

**BYLAWS OF VOLUSIA COUNTY SCHOOLS EXCEPTIONAL STUDENT EDUCATION ADVISORY
COMMITTEE**

ARTICLE I: NAME OF COMMITTEE

The name of this committee shall be the Volusia County Exceptional Student Education Advisory Committee and may be referred to as the ESE Advisory Committee.

ARTICLE II: SPECIFIC OBJECTIVES AND PURPOSES

The specific objective and purposes of this committee shall be:

- a. To advocate on behalf of the exceptional student education community by serving as a communication link between the various stakeholders represented on the ESE Advisory Committee and school board, school administrators, and parents of students with special needs.
- b. To participate in identifying and recommend resources throughout the community to provide support for Exceptional Student Education (ESE) programs.
- c. To advise and provide support to ESE for new program development as well as improvement of existing programs.
- d. To serve as a resource to the ESE director, superintendent, school board, staff, community, and families.
- e. To provide a forum for parents with students with disabilities to discuss critical issues and concerns about ESE programs and provide an opportunity for invited speakers to provide information on agenda items.
- f. To review the annual budget for the IDEA allocation to Volusia County in the current school year, prior to school board approval and advise on recommendations for expenditures, recognizing that approval of the budget is delegated to Volusia County School Board and the Florida Department of Education. Additional budget information relating to exceptional students may be requested and reviewed by the committee.

ARTICLE III: MEMBERSHIP

SECTION I. COMPOSITION

Membership on this committee may include parents/families, ESE and general education teachers, school-based and district administrators, representation from community organizations and agencies, and a district liaison appointed by the superintendent. Ad hoc support members will be identified and invited as appropriate. This Exceptional Student Education Advisory Committee shall reflect as nearly as possible the geographic and diversity of the Volusia County School District.

Parents, guardians, or families' members, not employed by the school district shall make up at least 51% of the committee membership up to 11 including representation as follows: 5 –Elementary (GE and ESE), 2- MS (GE and ESE), 2 – HS (GE and ESE), 1 – post 12th grade, 1 Gifted

The remaining 49% will be made up of 10 members including District Liaison, ESE Director, 3 Elementary Teachers, 1 Middle School Teacher, 1 High School Teacher, 1 Principal or Assistant Principal, and 2 Community members.

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*During the 2022-2023 school year, while we do outreach to parents, guardians, and families, voting quorum must remain at 51% parents. For example, 11 voting members are present, 3 are parents so to vote the other stakeholders must decide who will represent their 2 votes. No vote during a meeting where less than 3 parents are present.

To qualify for a quorum, 50% of voting members must be present and to qualify for a vote, 51% members present must be parents.

SECTION 2: ADMISSION OF MEMBERS

Vacancies will be approved, using an application process, by a selection subcommittee appointed by the Chairperson. The selection subcommittee will include the district liaison and other appointed members.

SECTION 3: NUMBER OF MEMBERS

There will be a maximum of 21 members serving on the Advisory Committee. Additional members may be added at the discretion of the Superintendent or designee.

SECTION 4: MEMBERSHIP

1. There are no term limits.
2. Members are expected to attend a minimum of four meetings per school year and not miss more than two consecutive meetings.
3. Members are responsible to contact the chair if they are not able to attend.
4. Termination will be considered if these expectations are not met.

SECTION 5: TERMINATION OF MEMBERSHIP

Membership shall terminate upon occurrence of any of the following events:

1. A member voluntarily resigns.
2. A member does not meet the requirements for membership.

SECTION 6: VACANCIES

Any vacancy of the membership shall be filled for the remainder of the unexpired term through appointment by the Chairperson, with the approval of a majority of the membership.

SECTION 7: MAJORITY ACTION AS MEMBERSHIP ACTION

To qualify for voting, at least 51% of members present must be parents. The decision shall be binding.

SECTION 8: VOTING RIGHTS

Each member is entitled to one vote on each matter submitted to a vote. Voting at duly held meetings shall be by voice vote, followed by roll call if necessary.

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ARTICLE IV: OFFICERS

SECTION 1: DESIGNATION OF OFFICERS

The officers of the ESE Advisory Committee shall be a Chairperson, a Vice-Chairperson, and a Secretary.

SECTION 2: QUALIFICATIONS

The chairperson shall be a parent of a student previously or currently enrolled in the Exceptional Student Education program of Volusia County Schools.

The Vice-Chairperson shall be a parent of a student previously or currently enrolled in the Exceptional Student Education program of Volusia County Schools.

The Secretary shall be any current member of the committee.

SECTION 3: ELECTION AND TERM OF OFFICE

Officers shall be elected by a majority of the membership at the May meeting, or as soon thereafter as practical, and each officer shall hold office for a minimum term of two (2) years, or until he or she resigns or is otherwise disqualified to serve, or until a successor shall be elected and qualified, whichever occurs first. Chairperson and Vice Chairperson will be staggered elections, one (1) year apart.

