

***SPECIAL EDUCATION CITIZEN'S ADVISORY COMMITTEE
PRINCE GEORGE'S COUNTY, MARYLAND***

BY-LAWS

Article I: Name

Section 1. The name of the committee shall be the SPECIAL EDUCATION CITIZEN'S ADVISORY COMMITTEE (SECAC) of Prince George's County, Maryland.

Article II: Purpose

Section 1. The purpose of the committee is:

- a. To enable the community to participate in the educational process and to make that process more knowledgeable about and responsive to the unique and multifaceted needs of students with disabilities.
- b. To ensure that parents are actively and meaningfully involved in the educational process.
- c. To advise the Board of Education, Chief Executive Officer, Director of Special Education, and the community at large of the unmet needs of students with disabilities.
- d. To facilitate effective communication and collaboration between Prince George's County Public School System and students, families, advocates and other interested community members.
- e. Increasing awareness to foster respect and encourage acceptance of person with disabilities both within the school community and the community at large.
- f. To strive to fulfill the intent and spirit of the laws that defines and protects the rights of individual with disabilities.
- g. To receive requests from the Director of Special Education, the Chief Executive Officer, the Board of Education and the community at large.
- h. To research inquiries or concerns and make recommendations or other appropriate responses to the Director of Special Education, the Chief Executive Officer, the Board of Education and/or the community in a timely manner.
- i. Provides a forum for countywide citizen input on special education programs, related services and relevant issues

Article III ***Members***

Section 1. Members should include

- a. Parents and family members of children with disabilities.
- b. Persons with special knowledge concerning disability-related matters and students or persons with disabilities..
- c. Community members
- d. Director of Special Education Prince George’s County
- e. Administrators, Special Educators, General Educators, PTA Council, Teaches Union, local support or advocacy groups
- f.

Article IV: ***Membership Guidelines***

Section 1 Membership guidelines for the SECAC are as follows:

- a. No limit on the number of committee members
- b. Voting and non-voting members (FTE of PGCPS) can participate
- c. Quorum shall consist of 51% of voting members.
- d. The committee year shall be from July 1 through June 30 concurrently with the Prince George’s County Public Schools system fiscal year cycle.
- e. Members shall attend monthly
- f. The committee will actively seek new members
- g. Members may resign at any time by notifying the Chair or Vice Chair.
- h. Any members of the SECAC shall fully disclose any relationship with an individual or with members of other organizations, which represents or has the potential to represent a conflict of interest or result in personal financial gain. A conflict of interest shall be defined as any alliance with a business, organization or employer that prohibits a member from freely executing the purpose of SECAC. Personal gain shall be defined as directly soliciting business for monetary purposes from the SECAC.

Section 2. Voting Members

- a. All members of SECAC that have attended a minimum of 3 meeting in a given year.

- b. Shall excuse themselves from a vote when there exist conflict of interest as described in Article IV, Section 1.

Article V: Officers

Section 1 Chair

- a. The Chair presides at all meetings of the SECAC.
- b. The Chair shall serve as an ex-officio member of all committees except the nominating committee.
- c. The Chair shall create meeting agenda.
- d. The Chair shall lead the committee in the preparation of an annual written report for the Director of Special Education, the Chief Executive Officer, the Board of Education and any other organization requesting such report.
- e. The Chair may delegate's roles or responsibilities to voting members.

Section 2 Vice-Chair

- a. The Vice Chair shall perform the duties of the Chair in his or her absence, or at the Chair's request.
- b. If the Chair resigns or is unable to perform their duties the Vice Chair shall assume said duties until another Chair is elected.
- c. Represent the Committee to the Board of Education as needed.

Section 3. Secretary

- a. The Secretary shall keep the minutes of all SECAC and Executive Board Meetings.
- b. The Secretary shall take the role of attendees and keep attendance records.
- c. The Secretary shall review and update SECAC membership lists annually.
- d. The Secretary shall send a copy of the minutes of each meeting to the Executive Committee, Director of Special Education, Board of Education and any other organization requesting such information.
- e. The Secretary shall assist officers in letter writing, public relations, announcements, developing the annual calendar and newsletter preparation.
- f. The Secretary shall coordinate speakers for SECAC meetings and maintain a speaker's list.
- g. The Secretary shall coordinate speaking or teaching engagements for the Chair, Vice Chair, or other Sub-Committee Chairpersons.
- h. Prepare and distribute informational mailings.

Section 4. Assistant Secretary

- a. The assistant secretary shall serve in the same capacity as the Secretary...
- b. The assistant secretary shall assist the Secretary with duties describe under Section 3.
- c. The assistant secretary shall perform the duties of the Secretary in his/her absences or at the Secretary's request.

Section 5 Treasurer

- a. The Treasurer shall work with the Office of Special Education, Prince George's County in keeping all financial transactions which pertain to SECAC.
- b. To prepare an annual written financial report with the Office of Special Education and present it to the State of Maryland Department of Education
- c. .To advise the Executive Board of all categories and how funds were spent for SECAC

Section 6: Terms of Office

- a. The Chair, Vice Chair, Secretary, Assistant Secretary, and Treasurer shall be elected from voting members of the Committee.
- b. The Chair, Vice Chair, Secretary Assistant Secretary, and Treasurer shall serve a term of one year beginning July 1 and ending June 30 following their elections.
- c. There will be a limit of two consecutive terms for the position of Chair of the committee.

