

**Belmont Special Education Advisory Council (BSEAC)
By-Laws**

[Proposed for vote, May 14th 2003]

Article I: Name of Organization

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

Article II: Purpose of the PAC

The mission of the Belmont Special Education Advisory Council is

To promote a network of parents and professionals involved with children who have disabilities.

To provide informational forums to parents, educators, students, and professionals on issues related to 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 disabilities.

To facilitate communication between BSEAC 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 Special Education Advisory Council during the past 12 months. Voting membership is required to vote in annual officer elections and other business that comes before any Belmont Special Education Advisory Council meeting.

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 and who has attended at least one previous meeting of the Belmont Special Education Advisory Council during the past 12 months.

Meetings are defined as any Belmont Special Education Advisory Council meeting, activities, or committees at which attendance is taken.

Article IV: Officers of the Belmont Special Education Advisory Council

Officers of the Belmont Special Education Advisory Council are elected by the voting membership and hold office for one year. If any office becomes vacant, an election for that office shall be held immediately, with term to expire at the June meeting.

Officer responsibilities of the Belmont Special Education Advisory Council are:

Co-Chairs

Determine schedule and activities for the calendar year with input from council members.

Set the agenda for each general meeting.

Preside at all meetings of the Belmont Special Education Advisory Council.

Act as liaison with the Director of Student Services.

Coordinate public communication and all communication between the Belmont Special Education Advisory Council and its membership.

Coordinate the recording and filing of minutes of the Belmont Special Education Advisory Council and its subcommittees.

Collect and review all correspondence of the Belmont Special Education Advisory Council.

Advise and confer with the Belmont Schools Administration and the Belmont School Committee regarding BSEAC activities and needs.

Treasurer

Coordinate efforts to apply for grants, donations, reimbursements, or any other funds for which the Belmont Special Education Advisory Council may be eligible.

Manage and account for funds collected, donated, and spent for the Belmont Special Education Advisory Council

Article V: Elections

Elections shall be the first order of business during the June meeting. Elections shall be decided by a simple majority vote of the voting membership present at the June 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 April meeting. Candidates' statements will be made available at the May meeting and posted on the Belmont Special Education Advisory Council website no less than two weeks before the election.

Article VI: Meetings

General Meetings shall be held at least monthly, from September through June. Notice of all general meeting dates and elections shall be published in advance, posted at Town Hall, on the Internet, and a notice sent to each voting member whenever possible. During the June 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 meetings shall be recorded and retained for public record.

Article VII: Subcommittees

Subcommittees shall be created as needed.

Article VIII: Amendments

These by-laws may be amended by a simple majority of the voting members at a general meeting, but by-laws changes may not be voted upon in the same meeting as they are proposed.

Article IX

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