SECTION 4: REMOVAL AND RESIGNATION

Any officer may resign at any time by giving written notice to the Chairperson of the ESE Advisory Committee. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein. An officer may be removed at any time by a majority vote of the membership.

SECTION 5: OFFICER VACANCIES

In the event of a vacancy in the office other than that of Chairperson, such vacancy may be filled temporarily, by a current member, who will be appointed by the Chairperson, until such time as the next election occurs.

SECTION 6: DUTIES OF CHAIRPERSON

1. Works closely with the district liaison and other officers to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
2. Calls the meeting to order, maintains order, supports participation by all committee members, and sees the meeting is properly adjourned.
3. Instructs the secretary and other officers in their duties.
4. See that minutes are taken, prepared, read, approved, and properly filed.
5. See that subcommittees function as directed, and that reports are prepared and presented.

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6. Replies to all parliamentary queries for information, correct procedures, and rules on points of order.
7. Sees that business is ordered, considered, and disposed of properly.
8. Is an impartial, conscientious arbiter of discussion and debate, insists on fairness in the actions and debate of members.

SECTION 7: DUTIES OF THE VICE-CHAIRPERSON

In the absence of the Chairperson, or in the event of an inability or refusal to act, the Vice-Chairperson shall perform all the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions on the Chairperson. The Vice-Chairperson shall have other powers and perform such other duties as may be prescribed by these bylaws.

SECTION 8: DUTIES OF THE SECRETARY

1. Keeps accurate, complete minutes of committee meetings and files them for inspection by members.
2. Keeps accurate records of committee membership, attendance, duties, and special assignments.
3. Prepares copies of the minutes, and provides them with all reports of committee membership, attendance, duties, and special assignments to the district liaison for maintenance and distribution to committee members.

ARTICLE V: MEETINGS

SECTION 1: MEETING PLACE

The meeting place of the Volusia County Exceptional Student Education Advisory Committee will be located at a mutually agreed location and/or mode (virtually or phone).

SECTION 2: REGULAR MEETING

Regular meetings shall be held at least quarterly or as determined by the committee according to the school year calendar. Suggested meeting months are September, October, November/December, January, February/March, April, and May.

SECTION 3: SPECIAL MEETINGS

Special meetings may be called by the Chairperson, the Vice-Chairperson,. Such meetings shall be announced to all members.

SECTION 4: NOTICE OF MEETINGS

The following provisions shall govern the giving of notices for meetings of the board of directors.

- a. Regular Meetings: A calendar will be established and announced at the first meeting.
- b. Special Meetings: Special meetings will be announced at least one week prior

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to the meeting date. The announcement will include agenda items indicating those to be acted upon at the meeting.

SECTION 5: QUORUM FOR MEETINGS

Meeting quorum is at least 60% of members. Voting quorum must be at least 51% parents.

SECTION 6: OPEN MEETINGS

All regular and special meetings of the Volusia County Exceptional Student Education Advisory Committee shall be open to the public. Public input time will be provided at all meetings and limited to three (3) minutes per person. Each participant will be asked to complete a card or other mode identifying the topic to be addressed.

SECTION 7: CONDUCT OF MEETINGS

Meetings shall be presided over by the Chairperson of the Volusia County Exceptional Student Education Advisory Committee, or, if absent, by the Vice-Chairperson or, in the absence of each of these persons by a person chosen by the Chairperson or chosen by members present at the meeting.

SECTION 8: RULES

All regular and special meetings of the ESE Advisory Committee shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VI: SUB-COMMITTEES

SECTION 1: STANDING AND SPECIAL SUB-COMMITTEES

Volusia County Exceptional Student Education Advisory Committee, through the process of motions, discussions, and voting, may from time to time establish, modify, and ~~abolish~~ dissolve such standing or special sub-committees as it may desire.

SECTION 2: MEMBERSHIP

Unless otherwise determined, the Chairperson shall appoint members or ask for volunteers to serve on various standing and special sub-committees.

SECTION 3: PURPOSE

The purpose meet in small groups as deemed necessary to accomplish objectives, then report recommendations and/or findings to the total Volusia County Exceptional Student Education Advisory Committee

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SECTION 4: TERM OF OFFICE

Each member of a sub-committee shall continue for the duration of the term of appointment, and until a successor is appointed or the sub-committee is dissolved.

ARTICLE VII: RECORDS, REPORTS

SECTION 1: MAINTENANCE OF RECORDS

The ESE Advisory Committee district liaison shall keep available:

- a. Minutes of all meetings indicating the time and place of such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof.
- b. An attendance record of its members, if any, indicating names and e-mail addresses and dates of meetings attended.
- c. A copy of the Volusia County Exceptional Student Education Advisory Committee bylaws as amended to date, which shall be open to inspections by the members of the ESE Advisory Committee.

ARTICLE VIII: AMENDMENTS

The bylaws may be amended at any time, by a two-thirds affirmative vote of the members of Volusia County Exceptional Student Education Advisory Committee, provided seven (7) days' notice, in writing, has been given to each member. Any amendment must conform with Florida State Law and the Volusia County School Board policy for school advisory committees.