Section 7 Removal from Office/Delegation of Duties

- a. Any officer elected or appointed by the members, shall be subject to removal by a majority of the members of the SECAC and/or its Executive Committee...
- b. The members may delegate the powers and duties of such officers to any other officer or suitable person selected by the members for a period to be determined by the members and/or executive members.

Article VI Executive Board

Section 1 Executive Board Composition

- a. The Executive Board shall consist of the Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer, immediate past Chair and Subcommittee Chairs.
- b. The Executive Board shall meet quarterly or as often as necessary to conduct committee business in addition to regular monthly full committee meeting and to include the Director of Special Education.
- c. Ad Hoc Committee Chairs shall be invited to attend Executive Board meetings.
- d. Any vacancy occurring in the office of Chair shall be filled by the Vice Chair until the next full committee meeting during which an election will be held to filled the vacant position. The executive board may act as or appoint a nominating committee prior to this election. The Vice Chair may also choose to fill the position as Chair until the term has ended.
- e. A vacancy in the Office of Vice Chair, and/or Secretary, Assistant Secretary, Treasurer shall be elected in the same manner as described in Section 1. Duties shall be delegated as in Article V, Section 6
- f. A person filling a vacancy shall serve the remainder of the regular one-year term or as prescribed by the Executive Board.

Article VII Meetings

Section 1 Monthly Meeting

The monthly general meetings of the SECAC shall be held as determined by the Executive Board, beginning in July except for the months of December and August or unless otherwise indicated on the annual calendar and the Executive Board. In case of an emergency, the Executive Board may reschedule a regular meeting with a minimum of five days notification.

Section .2 Executive Board

The executive board shall meet as needed.

Section 3 Sub-committees

Sub-committees shall schedule work session as needed.

Section 4 Special Meetings

Special Meetings may be called either by the Chair or a majority of the members.

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Section 5 Voting

A simple majority of voting members present at any meeting shall be sufficient to pass motions and to conduct business for the SECAC.

Section 6 Public Participation

The meetings of SECAC shall be open to the general public.

Section 7 Meeting Format

SECAC meetings shall be conducted according to Robert's Rules of Order newly revised.

Article VIII: Elections

Section 1 Nominating committee

At the regular March meeting, a nominating committee consisting of an odd number of Advisory Committee members shall be solicited by the Chair. This nominating committee shall present a slate of at least one nominee for each office at the regular May meeting.

Section 2 Election of Officers

Election of officers shall take place at the regular June meeting. Prior to ballots being cast, members of the SECAC may make nominations for officers from the floor. All elections shall be by ballot and a majority of those members present and voting shall be required for election. When necessary, run-off elections shall be held among the nominees receiving the two highest numbers of votes. When only one candidate is nominated for an office, election may be by voice vote.

Section 3 At large Members

At the regular September meeting at large members of the SECAC shall be approved or at any time of the year as deemed advisable by the committee.

Section 4 Special Elections

- a. A special election shall be held at the next regular meeting following the occurrence of a vacancy in any executive board office.

- b. The members shall be notified at least five days prior to the regular meeting that a special election is to be held.
- c. All nominations shall be made from the floor.

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- d. The election shall be held in accordance with Section 2 of this article.

Article IX: Subcommittee

Section 1 Standing or Ad-Hoc Committee

The SECAC shall have the authority to create standing or ad-hoc subcommittees from its membership as necessary to conduct its business.

Section 2 Subcommittees

Any subcommittee formed shall make a report at SECAC meetings of any activities conducted during the previous month.

Article X: Relations with the Board of Education and School System Administration

Section 1. Presentation of Information

The SECAC shall present concerns and make recommendations to the Board of Education and School System Administration for consideration and possible action.

Section 2. Correspondence

All correspondence with the Board and Administration shall be in writing and shall be distributed to the SECAC general membership at the next meeting.

Article XI: Amendments

Section 1. Proposed Amendments

Proposed amendments to SECAC by-laws shall be submitted in writing to the members at least 30 days prior to a vote during a general meeting.

Section 2. Voting on Amendments

Amendments must be approved by a vote of two-thirds of the members present and voting.

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Section 3. Ratification

Upon ratification, these articles will go into effect immediately unless otherwise specified.

Article XII. By-laws Review

Section 1: Timing

The Executive Board shall review the by-laws every two years. The Chair shall submit them with or without changes to the general membership for review and final approval.

Section 2. Presentation of By-laws

The Chair shall present the by-laws to the general membership one month prior to the vote of approval.

Chair, SECAC

These by-laws of the Special Education Citizens Advisory Committee were approved at

_____ Meeting of the general membership on _____,
2007.

Secretary,
Prince George's County Special Education
Citizen Advisory Committee