



5/17/22

**St. Michael-Albertville  
Special Education Advisory Council (SEAC)  
By-Laws**

**I. PHILOSOPHY**

The philosophy of the Special Education Advisory Council (SEAC) is to ensure that members of the public and educators can work together in a positive way to improve the quality of special education for children in the community.

**II. PURPOSE**

In accordance with MN State Statute [125A.24](#) the basic purpose of the SEAC is to advise the special education department regarding current issues, program development, parental concerns and involvement. Specifically, SEAC will:

- serve as an advocate for high-quality special education programs;
- promote communication between family, school, and community.

**III. MEMBERSHIP**

- A. The council consists of approximately 12 people, including parents, community representatives, and school staff. At least 50 percent of the members must be parents of students from diverse disability areas. A parent or staff member of a private school within the district boundary must also be a designated member.
- B. Initial membership is through appointment by the special services director, and thereafter through an application process. Applications for SEAC membership are accepted on an ongoing basis to fulfill membership requirements outlined in Part III, subsection A of these bylaws. Applications can be obtained from the special services department, and all applications are submitted to the director of special services for appointment to membership.
- C. Members of the SEAC are appointed by the special services director to voluntarily serve as representatives for a two-year term, with the opportunity to reapply for additional terms as described in the SEAC bylaws (Part III, subsection B).
- D. The SEAC shall elect a chairperson and co-chairperson who shall each serve a two-year term. The co-chairperson will run meetings in the absence of the chairperson and will assume the responsibilities of the chairperson after his or her term has ended. Both will be parents of children with disabilities who will work cooperatively with the special education supervisor to set the agenda for each meeting.

**IV. MEMBER RESPONSIBILITIES AND EXPECTATIONS**

- A. Attendance and Preparation for Meetings
  - a. Members must attend meetings regularly or notify the special education supervisor/SEAC chair if personal schedules do not permit continuance.
  - b. Serve on related SEAC subcommittees or task forces as needed.
  - c. Prepare for meetings by reviewing agendas, minutes, reports and related materials.
  - d. Provide requested input prior to meetings.
- B. Conduct and Participation in Meetings



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

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- a. Review and abide by the SEAC bylaws, including confidentiality of person-specific information shared or in SEAC-related activities.
- b. Members will operate in a positive manner during discussions, keeping in mind that the SEAC represents the entire community and students with special needs. The goal is to work toward meeting the needs of all students in our community.
- c. Participate in meetings by:
  - i. contributing ideas for solutions and asking clarifying questions
  - ii. identifying barriers or challenges experienced by other families
  - iii. representing family concerns
  - iv. focusing on student needs as a group, rather than on individual student concerns
  - v. sharing personal experiences as they relate to decisions regarding policies and procedures

## C. Collaboration and Community Connection

- a. Encourage parent involvement and participation; participate in community awareness activities and information sharing with families in the district.
- b. Work collaboratively with the school district's special services director, fellow SEAC members, other school personnel, and other parent and community members, to fulfill the district SEAC's purpose and mission.

## V. MEETING PROCEDURES

- A. Three meetings will be held each year.
- B. Complete minutes will be recorded and sent out by e-mail to each SEAC member.
- C. The special education supervisor, in consultation with the SEAC chair/co-chairs, will set meeting agendas and email to members prior to each meeting.
- D. Chairpersons will be elected by a simple majority of secret ballots cast by designated members. If a chairperson cannot complete his or her term, another election will be held.

## VI. BY-LAWS AND METHOD OF CHANGE

- A. All recommendations for change in the by-laws shall be made by consensus of members present. If consensus cannot be reached, polling of members shall take place at the meeting. Simple majority will rule provided at least half of the members are present.

- B. Any change in the by-laws must have final approval by the director of special services.