

CHESAPEAKE CITY PUBLIC SCHOOLS

SPECIAL EDUCATION ADVISORY COMMITTEE

BY-LAWS

Approved January 6, 1997

Revised October 2012

Revised November 2016

Revised May 2018

ARTICLE I - NAME

The name of this organization shall be the Special Education Advisory Committee of Chesapeake City Public Schools.

ARTICLE II – PURPOSE

This organization has been formed in accordance with the Code of Virginia, 1950, as amended and the Virginia Administrative Code, as amended, and School Board policies and regulations, as amended, as the Special Education Advisory Committee (SEAC) appointed by the School Board of the City of Chesapeake, Virginia (hereinafter “School Board”) to advise the School Board, the School Administration and the community regarding matters related to the education of students with disabilities.

- A.** To advise the School Board and the School Administration of needs in the education of children with disabilities.
- B.** To participate in the development of priorities and strategies for meeting the identified needs of children with disabilities.
- C.** To submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the School Board of the City of Chesapeake.
- D.** To assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services.
- E.** To review the policies and procedures for the provision of Special Education and related services prior to submission to the local school board and the Virginia Department of Education.
- F.** To review the Chesapeake City Public Schools updated Annual Special Education Plan prior to submission to the School Board.

ARTICLE III-MEMBERSHIP

A. Active Members

The Chesapeake SEAC is composed of members who serve on a volunteer basis in accordance with the Virginia Department of Education regulations. These members represent stakeholder groups that have a common interest in meeting the educational needs of exceptional students. Members of the Committee shall include, but not be limited to, the following persons or representatives of groups, with the possibility that a member may be representative of more than one type of person or group.

1. Persons with disabilities residing in the city of Chesapeake;
2. Parents/guardians of children with disabilities who receive services from CPS;
3. One teacher employed by Chesapeake Public Schools;
4. Community civic organizations;
5. Business or industry;
6. Public agencies concerned with the care of persons with disabilities; and
7. Representatives from other local advisory committees concerned with the education and training of students with disabilities.

B. Class of Membership

1. **Voting Members** - SEAC Members who have been appointed by School Board and do not receive any type of remuneration from the school division, with the exception of one teacher member.
2. **Non Voting Members** - School Board employees, with the exception of one teacher member, may serve only as consultants to the SEAC and as such are considered non-voting members.
3. **Ex-Officio Members** - Ex-Officio members are members who act in an advisory capacity and do not have a vote.

C. Appointment to Membership

1. Nominations shall be representative of the various boroughs of the city, as well as representatives of the different disabling conditions, as much as possible.
2. The SEAC shall consist of no more than twenty (20) voting members.
3. Appointments of parents/guardians of children with disabilities shall be for a three (3) year term.
4. Appointments of community and business representatives shall be for a one year term.
5. Appointment of the teacher member shall be for a three (3) year term.

6. Prospective members must attend one (1) business meeting and submit a completed application for membership to the SEAC Chairperson for review with the committee, which will then be forwarded to the Director of Special Education for presentation to the school board.
7. Applicants approved by the SEAC and reviewed by the director will have an interim appointment that will allow for participation in business discussions, but will not have voting power until they have been approved by the school board.
8. Applicants will receive notice of an interim approval from the SEAC chair or Chair of the Membership subcommittee within three months of the date an application is received.
9. SEAC will submit applications to the Director and the school board for approval twice per year.

D. Reappointment of current members

1. A SEAC member may be reappointed for additional terms.
2. Prior to the expiration of the appointment term, a SEAC member seeking reappointment must submit a letter of intent to be reviewed by the committee. Recommendations of the committee will be forwarded by the Director of Special Education to the school board for consideration and appointment.

E. Resignations

Any member wishing to resign must submit a written resignation to the Chairperson one month in advance of the anticipated resignation date. Resignations do not require approval of the SEAC or the School Board.

F. Vacancies

Vacancies in the committee will be filled from a slate, submitted by the membership subcommittee to the committee and then submitted to the School Board for approval.

