

## **Albemarle County Special Education Parent Advisory Committee By-Laws**

**Last Revised by SEAC: May 14, 2024**

### **Article I.**

#### **Name**

The name of this body shall be the Albemarle County Special Education Advisory Committee.

### **Article II.**

#### **Purpose**

The Committee, as provided in the "Regulations Governing Special Education Programs for Children with Disabilities in Virginia" issued by the Virginia State Department of Education shall:

1. Provide advice concerning unmet needs in the education of children with disabilities in Albemarle County, Virginia;
2. Assist in the formulation and development of long-range plans which will provide services needed for children with disabilities in the Albemarle County, Virginia schools and community;
3. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
4. Submit periodic reports and recommendations regarding the education of children with disabilities to the Superintendent for transmission to the School Board;
5. Assist in interpreting to the community plans for meeting the needs of children with disabilities for educational services; and
6. Review annually the updated annual special education plan and the application for federal funding thirty (30) calendar days prior to submission by the Superintendent to the School Board.

If the foregoing purposes are altered or amended by the Department, they shall be automatically deemed to be altered or amended similarly in these By-Laws.

### **Article III.**

#### **Membership**

1. The committee shall have a maximum of 30 voting Members, who will be residents of Albemarle County, approved by the Director of Special Education, at the direction of the Superintendent and School Board. The goal is to have one voting Member representing each school, with additional space available for up to 5 At-Large and Community Representative Members. A minimum of two-thirds of the membership of the Committee shall be parents of children requiring special education.

2. Categories Represented. Members of the Committee may include, but not be limited to, the following categories of persons; a single member may represent more than one category:
  - a. Persons requiring special education.
  - b. Parents of persons requiring special education.
  - c. Local community and civic organizations.
  - d. Business and industry.
  - e. Public agencies concerned with the care of persons requiring special education.
  - f. Other local advisory committees concerned with the education and training of persons requiring special education.
  
3. School Representative. The Special Education Administrator for Albemarle County (or designee) shall serve as consultant to the Committee, but shall have no vote.
  
4. Terms of Members. Members shall be appointed for a one academic year term. A member may be reappointed for successive terms. The term of members shall begin on the first official meeting of the year of appointment.
  
5. Membership. Each Member shall apply for Committee membership at the start of each academic year. The official Committee roster shall be set as of October 1 for purposes of determining voting Members, quorum, etc.
  
6. Vacancies. Should vacancies occur after October 1, the Committee shall make efforts, as soon as feasible, to find a candidate to fill the unexpired term; such new member shall represent the same category as the member replaced. Interested parties must apply with the Office of Special Services and be appointed as per #1 of this section.
  
7. Co-Representatives. Co-Representatives are permitted from each school. However, in the event that a vote is required, only the primary SEAC Member from each school may participate in that vote vs. the alternate when both are in attendance.

#### **Article IV.**

#### **Officers**

1. The officers of the Committee shall consist of a Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected by a majority vote of the Committee and shall serve for the term of one year.
2. Vacancies in any office shall be filled by a majority vote at the next regular meeting of the Committee, with the exception of the office of Chairperson, which shall be filled by the Vice-Chairperson should a vacancy occur.
3. No member shall serve in the same office for more than two consecutive one-year terms.
4. The duties of the officers shall be as follows:
  - a. The Chairperson or Co-Chairpersons shall preside at all meetings of the Committee, appoint all heads of committees established by the Committee, develop each year a report to be submitted through the Superintendent to the School Board, and exercise such other powers as are delegated by the members of the Committee;
  - b. The Vice-Chairperson or Co-Vice-Chairpersons shall fulfill the duties and responsibilities of the Chairperson in their absence.
  - c. Duties of Secretary:
    - i. Record Attendance of SEAC Meetings
    - ii. Record Minutes of SEAC Meetings
    - iii. Record Votes of the SEAC
    - iv. Preliminary minutes shall be submitted within 1 week of the SEAC Meeting after approval of the officers

#### **Article V.**

#### **Meetings:**

1. Frequency of Regular Meetings. Meetings shall be held preferably monthly at a time and place to be determined by the Committee, but not less than four times annually. A calendar for the year shall be drawn up at the last official meeting of the prior school year. One meeting annually shall be designated to review the updated annual Special Education Plan and Application for Federal Flow-Through Funds. This meeting shall be at least 30 calendar days prior to the Superintendent's submission of the final documents to the School Board.
2. Open Meetings. All meetings of the Committee shall be open to participation by the public.

**Article VI.**

**Quorum:**

One-third of the appointed voting Members shall constitute a quorum.

**Article VII.**

**Amendments:**

These By-Laws may be amended at any regular meeting by a vote of approval by not less than half of the total membership of the Committee. A copy of the proposed amendment(s) shall be submitted in writing at the previous regular meeting of the Committee.

**Article VIII.**

**Public Comment:**

Public Comment will be allowed in the first few minutes of the meeting. Members of the community are invited and encouraged to attend meetings of the Special Education Advisory Committee to observe its deliberations. Any member of the community may address the School Board on matters related to Albemarle County Public Schools at any regular meeting.

The Chairperson is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and suitability of the time for such presentation. The Special Education Advisory Committee, as a whole, shall have the final decision in determining the appropriateness of all such rulings.

**Article IX.**

**Rules of Order:**

"Robert's Rules of Order - Revised" shall govern the conduct of Committee meetings and other procedural matters, to the extent that such rules are applicable and not inconsistent with the provisions of these By- Laws.