

## **Albemarle County Special Education Parent Advisory Committee By-Laws**

### **Article I:**

#### **Name**

The name of this body shall be the Albemarle County Special Education Advisory Committee.

### **Article II:**

#### **Purpose**

The Committee, as provided in the "Regulations and Administrative Requirements for the Operation of Special Education Programs in Virginia" issued by the Virginia State Department of Education shall:

1. Provide advice concerning unmet needs in the education of children with disabilities in Albemarle County, Virginia;
2. Assist in the formulation and development of long-range plans which will provide services needed for children with disabilities in the Albemarle County, Virginia schools and community;
3. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
4. Submit periodic reports and recommendations regarding the education of children with disabilities to the Superintendent for transmission to the School Board;
5. Assist in interpreting to the community plans for meeting the needs of children with disabilities for educational services; and
6. Review annually the updated annual special education plan and the application for federal funding thirty (30) calendar days prior to submission by the Superintendent to the School Board.

If the foregoing purposes are altered or amended by the Department, they shall be automatically deemed to be altered or amended similarly in these By-Laws.

### **Article III:**

#### **Membership**

1. The committee shall have a maximum of twenty-five members who will be residents of Albemarle County, recommended by the Superintendent and appointed by the School Board. A minimum of two-thirds of the membership of the Committee shall be parents of children requiring special education.

2. Categories Represented. Members of the Committee may include, but not be limited to, the following categories of persons; a single member may represent more than one category:
  - a. Persons requiring special education.
  - b. Parents of persons requiring special education.
  - c. Local community and civic organizations.
  - d. Business and industry.
  - e. Public agencies concerned with the care of persons requiring special education.
  - f. Other local advisory committees concerned with the education and training of persons requiring special education.
3. School Representative. The Special Education Administrator for Albemarle County (or designee) shall serve as consultant to the Committee, but shall have no vote.
4. Terms of Members. Members shall be appointed for a one year term. A member may be reappointed for successive terms. The term of members shall begin on the first office meeting of the year of appointment.
5. Vacancies. Should vacancies occur, the Superintendent shall recommend to the School Board, as soon as feasible, a candidate to fill the unexpired term; such new member shall represent the same category as the member replaced.
6. Absences. In the event that any member has been absent from three consecutive meetings of the Committee without adequate cause or notice, the Chairperson shall remind him in writing of his absence. Any active member who fails to attend four consecutive meetings of the Committee (regular or special) shall automatically cease to be a member at adjournment of the fourth consecutive meeting, unless the Committee acts to retain the member in active status. The Chairperson shall notify the member as to termination. A record of attendance by members shall be kept by the Secretary, who will report to the Committee the status of members who have missed three consecutive meetings without adequate cause or notice.

#### **Article IV.**

#### **Officers**

1. The officers of the Committee shall consist of a Chairperson, and Vice-Chairperson. Officers shall be elected by a majority vote of the Committee at the first meeting of the school year and shall serve for the term of one year.
2. Vacancies in any office shall be filled by a majority vote at the next regular meeting of the Committee, with the exception of the office of Chairperson, which shall be filled by the Vice-Chairperson should a vacancy occur.
3. No member shall serve in the same office for more than two consecutive one-year terms.
4. The duties of the officers shall be as follows:
  - a. The Chairperson shall preside at all meetings of the Committee, appoint all chairmen of committees established by the Committee, develop in June of each year a report to be submitted through the Superintendent to the School Board, and exercise such other powers as are delegated by the members of the Committee;
  - b. The Vice-Chairperson shall fulfill the duties and responsibilities of the Chairperson in his or her absence.

#### **Article V.**

#### **Meetings:**

1. Frequency of Regular Meetings. Meetings shall be held preferably monthly at a time and place to be determined by the Committee, but not less than four times annually. A calendar for the year shall be drawn up at the first official meeting of the school year. One meeting annually shall be designated to review the updated annual Special Education Plan and Application for Federal Flow-Through Funds. This meeting shall be at least 30 calendar days prior to the Superintendent's submission of the final documents to the School Board.
2. Open Meetings. All meetings of the Committee shall be open to participation by the public.

#### **Article VI.**

#### **Quorum:**

One-third of the active members shall constitute a quorum.

**Article VII.**

**Amendments:**

These By-Laws may be amended at any regular meeting by a vote of approval by not less than half of the total membership of the Committee. A copy of the proposed amendment(s) shall be submitted in writing at the previous regular meeting of the Committee. Written votes from absent members shall be accepted.

**Article VIII.**

**Rules of Order:**

"Robert's Rules of Order - Revised" shall govern the conduct of Committee meetings and other procedural matters, to the extent that such rules are applicable and not inconsistent with the provisions of these By-Laws.