G. Attendance and forfeiture of membership

Attendance and participation at SEAC general and business meetings by voting members is integral to fulfilling the purpose of the SEAC and representing the interests of students with disabilities. Voting members are required to attend all SEAC meetings with no more than two (2) absences within a school calendar year (July 1- June30). After three (3) consecutive absences, a voting member will be presumed to have resigned his or her membership. Extenuating circumstances regarding absences may be presented by the member to the chair for consideration. Exemptions will be made at the chair's discretion.

ARTICLE IV - OFFICERS

A. Officers

The officers will consist of a Chairperson, a Vice-Chairperson, and a Secretary.

B. Nomination

1. A Nominating committee, consists of members appointed by the Chairperson, will present a slate of proposed officers at the third general meeting of the school year.
2. Additional nominations may be made from the membership during the third general meeting of the school year with consent of the nominees.

C. Elections

1. Officers shall be elected at the third general meeting of the school year, and shall assume their duties on July 1st following the election. All officers are elected for a term of (2) years.
2. A member may not occupy the same office for more than two (2) consecutive terms unless there are no other members willing to be nominated or to serve.

D. Duties

The duties of the officers shall be as follows:

1. Chairperson

The Chairperson shall be the executive officer of the committee, shall preside at meetings, and with approval of the committee create other committees as needed, provide for and shall assign their duties. The Chairperson shall be ex-officio on all committees.

2. Vice-Chairperson

The Vice-Chairperson shall be in charge of setting up meetings and planning programs, shall assume duties of the Chairperson in Chairperson's absence. The Vice-Chairperson shall assist the Chairperson by taking over any administrative work assigned.

3. Secretary

The secretary shall keep the minutes of all meetings and verify that copies of the minutes are sent to each member prior to the following meeting. The secretary shall conduct any necessary correspondence for the committee, and keep attendance records and act as committee historian.

Officer Vacancies

Vacancies among the officers will be filled from the membership and elected by a majority vote of members present.

ARTICLE V - SUBCOMMITTEES

Subcommittee members may be appointed by the Chairperson as needed and will be open to

members of the public. Each active SEAC member is required to serve on at least one sub-committee. The Chairperson or designated representative may serve on other school advisory committees in order to facilitate collaboration regarding global issues.

ARTICLE VI - MEETINGS

General and Special Meetings

Definitions

- A. General Meetings** of the Committee shall normally be held on a quarterly basis from September through May, unless otherwise stated by the Chairperson.
- B. Business Planning Meeting** have no presentations and are for the purpose of promoting more effective general meetings by allowing additional time for focus on SEAC business. These meeting dates are determined by the chairperson at the start of the school year.
- C. Special Meetings** may be called by the Chairperson or upon request of the SEAC members.
- D.** One meeting shall be designated for the review of the updated Annual Special Education Plan prior to submission to the local school board.
- E.** Compliance with the Virginia Freedom of Information Act. All meetings of the SEAC are open to the public and will be conducted in conformity with the Virginia Freedom of Information Act, Virginia Code 2.2-3700, et seq., 1950, as amended. Notice of such meetings will be posted. Any member of the public may address the SEAC during the Public Comment portion of the regularly scheduled meetings.
 - 1. Public Comment** - Opportunities for oral public comment are provided through a public hearing at the beginning of each SEAC meeting. Each speaker is limited to 3 minutes. The speaker should refrain from naming individuals or schools during the course of their public comment. Copies of the public comment should be submitted in writing to the Chairperson, Vice-Chairperson, or Secretary and include the individual's name, address, phone number and email address.

Quorum and Voting

- A.** A quorum shall be defined as a simple majority of all appointed voting members. A majority is considered half of the membership plus one (50%+1).
- B.** A majority vote, equal to half of the membership plus one (50% + 1).

ARTICLE VII - AMENDMENTS

- A.** The bylaws may be amended by a majority vote of the voting members present.

B. The proposed amendment(s) must have been presented at the previous meeting.

ARTICLE VIII – RULES OF ORDER

Robert’s Rules of Order, revised shall govern the conduct of the committee’s meetings and other procedural matters, to the extent that such rules are applicable and not consistent with the provision of these bylaws.

Legal reference:

8VAC20-80-230 Local educational agency administration and governance