

**Henrico County Public Schools**  
Special Education Advisory Committee  
**Bylaws**

**Article I–Name**

The name of this body shall be the Special Education Advisory Committee (SEAC) for the Henrico County Public Schools (herein referred to as “the Committee”).

**Article II – Purpose**

Major responsibilities of the Committee which are addressed in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia effective July 9, 2009 are as follows:

1. Advise: Provide advice concerning needs in the education of students with disabilities in Henrico County.
2. Collaboration: Educate and inform families, school personnel, and the community at large concerning special education services and needs
3. Planning Assistance: Assist in the formulation and development of long---range plans which will provide services needed for students with disabilities in Henrico County Public Schools and community.
4. Meeting Identified Needs: Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities.
5. Recommendation to the School Board: Submit periodic reports and recommendations regarding the education of students with disabilities to the School Board through the Superintendent.
6. Community Interpretations: Provide to the community interpretation and education regarding educational service plans to meet the needs of students with disabilities.
7. Review Annual Special Education Plan: Annually, review the updated Annual Special Education Plan and Application for Federal Flow---Through Funds, thirty (30) calendar days prior to submission by the Superintendent to the School Board.
8. Provide a Forum: Provide a forum where attendees can address general or systemic issues (as opposed to specific concerns or resolutions about a particular child) concerning the provision of services to students with disabilities in Henrico County.

**Article III – Membership**

**1. Membership Numbers**

Membership of the Committee shall be limited to twenty-one (21) members recommended by the Committee to the Superintendent for appointment by the School Board. The preferred composition of the Committee is fifteen (15) parent representatives from the five districts, two (2) public or private agency representatives, one (1) teacher who has experience with children with disabilities, one (1) principal from the elementary level, one (1) principal from the secondary (middle or high school) level and one (1) representative of the Family Educator Resource Center. A majority of the parent representatives shall be parents of children with disabilities or individuals with disabilities.

Members of the Committee shall include, but not limited to, the following persons to Representatives of groups, with the possibility that a member may be representative of more than one type of person or group:

- a. Persons with disabilities,
- b. Parents/guardians of persons with disabilities;
- c. Public or private agency representatives concerned with the care, education, and training of students with disabilities.

Recommendations that affirm an ability to work cooperatively and collaboratively with Henrico County Public Schools will be required.

## **2. Appointment of Members**

There shall be a standing Membership Subcommittee consisting of elected active members of the Committee. The Vice Chair for Membership shall serve as the chair of the membership Subcommittee. Prospective parent members must submit to the Chair of the Committee, through the Director of Exceptional Education, an application outlining their desire and qualifications to serve on the Committee. Prior to nomination, persons will be advised by the Vice chair of Membership of membership responsibilities. All private and public agency representatives will be required to submit recommendations. The Membership Subcommittee shall forward by July 1 a slate to the Superintendent for consideration of appointment of the School Board. The Superintendent and the School Board reserve the right to nominate any candidate they believe to be qualified. The School Board shall appoint new members to the Committee at a summer meeting. Letters informing prospective members of their appointment status shall be sent by the Director of Special Education. Qualified Nominees not appointed, may re-apply for the next term.

## **3. Consultants**

Consultants will serve on the Committee as nonvoting members. The Assistant Superintendent for Instruction and the Director of Exceptional Education, or his/her designees, shall serve as consultants to the Committee.

## **4. Term of Active Members**

Members shall be appointed by the School Board and remain active for a three-year term. Members may re-apply and upon approval be reappointed for a subsequent three year term following the prescribed guidelines for appointment of Members.

Each re-appointment must be approved by the active board members and then forwarded for approval to the School Board. The term of members shall end on August 1, regardless of their appointment date.

## **5. Vacancies**

Should vacancies occur because of low application numbers or the withdrawing of an active Committee member, the Membership Subcommittee shall present a slate of names of the Committee for approval. Nominees shall be recommended to the Superintendent for appointment by the School Board at the next scheduled School Board meeting.

## **6. Absences**

Members are required to attend all meetings in a school year with no more than three (3) unexcused absences. With the fourth unexcused absence, the person will no longer be a member of the Committee. A record of attendance shall be kept by the Vice Chair of Membership or Secretary who shall report periodically to the Chair of the Committee.

### **Article IV-Responsibilities**

The school division and the Committee will have the following responsibilities to each other, in order for the Committee to function efficiently and effectively.

1. Responsibilities of School Board: It is the responsibility of the Henrico County Public School Board to appoint members to the Committee according to regulations and these bylaws.
2. Responsibilities of School Division: It is the responsibility of the school division to:
  - a. Establish procedures for the Committee to present reports and recommendations to the Henrico County Public School Board through the Superintendent;
  - b. Provide the following support to the Committee, so that the Committee can carry out its required functions:
    - i. Clerical and financial support;
    - ii. Suitable barrier-free meeting facilities;
    - iii. Assistance in developing in-service for Committee members;
    - iv. Information on existing and proposed revisions to local special education programs and related services, policies and procedures, and opportunities for committee members to review and comment on them;
    - v. Information regarding federal and state requirements for special education and how the Henrico County School Board proposes meeting these requirements; and
    - vi. Representation from Henrico County Public Schools' Staff, associated with special education.
3. Responsibilities of the Committee: It is the responsibility of the Committee to:
  - a. Function in accordance to the Special Education Advisory Committee bylaws and the Virginia special education regulation requirements;
  - b. Work cooperatively with Henrico County School personnel in preparation of meeting schedules, program agendas, and publicizing meetings;

