

Belmont Special Education Parent Advisory Council (Belmont SEPAC) By-Laws

[Proposed for vote, June 15, 2016 and accepted by majority vote]

Article I: Name of Organization

The name of this self-governed organization shall be the Belmont Special Education Parent Advisory Council, also known as the Belmont SEPAC.

Article II: Purpose of the PAC (Parent Advisory Council)

The mission of the Belmont Special Education Parent Advisory Council is

To promote a network of parents and professionals involved with children who require special education services.

To provide informational sessions and/or workshops to parents, educators, students, community members, and professionals on issues related to education and special education.

To advise and confer with the Director of Student Services and with the School Committee on the operation and development of special education programs.

To promote understanding, acceptance and inclusion of persons with different abilities.

To facilitate communication between Belmont SEPAC members and the larger community.

Article III: Terms of Membership

General membership shall be open to any resident of Belmont or person affiliated with the Belmont Public Schools who has attended at least one meeting of the Belmont SEPAC during the past 12 months. Voting membership is required to hold elections and vote in officers. Voting membership may be required if other business comes before the Belmont SEPAC meeting that will require a vote.

Voting membership shall be any general member who is a parent or guardian of a child with special needs residing in Belmont, with or without an Individual Education Plan (IEP) or is a parent or guardian of a child with special needs who attends the Belmont Public Schools.

Meetings are defined as any-Belmont SEPAC parent information session or workshop, meeting or forum, activities, or committees at which attendance is taken.

Article IV: Officers of the Belmont Special Education Parent Advisory Council

Officers of the Belmont SEPAC are elected by the voting membership who is present at the final planning meeting of the year. It is recommended that the officers hold the office for a minimum of two years.

Present is defined as physically at the meeting, video conferenced, or teleconferenced, as long as they are on the attendance list and accounted for by the current officers holding the final meeting.

Officer responsibilities of the Belmont SEPAC are:

Co-Chairs

- Determine schedule and activities for the calendar year with input from members. Set the agenda for any general and end of year meeting. This can be delegated to any member by a co-chair.
- Determine items for voting if any with input from the membership.
- Preside at the end of year meeting of the Belmont SEPAC and any other meeting set up to handle official business of the Belmont SEPAC.
- Act as liaison with the Director of Student Services, Superintendent, and school committee regarding any Belmont SEPAC business.
- Create and coordinate sub committees to schedule and manage activities and tasks of the Belmont SEPAC.
- Assist Treasurer with account management of any funds collected, donated, and spent for Belmont SEPAC.
- Coordinate public communication and all communication between the Belmont SEPAC and its membership. This can be delegated to any member by a co-chair.
- Coordinate the recording and filing of any official correspondence of the Belmont SEPAC. This can be delegated to any member by a co-chair.
- Coordinate the management of all on-line communication and correspondence sources: yahoo email group, masspac email group, facebook page, google drive documentation source, and any other on-line communication source the organization creates to correspond and communicate its activities.
- Advise and confer with the Belmont Schools Administration and the Belmont School Committee regarding Belmont SEPAC activities and needs.
- Represent the Belmont SEPAC membership on any school related committees by either delegation of a member or by active attendance.

Treasurer

- Coordinate efforts to apply for grants, donations, reimbursements, or any other funds for which the Belmont SEPAC may be eligible.
- Manage and account for funds collected, donated, and spent for the Belmont SEPAC.

(Note: The duties of the past Secretary role were absorbed in the co-chair role.)

Article V: Elections

Elections will be held at the final meeting of the school year. Elections shall be decided by a simple majority vote of the voting membership present at the final meeting. New officers shall take office immediately following their election.

The Department of Student Services will be informed of the annual elections with the names, addresses and phone numbers of the new board by July 1 of each year.

All voting members are eligible to make nominations. A call for nominations will be made at the beginning of the final meeting of the year. If there is more than one candidate seeking office, then each candidate will make a brief statement to the voting members before elections, then asked to leave for the vote to take place.

Article VI: Meetings

It is recommended that general meetings to discuss Belmont SEPAC business, be held once a quarter with a minimum of once a year (i.e: the final meeting.) Notice of all general meeting dates and elections shall be published in advance, at a minimum through list serves of Belmont Public Schools. General meetings can be added on to our parent information sessions held throughout the year. During the final meeting, the Co-Chairs shall take recommendations for the calendar of meetings for the following school year. The calendar shall include dates and times of the meetings and projected activities for the year.

Matters which require a vote to be taken of the voting membership include, but are not limited to the following items:

- a change in the By-laws can only be voted on at a general meeting,
- a commitment of financial resources other than those required for normal administrative activities requires a simple majority of voting members present,
- elections require a vote as described in Article V, Elections.

Minutes of all Belmont Special Education Advisory Council general meetings shall be recorded and retained for public record.

Article VII: Subcommittees

Subcommittees shall be created as needed by the co-chairs with input from other officers and membership.

Article VIII: Amendments

These by-laws may be amended by a simple majority of the voting members at a general meeting.

Article IX

Roberts Rules of Order are the default procedures for this organization.