

Special Education Advisory Committee

Alexandria City Public Schools

BYLAWS

June 18, 2013

ARTICLE I NAME

The name of this body shall be, "The Alexandria Special Education Advisory Committee," hereinafter designated as "SEAC" and/or "the committee."

ARTICLE II PURPOSE AND AUTHORITY

The purpose of this committee, in accordance with and subject to guidelines and regulations of the authorities of the Commonwealth of Virginia Administrative Code; Virginia Department of Education; and Alexandria City School Board, shall be to provide advice and policy guidance concerning students with disabilities to members of the Alexandria City School Board through the Division superintendent. (Reference 8 VAC 20-81-230 D.) Committee members shall:

- A. Advise the school division of needs in the education of students with disabilities in the City of Alexandria;
- B. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
- C. Submit periodic reports and recommendations regarding the education of children with disabilities and an annual report of committee activities to the division superintendent for transmission to the local school board;
- D. Assist the local school division in interpreting plans to the community for meeting the educational needs of children with disabilities;
- E. Review local policies and procedures related to the provision of special education and related services, prior to submission to the school board;
- F. Participate in the review of the Annual Special Education Plan of Alexandria City Public Schools.

ARTICLE III MEMBERSHIP

A. GUIDELINES AND COMPOSITION

- 1. Membership shall be consistent with the regulations and policies of the Virginia Department of Education and Alexandria City School Board, with a maximum number of 18 voting members;
- 2. A majority of the committee shall be Alexandria City parents of children with disabilities or individuals with disabilities;
- 3. The committee shall include one teacher;

4. Local school division personnel, including one School Board Liaison and one school principal, shall serve as non-voting consultants to the committee;
5. The Alexandria City School Board shall publicize all vacancies. Interested parties may apply for membership by submitting an online or printed application or by contacting the Clerk of the School Board.

B. MEMBER AND OFFICER RESPONSIBILITIES

1. Members and officers shall serve without compensation;
2. Members shall attend regular meetings, participate in discussions and examine carefully and respectfully any issue that comes before the committee;
3. Members shall serve a two-year term and may be reappointed by the Alexandria City School Board for successive terms to a maximum of three consecutive, two-year terms and may reapply for appointment after not having served on the committee for two years;
4. Members and officers shall attend a minimum of 75% of all meetings and shall provide notice to a committee officer of any planned absences or adequate causes; failure to meet this requirement will result in recommendation for dismissal by the committee;
5. Members and officers unable to fulfill duties may resign from SEAC through written notice to the School Board.
6. At the May meeting, the Chair may appoint a subcommittee to consider nominations for the election of officers for the coming school year. As the last item of business at June meeting, the incumbent Secretary shall preside over the election said officers with nominations by the subcommittee or individual members. Members shall elect by simple majority a Chair and Vice Chair (or two Co-Chairs) and a Secretary, subject to School Board approval;
7. Officers shall serve a one-year term but cannot serve in the same post for more than two consecutive one-year terms;
8. Duties of the officers shall be as follows:
 - i. **Chair**
 1. Preside over monthly SEAC meetings;
 2. Develop and present schedule and agenda for SEAC meetings;
 3. Coordinate and communicate goals, objectives, decisions, recommendations, comments and concerns of the committee to the Alexandria City School Board Chair and/or to the SEAC School Board Liaison;
 4. Draft for SEAC review and submit to the School Board upon final approval an Annual Report of activities and recommendations by the committee.
 - ii. **Vice-Chair or Co-Chair**
 1. Serve in place and with authority of the Chair, when the Chair is absent or unavailable;
 2. Contribute to the development and submission of the SEAC Annual Report;

3. Other duties, as assigned.

iii. Secretary

1. Record minutes and attendance at monthly SEAC meetings;
2. Present minutes to members prior to voting;
3. Maintain copies of committee correspondence;
4. Submit final minutes and supporting documentation to the Clerk of the School Board for posting to the public record;
5. Serve in place and with authority of Chair and Vice-Chair, in their absence;
6. Other duties, as assigned.

ARTICLE IV MEETINGS AND COMMITTEE PROCEDURES

- A. SEAC operating calendar year is from September through June, with a minimum quarterly meeting requirement.
- B. Meetings are open to the public and any member of the public may address the committee during the Public Comment portion of the agenda. Time allotted each individual speaker shall be three minutes and each organization shall be five minutes. Members of the public shall be reminded that recommendations by the committee are advisory only and that all final decision rest solely with the Board.
- C. Accommodations for persons with special needs and/or interpreter services will be provided through the Director of Special Education. Requests must be submitted at least one week prior to meeting;
- D. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business; (Virginia Freedom of Information Act § 2.2-3711.35)
- E. All committee and subcommittee meeting dates and agenda items must be reported to the School Board and publicly announced through the Clerk of the School Board at least three days in advance of the meeting;
- F. One meeting shall be designated to review the updated Annual Special Education Plan and Application for Federal Flow-Through Funds;
- G. At least one meeting shall be designated to review School Board budget priorities and recommendations;
- H. SEAC shall comply rules of procedure in accordance with *Robert's Rules of Order Newly Revised*, Eleventh Edition (2011), or most current revised edition, to the extent that such rules are applicable and not inconsistent with these bylaws or any superseding regulations.

ARTICLE V ADOPTION AND AMENDMENT OF BYLAWS

- A. Any proposed amendment(s) to these bylaws shall be submitted to the committee for consideration no less than 30 days prior to any public meeting;
- B. Once approved, the bylaws and/or amendments continue in effect until amended or cancelled by a simple majority of a quorum present;

- C. The bylaws and/or amendments remain subject to and shall be amended to comply with changes in laws, regulations and policies of IDEA (2004, 2006, 2011), the Code of Virginia, the Virginia Administrative Code, the Virginia Department of Education and the Alexandria City School Board.

Approved by Alexandria City Public Schools Special Education Advisory Committee on this date:

June 18, 2013

Duly Recorded by:

_____, CHAIR
Janet Reese

_____, VICE CHAIR
Janet Eissenstat

_____, SECRETARY
Deanne McNulty