

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Article I**

**Name**

Pursuant to Section 162.858, paragraph 2, Revised Statutes of Missouri, the name of this committee shall be the St. Louis County Special School District Parent Advisory Council (hereinafter referred to as the “SSD PAC” or the “Council”).

**Article II**

**Location**

The SSD PAC shall be located at the Central Administrative Offices of the Special School District of St. Louis County, 12110 Clayton Road, Town and Country, Missouri 63131.

**Article III**

**Mission**

The mission of the SSD PAC is to fulfill the legislative directives outlined in Senate Bill 687, codified as Sections 162.212, 162.855, 162.856, 162.857, 162.858, 162.859, 162.860, 162.865, 162.867, 162.870 and 162.910 of the Revised Statutes of Missouri, and fulfill the mission statement adopted, November 17, 2010, enclosed herein. These legislative directives include the following powers and duties addressed specifically to the SSD PAC.

To consult with the Governing Council and Board of Education on issues involving pupils or parents of pupils of the District, including procedures for parental rights in resolution conferences and other proceedings regarding disputes between a parent and the local school district, the Special School District or both, over the education of a pupil, and to appoint three members to the public review committee who are able to work toward consensus for the ultimate benefit of children who receive special education services.

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Mission Statement**

SSD PAC is to effectively collaborate with and advise its stakeholders, (parents/guardians, Special School District Board of Education, Governing Council, Special School District Administration and staff, Partnering School District Administration and staff), in order to improve the educational, self efficacy, and social outcomes of each student served by Special School District.

**Article IV**

**Members**

**Section 1: Governing Authority**

The membership of the SSD PAC is constituted pursuant to Senate Bill 687, which provides in relevant part as follows: “The Governing Council shall establish a process for selection of the members of the parent advisory council which shall provide for members to be independently selected by parents of pupils of the special school district.”

**Section 2: Membership Eligibility**

- 1) An eligible member must be a parent of a student who receives services through the St. Louis County Special School District under an Individualized Education Program “IEP” or Individualized Service Plan “ISP”.
- 2) The term “parent” or “parents” as used throughout these bylaws shall be consistent with the definition given to a parent in current state and federal laws.
- 3) Members of the SSD Board of Education or the Governing Council may not concurrently serve on the Special School District Parent Advisory Council.
- 4) If a student is determined to no longer require services from SSD through an IEP or ISP, the parent shall provide notice of such to a current Officer of the Executive Committee, and the parent’s membership shall terminate upon such notice.

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Section 3: Number of Members**

There shall be five parent members; one voting member and four alternates, representing each of the 22 partner school districts served by SSD and each of the 5 special education schools operated by SSD. This shall make up the voting membership of the Council.

**Section 4: Term of Membership**

Members shall serve a term of two years or until replaced by a subsequent election. Members may be reelected for any number of consecutive terms. Elected members shall assume their position at the August meeting following their election.

**Section 5: Selection of Members**

- 1) Membership Nomination is through self-nomination. Forms shall be made available to all parents of students receiving services through SSD.

The self-nomination form must include name, contact information, school district or school eligible to represent, and a signature attesting to eligibility. Potential members must consent to make their names and contact information available to the public. Notices requesting self-nomination forms shall be received by parents no later than, January 10th. Completed nomination forms must be returned to the Executive Committee no later than, February 15th.

- 2) Membership Elections. SSD PAC elections shall take place no later than, May 31<sup>st</sup>. If five or less self-nominations from each of the 22 partner school districts and 5 SSD schools are received from eligible parents, those five individuals are deemed to be the elected members of their respective partner school district or SSD school. If more than five self-nominations are received from any one partner school district or SSD school, then an election shall be held in which all parents of students served by Special School District within that partner school district or SSD school shall have the opportunity to cast a ballot. Parents shall be

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

eligible to cast one ballot for each SSD student. The ballots shall list the names of those nominated in the order received. Each voter may select five candidates, and the five candidates with the highest vote shall be the elected member. A tie will be resolved by random drawing within that partner school district or SSD school. If there is more than one elected member for each of the 22 partner school districts or 5 SSD schools, the voting member shall be chosen among the SSD PAC members of that specific partner school district or SSD school. All elected members shall serve their term as specified in, ARTICLE IV, Section 4, of these bylaws.

- 3) Rotation of elections. The following districts will hold elections in even-numbered years: Affton, Bayless, Brentwood, Clayton, Ferguson-Florissant, Hancock Place, Ladue, Mehlville, Normandy, Rockwood, University City and Valley Park. The following districts will hold elections in odd-numbered years: Hazelwood, Jennings, Kirkwood, Lindbergh, Maplewood-Richmond-Heights, Parkway, Pattonville, Ritenour, Riverview Gardens, Webster Groves, and the 5 SSD Schools - Ackerman, Litzinger, Neuwoehner, Northview and Southview.
- 4) Filling vacant positions. Following an election, if there are vacant positions for members from a partner school district or SSD school, the Council shall work with that partner school district or SSD school to solicit qualified members. Such members may be seated by a majority vote of the Council at the next official meeting.

