

SPECIAL EDUCATION CITIZEN'S ADVISORY COMMITTEE
CARROLL COUNTY, MARYLAND

The Code of Maryland Regulation (COMAR) citation regarding SECAC is 13A.05.02.13I:

I. Local Special Education Citizens Advisory Committee.

(1) Each local school system shall establish a special education citizen's advisory committee to advise the local school system on the needs of students with disabilities within the jurisdiction.

(2) The Department shall annually allocate federal funds to each local school system to support the activities of the local special education citizen advisory committee.

(3) Each local school system shall submit a budget for the use of federal funds, consistent with §C(1)(a) of this regulation.

Article I: Name

The name of the committee shall be the CARROLL COUNTY SPECIAL EDUCATION CITIZEN'S ADVISORY COMMITTEE. "Carroll County SECAC"

Article II: Purpose

The mission of the Carroll County SECAC is to advise and make recommendations to the Office of Special Education, Director of Special Education, and the CCPS Board of Education of concerns relating to the unmet needs in the education of students with disabilities I.e. policy changes, implementation of research based best practices in special education, professional learning, programming ideas, partnership opportunities, and parent outreach plans.

Article III: Function of Committee

The committee shall:

- Ensure that stakeholders I.e. parents, caregivers, educators, administrators, community residents, non-profit organizations, business, have a forum to engage in sharing special education systemic barriers, concerns, and successes.
- Educate stakeholders about the unique, multifaceted needs of CCPS students with disabilities in conjunction with the Office of Special Education and the Family Support Network.
- Achieve a working relationship with the Director of Special Education by making recommendations in the formulation and development of plans for improving the performance and achievement of children with disabilities; participating in the development, revision and review of the Carroll County Public School's special education staffing plan; reviewing new policies and procedures for the provision of special education and related services and providing input prior to submission to the superintendent and /or Board of Education.
- SECAC members should reflect the population and diversity of the community; with regards to gender, race, ethnicity, geography, age span, socioeconomic status, special education placement and disability.
- Assure SECAC Parent and Stakeholder Involvement using CCPS Countywide Outreach tools available through the countywide email alert system and Family Support Network. Assign and involve the assistance of each CCPS's SECAC Parent and Staff representative to engage teachers, administrators and families with SECAC information. Examples: Notifications of upcoming meetings, SECAC Resource Bank Information of trainings (for parents and teachers), distribution of surveys. Participation in the Carroll County SECAC is open to all stakeholders
- Submit general meeting reports and a year-end report of activities and recommendations to the Office of Special Education, the Superintendent and the Board of Education.

Article IV. Membership

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- Membership shall be composed of:
 - Parents and caregivers of CCPS students with disabilities. Parents and caregivers shall compose a majority of the Carroll County SECAC.
 - Students with disabilities.
 - Stakeholders from the community including educators, administrators, community residents, non-profit organizations, businesses.
 - Director of Special Education
 - Family Support Network representative
 - A CCPS parent representative from each school in CCPS.
 - An educator representative from each school level i.e. Birth to Five, elementary, middle, high, and post secondary.
- Voting Members
 - The CCPS Board of Education shall approve membership and bylaws in accordance with Board policy.
 - No member of the Carroll County SECAC shall cast a vote on any manner, which would provide direct financial benefit or otherwise give the appearance of a conflict of interest. In any case in which the appearance of a conflict of interest is uncertain, a Carroll County SECAC member can request clarification and determination of conflict of interest status from the Carroll County SECAC.
 - Any stakeholder who has attended a minimum of two meetings.

Article V. Officers

The officers of the Carroll County SECAC shall be the Chairperson, Vice Chairperson, Secretary, and Assistant Secretary. Each shall be elected by the Carroll County SECAC membership annually by majority vote. It is recommended that all of the officers be a parent member of the organization. A member of the Carroll County SECAC shall not be elected to more than two consecutive terms in any one role unless the position is uncontested. The duties of the office shall be to:

- The Carroll County SECAC Chairperson shall:
 - Create the agenda for each meeting by planning speakers related to issues raised by the Carroll County SECAC membership.
 - Actively seek community partners
 - Advise, seek feedback, and follow up with the Director of Special Education Services with concerns and recommendations of the Carroll County SECAC.
 - Preside over the Carroll County SECAC meetings.
 - Serve as an ex-officio member of all committee and work groups
 - Prepare all necessary reports for the CCPS Board of Education and Maryland State Department of Education.
 - Delegate roles and responsibilities to the Carroll County SECAC officers.
 - Act as an Ex Officio member of a Carroll County SECAC committee.
 - Oversee and provide the SECAC membership with information regarding the budget.
- The Carroll County SECAC Vice Chairperson shall:
 - Perform the role of the Chairperson in his/her absence, assuming the role following the Chairperson's resignation or if the Chairperson is unable to perform his/her duties until a new Chairperson is elected.
 - Support the Chairperson in accomplishing the Carroll County SECAC initiatives and duties including the creation of committees and work groups.
 - Act as an Ex Officio member of a Carroll County SECAC committee.
 - Support the Chairperson in overseeing and providing the SECAC membership with information regarding the budget.
- The Carroll County SECAC Secretary shall:

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- Perform the role of the Vice Chairperson in his/her absence and the role of Chairperson in the absence of the Vice Chairperson.
- Maintain accurate record of meeting attendance and maintain and update the membership rosters.
- Act as an Ex Officio member of a Carroll County SECAC committee.
- Create meeting minutes from each meeting to be shared with the Carroll County SECAC membership, Director of Special Education, and the CCPS Board of Education.
- Assist officers in letter writing, public relations, announcements, creating the annual calendar, and any publication deemed necessary by the Carroll County SECAC membership.
- The Carroll County SECAC Assistant Secretary shall:
 - Perform the roll of the Secretary in his/her absence and the role of the Vice Chairperson in the absence of the Secretary.
 - Act as an Ex Officio member of a Carroll County SECAC committee.
 - Will gather reports from committees for presentation to the Carroll County SECAC Executive Committee.

Article VI. Meetings

The Carroll County SECAC shall meet as often as necessary but at least quarterly and in such places as it deems necessary. The meetings shall be publicly announced, and to the extent possible, open and accessible to the general public. Meetings will provide time for public comment and advisory unless doing so violates FERPA or CCPS confidentiality policies and procedures.

Minutes will be kept of all Carroll County SECAC meetings and will be reviewed and approved by the membership at a subsequent meeting. Minutes shall be made available to the public.

- Carroll County SECAC Executive Committee shall meet:
 - In advance of the Carroll County SECAC general membership meeting in order to prepare the agenda, plan for the upcoming meeting, review the budget, and to address any issues that have arisen.
 - Provide recommendations to the Director of Special Education from the Carroll County SECAC general membership meeting or from the Carroll County SECAC Executive Committee.
- Committees shall:
 - Work under the direction of the Carroll County SECAC Executive Committee on such issues as Membership, Bylaws, Events, and any other needs identified by the group.
 - Present a report in advance of each meeting outlining their work during the previous time period as well as plans for the future.
 - Consist of both Carroll County SECAC general members and members of the community interested in the topic.

Article VII. Elections

- Elections of Officers shall:
 - Take place at the last scheduled meeting of the school year via ballot unless only one name is presented for a leadership role. If there is only one person nominated for a position, the vote will be taken via affirmation. If there are two or more nominations for a leadership roll, ballots will be cast. In the event of a tie, a run-off election will be held between the two people with the highest number of ballots.
 - A nominating committee will be formed at the meeting previous to the last scheduled meeting of the school year. The nominating committee chairperson will

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be a person who is not seeking a leadership role and thereby does not constitute a conflict of interest.

- The nominating committee will present the nominations to the Carroll County SECAC. Nominations may be taken from the floor. Persons nominated for a leadership role must have fulfilled the minimum two meeting requirement.
- Special Elections shall be held if a Carroll County SECAC Executive Board member is unable to complete their term. Members shall be notified at least five days prior to the regular meeting that a special election is being held. Nominations may come from the floor.

Article VII: Committees

Committees shall be formed by the Carroll County SECAC Executive Board to address such issues as membership, events, or bylaws. Each committee shall present a report at the next Carroll County SECAC meeting related to any work completed since the last meeting or regarding upcoming events. Committees may make recommendations to the Carroll County SECAC Executive Board for consideration.

Article IX: Bylaws

- Upon ratification of Bylaws:
 - Bylaws will be in effect for three years unless otherwise stated. All Carroll County SECAC bylaws will be filed with the CCPS Office of Special Education and the CCPS Board of Education.
 - A review of by-laws will take effect every three years.
 - The Carroll County SECAC Chairperson will submit the bylaws with or without changes to the general member for final approval by the voting membership.
 - Bylaws will be available to the Carroll County SECAC membership two weeks prior to the meeting in which a vote will be taken.
 - Amendments can be made at any time with:
 - Proposed amendments to the bylaws must be submitted in writing to the Carroll County SECAC at least two weeks prior to a general meeting.
 - Approval by a majority of voting members at the meeting.
 - An immediate start date unless otherwise noted.

Chair, Carroll Co SECAC

These by laws of the Carroll County Special Education Citizen's Advisory Committee were approved at the September 16, 2020 meeting of the general membership.

Secretary,

Carroll County Special Education Citizen's Advisory Committee