



WAYNE COUNTY PARENT ADVISORY

COMMITTEE

BY-LAWS

ARTICLE I – NAME

The name of this organization shall be Wayne County Parent Advisory Committee (WCPAC).

ARTICLE II – PURPOSE

THE WAYNE COUNTY PARENT ADVISORY COMMITTEE WILL:

1. Participate in the cooperative development and review of the Wayne County Regional Educational Service Agency (WCRESA) plan pursuant to R 340.1838 of P.A. 451.
2. Execute those responsibilities as set forth in Section G of the WCRESA Plan for the Delivery of Special Education Programs and Services.
3. Serve as a communication link between the parents of the Local Education Associations (LEA) and Public School Academies (PSA) represented by the WCPAC and WCRESA.
4. Reflect the educational interests of students with disabilities, regardless of the individual organizational affiliation of WCPAC Members.
5. Assist local school districts in development of a local parent advisory committee. WCPAC Members may serve on their local PAC, if one exists.
6. Serve for the public good in matters of resource and/or advocacy for persons with disabilities.

ARTICLE III – MEMBERSHIP

1. Membership on the committee shall be in accordance with the Special Education Code requiring that a WCPAC Member be a resident of the Wayne County Regional Educational Service Agency (WCRESA) and that (s)he shall have a child with a disability between the ages of birth and 26 years who is being serviced in a LEA or PSA, under the current Michigan Revised Administrative Rules for Special Education. A WCPAC Member who no longer has a child being serviced under

these rules shall be allowed to finish the school year in which their student with a disability is no longer an eligible student.

2. A minimum of one parent representative shall be nominated and a second representative may be nominated by each LEA. Nominated representatives will be recommended to the WCRESA Board for appointment. Each newly appointed WCPAC Member shall serve a three-year term which is renewable at the LEA's discretion. Tenure shall begin on the date of the WCRESA Board appointment and terminate June 30th following completion of the third year.
3. Due to its large population, the Detroit School District shall have five representatives.
4. Any PSA within Wayne County that have reported serving students with disabilities will be provided information on the WCPAC and invited to recommend a parent representative. PSA WCPAC Members will be entitled to a three-year term.
5. When any of the disabilities are not represented, and WCRESA fails to make the requisite appointment after all LEA vacancies are filled, the WCPAC shall assume the responsibility after a 60-day period.
6. Additional members appointed to fulfill the requirements to represent all disability areas, shall have full membership privileges and shall be entitled to a three-year term as a member on the WCPAC.
7. Each LEA WCPAC Member, with a current WCPAC membership, will have one vote to exercise on PAC business.
8. PSA WCPAC Members will have a collective total of three votes to exercise on WCPAC business. If there are three or less PSA WCPAC Members who are members of the WCPAC, each member exercises one vote. If there are more than three PSA WCPAC Members, there will be three collective votes for all PSA represented. The collective vote will be determined by all PSA WCPAC Members present at a meeting reaching a consensus of how to cast the three collective votes.
9. If a WCPAC Member cannot attend a WCPAC meeting, that WCPAC Member shall contact, by either phone or email, a WCRESA Representative to request an excused absence within twenty-four hours of the WCPAC meeting.
10. If two WCPAC meetings take place in which the WCPAC Member is not present, ***whether in person or virtually***, within a school calendar year, the WCPAC Member may be contacted, in writing, by the WCPAC Executive Board, to advise of WCPAC membership commitment. WCPAC members attending via

phone/computer conference call will be considered present, so long as call-in participation does not exceed two (2) meetings in a school calendar year. Additional phone /computer conference call-ins will be considered as absences

11. In the event three WCPAC meetings take place in which the WCPAC Member is not present, within a school calendar year, it may be deemed necessary to recommend to WCRESA, in writing, by the WCPAC Executive Board and request that the WCPAC Member be replaced.
12. If the LEA does not nominate at least one representative within 60 days of a vacancy in membership, a letter shall be sent to the LEA advising that the WCPAC may file a complaint to the state for non-compliance. If the LEA does not nominate a representative within 90 days from the original vacancy, the WCPAC may offer to assist the LEA in finding a nominee or may file a complaint with the state.

ARTICLE IV – DUTIES OF OFFICERS

All elected officers must be a LEA WCPAC Member or PSA WCPAC Member representing a local LEA or PSA.

IF DESIRED, TWO PERSONS MAY HOLD ANY OFFICE CONCURRENTLY, WITH THE EXCEPTION OF THE CHAIRPERSON.