- c. Communicate with the Henrico County School Board through the Superintendent and Director of Exceptional Education on all mandated matters as well as concerns expressed by the general public;
- d. Operate from a basis of support of the total school program with particular emphasis on special education;
- e. Evaluate annually its own activities and performances to assure that all mandated functions, requirement and responsibilities were fulfilled;
- f. Pre-approve written and spoken committee representation;
- g. Consult with Henrico County Public School system in the development of the Annual Plan, including current policies and procedures, and any revision to ensure the provision of special education and related services, and to ensure policies and procedures are kept current and in compliance with regulations and law; and
- h. Maintain a positive and collaborative working relationship with Henrico County Public School system where each member will not use the committee to address and advocate for individual/personal needs.

#### **Article V- Officers**

1. The officers of the Committee shall consist of a Chair, a Vice-Chair of Membership, a Vice-Chair of Planning, and a Secretary.
2. A nominating subcommittee, consisting of three (3) active members appointed by the Chair, will present a slate of proposed officers at the April meeting. Additional nominations may be made by the membership during the April meeting with the consent of the nominees.
3. Officers shall be elected by a majority vote of the Committee at the last meeting of the school year (May) provided a quorum is present. Officers shall serve a one (1) year term. No member shall serve in the same office for more than two (2) consecutive one-year terms.
4. In the event an office becomes vacant, the chair shall appoint a replacement for the unexpired term. Vacancy in the office of Chair shall be filled by one of the Vice Chairs for the unexpired term.
5. The term of officers begins in July of the year they are elected and ends at the end of June of the following year.
6. The duties of the officers shall be as follows:

#### **Chair**

- a. Serve as presiding officer of the Committee with the powers and duties which usually belong to such a position;
- b. Call and preside at meetings of the Committee;
- c. Serve as ex-officio member of all subcommittees;
- d. Ensure that the annual report is submitted to the School Board;
- e. Assure representation of the Committee at functions as requested by the Committee or others;
- f. Participate in orientation activities for new members;
- g. Appoint committee chairs; and

- h. Serve on other school advisory committees in order to facilitate collaboration regarding global issues.

**Vice-Chairs**

Vice Chair of Planning

- a. Shall chair the Planning Subcommittee (goal setting and programs)
- b. Serve in the place of, and with the authority of, the Chair in case of the Chair's absence; and
- c. Discharge any duties delegated to him/her by the Chair.

Vice Chair of Membership

- a. Shall chair the Membership Subcommittee
- b. Discharge any duties delegated to him/her by the Chair; and
- c. Keep a record of member attendance

**Secretary**

- a. Keep minutes of the Committee Meetings; and
- b. See that the minutes are made available to committee members in a timely fashion.

**Article VI- Subcommittees**

Subcommittees, standing or special, shall be appointed by the Chair as deemed necessary to carry out the work of the Committee. Each active member is required to serve on at least one (1) subcommittee. Standing subcommittees shall consist of three (3) or more members, one of whom may be an ex-officio staff person.

**Article VII- Meetings**

**Frequency of regular meetings**

Unless otherwise ordered by the Chair, the Committee shall meet no less than four (4) times, generally the fourth Tuesday evening of each month, between September and June. A calendar of meeting topics and places for the year shall be drawn up by the Vice Chair of Planning and submitted to the Director of Exceptional Education by August 1 of each year. One (1) meeting annually shall be designated to review the Annual Special Education Plan and Application for Federal Flow-Through Funds. This meeting shall be at least thirty (30) calendar days prior to the Superintendent's submission of the final documents to the School Board. The regular meeting in May shall be known as the annual Meeting and shall be for the purpose of electing officers, recognition of members rotating off the Committee, approval of the Committee's Annual Report to the School Board, annual sub-committee reports, and approval of a slate of nominees by the Committee for referral to the Superintendent and School Board.

***Public Notice***

Public notice shall be published annually listing the names of committee members and including a description of ways in which interested parties may express their views to the committee. The Committee's annual agenda shall also be made available to the public.

Notice of regular meetings, along with the minutes from the previous meeting and any information necessary for member review before the meeting, shall be sent to each member at least one (1) week prior to the scheduled meeting date except in unforeseen circumstance.

**Open Minutes**

All regular meetings of the Committee shall be open to the public. Two weeks public notice shall be given.

**Public Comment**

A 15 minute public forum will open or end each of the regular meetings. The public forum will be designed to allow members of the community the opportunity to voice global concerns and matters of interest before the Committee and staff members. Individuals presenting public comment will be allotted 3 (three) minutes in which to do so. Should the designated 15 minute time limit expire, any remaining public comment may be submitted in writing to the Chair. In accordance with Committee guidelines, the Chair will respond in writing to persons making public comment. The Vice Chair of Planning will maintain a list of issues raised during the public comment periods for use in future planning activities.

**Article- VIII- Quorum**

A minimum of two (2) executive officers and three (3) members shall continue a quorum.

**Article IX- Amendments**

These Bylaws may be amended at any regular meeting by not less than two-thirds of the total active 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 X-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 inconsistent with the provisions of these bylaws.

Adopted:  
Chair: Margaret Jeffer  
April, 2016