

**FREDERICK COUNTY SPECIAL EDUCATION CITIZENS ADVISORY COMMITTEE
BYLAWS**

ARTICLE I: Name

The name of the committee shall be the Frederick County Special Education Citizens Advisory Committee (SECAC)

ARTICLE II: Mission

The Frederick County Special Education Citizens Advisory Committee works in collaboration with students, families, FCPS staff, and the community to advise the office of special education and the Board of Education. The committee will focus on open and honest communication, improving effectiveness and accountability, advocating for appropriate resources, and identifying individual issues that may often be systemic. The committee will work together to put children first.

ARTICLE III: Members & Membership

Section 1. Members will be parents of children with disabilities enrolled in FCPS, FCPS staff members serving students with disabilities, high school students with or without disabilities, and community members who have special knowledge or interest in the needs of special education students.

Maximum membership will be 28 voting members, comprised of 50% parent representation, 25% FCPS representation, 25% community representation and up to 3 non-voting student members.

Section 2. Members will serve a two-year term, and may reapply. A term will run from September to May of each year.

Section 3. Individuals interested in membership will submit a letter of interest to the membership committee chairperson prior to the annual membership deadline (May 15th). This also includes members who wish to reapply.

Section 4. Members may resign at any time by notifying the chairperson or co-chairperson in writing.

Section 5. Members are expected to attend all monthly meetings. A member may be removed from membership after missing 3 consecutive meetings.

Section 6. Members will serve on standing or ad-hoc committees. Sub-committees will be established in May, and sub-committee chairpersons will be selected. Each subcommittee will be required to submit a work plan to the SECAC at the October meeting. Each subcommittee will be required to identify a chairperson. A member may serve as chairperson of only one subcommittee.

Section 7. Members will have one vote and only members may vote. Members must be present to vote. The Director of Special Education and Psychological Services and the Board of Education Liaison, and Partners for Success Parent Coordinator/Special Education Community Liaison will serve as non-voting members. Students will be non-voting members.

Section 8. The chairperson shall appoint a membership subcommittee each September to:

- Publicly advertise membership each year, April-May

- Solicit new members and review letters of interest
- Affirm new members each year at the first monthly meeting in September
- Strive for a balance of membership that represents experience with a variety of disabilities.
- A member who is an FCPS employee and also a parent or community representative would be considered FCPS staff for the purpose of membership classification.
- Fill mid-term vacancies, when they occur at the discretion of the membership committee. The new member will serve the remainder of the term being vacated.
- Any changes in status will be implemented the following September, even if the member changes status mid-term.

Section 9. Any member of the Frederick County SECAC who has a relationship with an individual or organization that is or may be a conflict of interest will disclose that relationship. A conflict of interest is defined as any activity from which the member would or could derive personal or financial benefit.

Section 10. While the committee respects each person's fundamental right to speak out on matters of public concern, the chairperson or co-chair serves as the spokesperson for SECAC and will be responsible for media interactions.

ARTICLE IV: Officers

Section 1. Officers will serve a two-year term.

Section 2. The Chairperson

- a. The chairperson presides at all meetings.
- b. The chairperson may delegate roles or responsibilities to voting members.
- c. The chairperson establishes a written agenda for each meeting.

Section 3. The Co-Chairperson

- a. The co-chairperson will perform the duties of the chairperson in his/her absence, or at the chairperson's request. If the chairperson resigns or is unable to perform his/her duties, the co-chairperson will assume the duties until another chairperson is elected.

Section 4. The Secretary/Treasurer

- a. The secretary/treasurer will take the minutes at all SECAC meetings and Executive Board Meetings.
- b. The secretary/treasurer will take attendance at each meeting and maintain attendance records.
- c. The secretary/treasurer will review and update SECAC membership lists annually.
- d. The secretary/treasurer will be responsible for submitting receipts for budget expenses to the office of the Director of Special Education.

Section 5. Executive Board

a. The Executive Board will consist of the chairperson, co-chairperson, secretary/treasurer, immediate past chairperson, and any subcommittee chairpersons.

b. The Executive Board and/or the Chairperson can call meetings as needed.

ARTICLE V: Elections

Section 1. At the regular March meeting, nominations for officers will be taken from the floor. Members may self-nominate.

Section 2. Election of officers will take place at the regular May meeting. Voting will be by show of hands and the majority of members must be present. Officers will be elected based on simple majority of the vote.

Section 3. A special election will be held when there is an officer vacancy, in accordance with Article V, Section 2.

ARTICLE VI: Meetings

Section 1. Meetings will be held the last Monday of each month during September, October, November, and January through May. Meeting dates will be announced at the September meeting and may be altered by majority vote.

Section 2. Meetings will be open to the public and time will be provided for public comment. Individuals making public comment will be required to sign in.

Section 3. The agenda will be established two weeks prior to the meeting and made available to the public at least one week prior to the meeting.

Section 4. Meetings canceled due to inclement weather will not be rescheduled.

Section 5. The chairperson will have the authority to schedule emergency meetings, in addition to the regular monthly meetings.

Section 6. The SECAC may establish ad hoc or standing subcommittees, as needed. If a time-sensitive issue arises in between monthly meetings, the Chairperson may appoint an ad hoc subcommittee to address it.

Section 7. Voting will be done by a show of hands, with majority rule. A simple majority of members must be present to vote on items.

Section 8. SECAC will hold a retreat annually prior to the May meeting. The purpose of the retreat will be to identify priorities for the coming year and to prepare recommendations/advisements for the annual report.

ARTICLE VII: Amendments and Bylaws Review

Section 1. Proposed amendments to SECAC bylaws will be submitted in writing to the members at least 20 days prior to a vote during a general meeting.

Section 2. Amendments must be approved by simple majority and upon ratification, will take effect immediately.

Section 3. Bylaws will be reviewed every two years by the Executive Board. The Chairperson will submit them with or without changes to the general membership for review and final approval. The membership will receive the proposed bylaws at least 20 days prior to the vote.

Michelle Solater

Signature/Chairperson of the Frederick Co. SECAC

5/21/12

Date Adopted

5/21/12

Date Revised

BUDGET PLAN

An annual budget allocation of \$2500 will be provided by the Maryland State Department of Education and managed by the office of the director of special education. The funds will be used by the SECAC and receipts will be submitted for reimbursement by the secretary/treasurer. Formal requests for funds must be presented to the SECAC and approved by majority vote.

Funds will be used to support the following:

- SECAC sponsored events 70%
- Subcommittee funds 25%
- Meeting materials 5%