1. CHAIRPERSON SHALL:
 - A. Preside over regularly scheduled meetings.
 - B. Appoint appropriate subcommittees.
 - C. Serve as ex-officio member to subcommittees during active membership.
 - D. Authenticate, by signature, the participation and/or position of the WCPAC when mandated or appropriate.
 - E. Keep WCPAC Members informed of information which may have an impact on the disabled population and/or the WCPAC.
2. VICE-CHAIRPERSON SHALL:
 - A. Act in the absence of the WCPAC Chairperson.
 - B. Assist the WCPAC Chairperson in other assigned areas.
 - C. Act as Chairperson of the Membership Subcommittee.
3. SECRETARY SHALL:

- A. Keep minutes of the meetings.
- B. Maintain outside written communications, subject to approval of the WCPAC, unless immediacy is necessary and approved by the chairperson. All correspondence shall carry the signature of the WCPAC Chairperson. C. Assist the WCPAC Chairperson in other assigned areas.

4. TREASURER SHALL:

- A. Record and relate, by report, any monies received or disbursed.
- B. Assist the WCPAC Chairperson in other assigned areas.

ARTICLE V – ELECTION PROCEDURES

1. EXECUTIVE OFFICERS:

The positions of Chairperson, Vice-Chairperson, Secretary and Treasurer are the Executive Officer positions and make up the Executive Board of the WCPAC.

A Nominating Committee shall be appointed by chairperson at the March meeting; the Nominating Committee should consist of those WCPAC Members who do not wish to serve as officers.

Nominations for each office shall be submitted at that time by interested WCPAC Members. Absent WCPAC Members shall be informed in the March minutes and asked for their suggestions and/or willingness to serve by notifying the WCPAC Chairperson of the Nominating Committee.

The nominees shall be presented at the April meeting, at which time additional nominations from the floor will be accepted. The Nomination Committee will verify that the nominee(s)'s WCPAC membership is current, prior to adding the nominee(s)'s name(s) to the ballot.

If a WCPAC Member is elected to an officer's position and his/her term expires in that same year and the WCPAC Member does not get re-nominated by the LEA and approved by the WCRESA Board by August 31st of the same year, special election procedures may be followed to fill the vacancy.

If there is only one nominee for a position, or if there are only nominees who wish to co-serve in an officer position, other than the Chairperson, no ballot is necessary to fill those positions if a motion is made, seconded and approved by most members present at the April meeting.

If ballots are needed, ballots will be mailed to the WCPAC Members, to be returned to the WCRESA Special Education Office prior to the May meeting.

Ballots shall be opened and counted by two members of the Nominating Committee and a WCRESA Representative during the May meeting. Ballots shall be retained in the WCPAC file in the WCRESA office for one year.

The term of office shall be one year commencing on June 30th.

In the event of a special election, WCPAC Members will have one week to return mailed ballots to WCRESA. The date for the ballots to be returned to WCRESA will be announced by the WCPAC Chairperson (or acting Chairperson) and this date will be on the ballots that are mailed out to current WCPAC Members. The ballots shall be opened and counted by two WCPAC Executive Officers and a WCRESA Representative on a date appointed by the WCPAC Chairperson (or acting Chairperson).

2. ADDITIONAL OFFICERS AND VACANCIES:

Additional officers may be elected when deemed necessary by the WCPAC. When a vacancy occurs in an office, the WCPAC Chairperson must immediately inform the general membership. The WCPAC Chairperson may reactivate the Nominating Committee, appoint a new Nominating Committee and/or accept nominations from the floor. Candidates are to be voted on at the next meeting.

3. REMOVAL OF OFFICERS

An officer may be removed from office when there is a motion made and seconded from the floor to begin this process. Once a motion to remove an officer has been made and seconded, it will take a two-third (2/3) majority vote by ballot from all current WCPAC Members to remove an officer.

ARTICLE VI – MEETINGS

1. Meetings shall be held monthly, ***either in person or using a virtual format***, during the school calendar year (September-June). Extra meetings may be called by the WCPAC Chairperson, or at the request of four or more WCPAC Members, the WCPAC Chairperson shall convene a meeting.
2. A quorum shall consist of one-third of the legitimized membership for each month.

3. The agenda may include the following:
 - I. **Call to Order**
 - II. **Approval of Agenda**
 - III. **Approval of Minutes**
 - IV. **Presentation**
 - V. **Chairperson's report**
 - VI. **Treasurer's report**
 - VII. **Subcommittees' reports**
 - VIII. **RESA report**
 - IX. **Introductions/Member Reports/Comments**
 - X. **Adjournment**
 - XI. **Networking**

4. Any official matter presented at a meeting requiring a vote shall be carried by a simple majority of quorum. A general agreement of those WCPAC Members present is needed for all other business.