**Article V**

**Officers**

**Section 1: Officer Positions**

The officers of this Council shall be a President, Vice President, Recording Secretary, Corresponding Secretary and Parliamentarian.

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Section 2: Records of Officers**

The names and contact information of the persons who are the Officers of this Council shall be submitted yearly as an addendum to this document.

**Section 3: Obligations of Officers**

The Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted in these bylaws. All actions taken by the Officers shall be pursuant to all applicable federal and state laws. All Officers shall adhere to the communication and meeting norms adopted by the Council, January 8, 2011.

SSD PAC Executive Committee Meeting Norms are:

- 1) Attend meetings regularly
- 2) Start and end meetings on time – adhering to the agenda
- 3) Ensure that discussions and communications are honest, focused, and respectful

SSD PAC Executive Communication Norms are:

- 1) When replying to an email regarding the business of the Council, use the “Reply All” so that all Officers may be kept in the loop
- 2) Reply to emails within 2 business days if a response is required; if no response is received, a decision will be made without the Officer’s input
- 3) Observe the standards of professional written communication; communication should be systems-focused

**Section 4: Terms of Office**

Members of the Executive Committee shall serve a term of one year or until replaced by a subsequent election. The election of Executive Officers shall take place no later than, June 30<sup>th</sup>. If an Officer has resigned as a member of the Executive Committee, an election to fill the open position may be held at any regular meeting of the Council.

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Section 5: Officer Elections**

The officers shall be elected by ballot. Their term of office shall begin, August 1st.

**Section 6: Officer Limitations**

- 1) All positions, (President, Vice President, Recording Secretary, Corresponding Secretary, and Parliamentarian), on the Executive Committee are open to all members, but only one member from the same partner school district or the same SSD school is eligible to be elected
- 2) No Officer shall hold more than one office on the Executive Committee
- 3) No Officer shall be eligible to serve more than three consecutive terms in the same position on the Executive Committee
- 4) The elected Officer from a partner school district or SSD school seated on the Executive Committee is automatically the voting member for that partner school district or SSD school

**Section 7: Responsibilities of the President**

The President shall:

- 1) Prepare all agendas of all meetings and preside at all meetings of this Council
- 2) Call all special meetings on his/her own motion, or upon written request from a member
- 3) Ensure that the bylaws and resolutions of this Council are carried out
- 4) Be a member, ex-officio of all committees
- 5) Be permitted to vote
- 6) Be responsible for assisting in recommending and arranging for presentations for the education of Council members and other parents during the regular SSD PAC meeting or at other times
- 7) Appoint a committee to conduct the nomination and election of members
- 8) Appoint committees as needed to conduct the business of the Council

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Section 8: Responsibilities of the Vice President**

The Vice President Shall:

- 1) Preside over meetings in the absence of the President
- 2) In the event that the President is unable to complete their term of office, serve as the President for the remainder of the term of office or until an election of a new President can be held and the office of the President is filled
- 3) Perform such duties as may be delegated by the President or Executive Committee

**Section 9: Responsibilities of the Recording Secretary**

The Recording Secretary shall:

- 1) Record the minutes of all meetings of this Council, including votes
- 2) Record attendance at meetings for purposes of determining a quorum
- 3) Be the custodian of the Council's records, including assisting in arranging access for public inspection and copying
- 4) Maintain a file of documents for members
- 5) Perform such duties as may be delegated by the President or Executive Committee

**Section 10: Responsibilities of the Corresponding Secretary**

The Corresponding Secretary shall:

- 1) Be responsible for all correspondence with in the SSD PAC, which includes checking the SSD PAC email
- 2) Ensure all members receive information regarding the SSD PAC in their preferred mode of communication
- 3) Send reminders of upcoming meetings
- 4) Ensure that a copy of all handouts from any Council meeting be given to the designated secretary of the SSD School Board or Governing Council

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

- 5) Ensure that name tags are available for members to be displayed at all meetings
- 6) Perform such duties as may be delegated by the President or Executive Committee

**Section 11: Responsibilities of the Parliamentarian**

The Parliamentarian shall:

- 1) Monitor the proceedings of the Council to ensure that all SSD PAC Bylaws and laws of the State of Missouri are observed
- 2) Consult with the presiding officer on all questions of parliamentary procedure
- 3) Perform such duties as may be delegated by the President or Executive Committee

**Article VI**

**Executive Committee**

The Executive Committee shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, and Parliamentarian. Subject to the requirements of Chapter 610 of the Missouri Revised Statutes, the Executive Committee shall transact necessary business in the intervals between regular scheduled meetings of this Council, and such other business as may be referred to it by the Special School District Parent Advisory Council. The Executive Committee may create subcommittees and present reports at regular meetings.

