year; and
5. The duties of the officers shall be as follows:

### **Chair:**

- a. Serve as Chairperson of the Committee with the duties usually belonging to such a position;
- b. Call and preside at meetings of the Committee;

- c. Serve as ex-officio member of all subcommittees;
- d. Works with the Director and the Committee to set goals, programs and proposed agendas for meetings.
- e. Assists with the development of the Annual Report and ensure that the report is submitted to the School Board;
- f. Coordinate with the Director, orientation activities for new members, as needed; and
- g. Assure representation of the Committee at functions as requested by the Committee or others.

**Vice Chair:**

- a. Serve in the place of, and with the authority of, the Chair in case of the Chair's absence;
- b. Discharge any duties delegated to him/her by the Chair; and
- c. Keep a record of member attendance.

**Secretary:**

- a. Keeps minutes of the Committee meetings;
- b.. Sees that the minutes are made available to Committee members in a timely fashion;
- e. Maintains correspondence list of members; and
- d. Maintains all bylaws and amendments.

**Article V – Subcommittees**

Subcommittees, special or as needed, shall be appointed by the SEAC as deemed necessary to carry out the work of the Committee.

**Article VI – Meetings**

**Frequency of regular meetings:** Unless otherwise ordered by the SEAC or recommended by staff, the Committee shall meet at least four (4) times throughout the calendar year. A calendar of meeting topics and places for the year shall be collaboratively drawn up by the Chair, Vice Chair and the Director of Special Education by August of each year. One (1) meeting annually shall be designated to review the Annual Special Education Plan and Application for Federal Funds.

In the event of inclement weather where students are dismissed early or school is closed, the Special Education Advisory Committee meeting is canceled.

**Notice:** Notice of regular meetings, along with the minutes from the previous meeting and any information necessary for member review before the meeting, shall be sent to each member at least one week prior to the scheduled meeting date except in unforeseen circumstances. Meeting notices and minutes will be made publically available on the BCPS website and related electronic platforms.

**Open Meetings:** All meetings of the Committee shall be open to the public.

**Public Comment:** A 10-minute public forum will be held at the regular meetings. Comments can be provided by fax, mail or e-mail and received no later than 24 hours prior to the meeting. Comments can also be presented in person at the time of the meeting. The Committee will set a time limit and publish a *Guideline for Public Comment*. The public forum will be designated to allow members of the community the opportunity to voice global concerns and matters of interest before the Committee and staff members. The Director for Special Education may acknowledge in writing to persons making public comment and may maintain a list of issues raised during public comment periods for use in future planning activities.

## **Article VII – Quorum**

A minimum of 60 percent of the appointed members shall constitute a quorum.

## **Article VIII – Amendments**

These Bylaws may be amended by a quorum. A copy of the proposed amendment(s) shall be submitted in writing at the previous regular meeting of the Committee. Review of bylaws shall be held at minimum every three (3) years.