**Article VII**

**Meetings**

**Section 1: Meeting Schedule**

A Schedule of Meetings of this Council shall be prepared by the Executive Committee for the year and approved by the members of the Council. There will be at least one meeting each month of the year, with exceptions as established and voted on by the Council. The Officers will also have regular meetings scheduled with SSD Administration.

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Section 2: Special Meetings**

Special meetings may be called by an Officer of the Executive Committee, or from any member, whose written request with a stated purpose has been accepted by an Officer of the Executive Committee.

**Section 3: Establishing a Quorum**

A simple majority of the partner school districts and the 5 SSD schools that have current representation shall constitute a quorum. A nonvoting member may be substituted at the meeting in the absence of the voting member. If a partner school district or SSD school is not represented for 3 consecutive months, the partner school district or SSD school shall be deemed not represented for purposes of determining a quorum.

**Section 4: Meeting Attendance**

All members of the Council, including Officers of SSD PAC, have a responsibility and duty to be on time and attend any and all regular or special meetings during their term. At the discretion of the Executive Committee, if there are 4 absences in a 12 month period during their term of office and commencing with their election to the general membership or Executive Committee, that parent's membership may be deemed vacated. Vacancies shall be filled as outlined in these bylaws.

**Section 5: Open Records**

Meetings and other business conducted on behalf of the Council shall be compliant with these bylaws and the terms of the Missouri Sunshine Law, Section 610 Revised Statutes of Missouri.

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Section 6: Adjourning a Meeting**

Each meeting shall be scheduled for a two hour period. A motion to adjourn may be made after two hours and shall be decided by Council vote only.

**Article VIII**

**Records**

**Section 1:** This Council is a public governmental body, and as such, the records of this Council shall be opened and available to the public for inspection and copying. A reasonable fee may be charged for providing access to or providing copies of such public records. The fee shall not exceed the actual cost of the document search and copy. This Council shall maintain its records in such a manner as to make document searches easily available and of reasonable cost.

**Section 2:** This Council shall comply with all provisions of Chapter 610 of the Missouri Revised Statutes in the creation, maintenance, disclosure, and protection of its records.

**Article IX**

**Parliamentary Authority**

**Section 1:** This Council shall operate under the rules contained in Robert's Rules of Order, 10<sup>th</sup> Edition (or any subsequent revised editions) in all cases to which they are applicable and in which they are not inconsistent with these bylaws, or the laws of the State of Missouri. The Council may adopt other Standing Rules for the orderly conduct of business, which may be suspended by a vote of the Council.

**Section 3:** In order for any valid business to be transacted or resolved by this Council, a quorum of members must be present as described in, Article VII, Section 3. In the absence of a quorum, the Council may meet for informal discussion or working session, but no binding decision may be decided.

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Section 4:** The minimum essential Officers needed in order to conduct the business of this Council shall consist of, (1) President, or if absent, another Officer of the Council in the order listed in, Article V, Section 1, and (2) Recording Secretary, or designee who makes a written record of business carried out at such meeting. The Executive Committee of this Council shall be counted in determining if a quorum has been established.

**Section 5:** The Presiding Officer shall maintain a necessary position of impartiality and help to preserve an objective approach to the conduct of the business of this Council.

**Section 6:** The Presiding Officer shall call the meeting to order, conduct the general order of business as set forth in the agenda and ensure the meeting norms, adopted, November 17, 2010, are observed. These norms are:

- a) Cell phones on silent and/or vibrate
- b) Limit extraneous and side conversation
- c) Adhere to the agenda and honor the time allotted for each item
- d) Engage in honest, focused, and respectful discussion

**Section 7:** All Council Members shall adhere to the communication norms reached by consensus, January 19, 2011, which consists of:

- a) Observe 2 business day response time
- b) Honor opinions/perspectives of others
- c) Conduct communication in an open, honest, respectful manner
- d) Observe standards of professional communication
- e) Strive for systems focused communication that is relevant to the business of the Council

**BYLAWS OF THE SPECIAL SCHOOL DISTRICT  
PARENT ADVISORY COUNCIL, SAINT LOUIS COUNTY**

**Section 8:** Passage of any policies or resolutions of the Council by the voting member require a simple majority of partner school districts and SSD schools represented and present. The voting representative member of each partner school district or SSD school shall cast only one vote. An alternate member of the partner school district or SSD school shall cast the vote in the absence of the voting member. Any partner school district or SSD school shall not cast more than one vote.

**Article X**

**Amendment of Bylaws**

These bylaws that govern SSD PAC may be amended at any regular scheduled meeting of this Council by a two-thirds vote, provided that the amendment has been submitted in writing to the SSD PAC prior to the meeting in which a vote shall take place.