

**WASHINGTON STATE
SPECIAL EDUCATION
ADVISORY COUNCIL
(SEAC)
BYLAWS**

Revised January 2009

Washington State Special Education Advisory Council Bylaws

Article I - Name

The name of this organization shall be the SPECIAL EDUCATION ADVISORY COUNCIL (in compliance with the requirements and conditions set forth in RCW 28A.13.070).

Article II - Purpose

Section 1:

The purpose of this organization shall be:

- a) Advise the superintendent of public instruction and make recommendations on all matters related to special education and specifically advise the superintendent of unmet needs within the state in the education of special education students;
- b) Comment publicly on any rules or regulations proposed by the state regarding the education of special education students;
- c) Advise the state in developing evaluations and reporting such information as may assist the state in its data requirements under section 618 of the act;
- d) Advise the state in developing corrective action plans to address findings identified in federal monitoring reports under Part B of the Individuals with Disabilities Education Act; and
- e) Advise the state in developing and implementing policies relating to the coordination of services for special education students.

Article III – Organization/Membership

Section 1:

- 1) The special education state advisory council is established in order to help facilitate the provision of special education and related services to meet the unique needs of special education students.
- 2) The membership of the council is appointed by the superintendent of the office of public instruction and shall include at least one representative of each of the following groups or entities:
 - a) Parents of children, aged birth to twenty-six, with disabilities;
 - b) Individuals with disabilities;
 - c) Teachers;
 - d) Institutions of higher education that prepare special education and related services personnel;
 - e) Superintendents and principals, including officials who carry out activities under subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act;
 - f) Local administrators of special education programs;
 - g) State agencies involved in the financing or delivery of related services to special education students;
 - h) Private schools;
 - i) Not less than one vocational, community, or business organization concerned with the provision of transition services to students eligible for special education;
 - j) State agency employee responsible for services to children in foster care;

- k) State juvenile and adult corrections agencies;
- l) Other individuals or groups as may hereafter be designated and approved by the superintendent of public instruction.

A majority of the members of the advisory council shall be individuals with disabilities or parents of special education students as defined in the Individuals with Disabilities Education Act (IDEA). Efforts will be made to recruit members who reflect the diversity of the state with regard to race, ethnicity and geography.

The membership for A and B in Article III, Section 1, may be composed of as many at-large members as needed to meet the membership requirement as stated in Article III, Section 1, who will be required to submit an application to the Superintendent of Public Instruction (SPI) that addresses their knowledge and experience in the education of children and youth with disabilities.

The Washington State Special Education Advisory Council (SEAC) shall advise SPI to advertise at-large positions as necessary or needed in an appropriate manner so as to reach the state population that is composed of individuals in, or concerned with, the education of children with disabilities.

Section 2:

It is intended that the members of SEAC shall be appointed for two-year terms, commencing the month of appointment. However, in order to maintain a reasonable balance in expiration of terms, SPI may establish shorter or longer terms of membership. A maximum of 3 consecutive terms is recommended unless otherwise determined by the State Superintendent.

Section 3:

Any member may resign membership by notifying SPI and the SEAC chair, in writing, and SPI will advertise to fill such vacancies before the next regularly scheduled meeting using the process described in Article III, Section 1, 2 and 3.

Section 4:

Council members shall be reimbursed at the current state rates for travel, meals and lodging expenses while attending approved SEAC functions. Other necessary expenses related to their SEAC responsibilities may be reimbursed if previously requested in writing and approved by SPI or designee.

Article IV - Officers and Their Duties/Elections

Section 1:

During the next to the last regularly scheduled meeting, the Chairperson shall appoint a Nominating Committee of not less than three persons to make recommendations for the position of Chairperson, Vice-chairperson and an Executive Member for the next school year.

Section 2:

Candidates shall have been SEAC members at least one year before assuming office.

Section 3:

The Nominating Committee shall prepare a dual slate for each position whenever possible. Only seated members (no alternates) shall be able to vote or cast ballots.

Section 4:

At SEAC's last regularly scheduled meeting, the membership shall elect a Chairperson, a Vice-chairperson and an Executive Member for one-year terms beginning July 1 and running through June 30 of the following year, or until their successors are elected.

Section 5:

Recommendations for nominees for each office will be accepted from members prior to the elections and can be offered from the floor at the time of the elections. The elections will be held at the final meeting of the year.

Section 6:

In the event of a vacancy in the office, the membership shall elect a member to that vacant office at the next regularly scheduled meeting.

Section 7:

The duties of the Chairperson shall be to convene all regular and special meetings, to speak for SEAC to other assemblies, to be responsible for developing SEAC's year-end annual report by July 1, and to perform other duties as required in order to promote the purpose of the organization.

Section 8:

The duties of the Vice-Chairperson shall be to preside over all regular and special meetings in the absence of the Chairperson, to annually review and report on the bylaws by the last meeting of the year and perform such other duties as requested by the Chairperson.

Section 9:

The charge of the Executive Committee is to set a balanced agenda for the Washington State SEAC. It will consist of the Chairperson, Vice-Chairperson and an Executive Member. Executive Committee members may be required to attend additional meetings to fulfill their duties.

Section 10:

The Director of Special Education for Office of Superintendent of Public Instruction (OSPI) shall appoint an individual to act as Executive Secretary to SEAC. This individual shall furnish all assistance necessary to the performance of the Advisory Council. The Executive Secretary shall maintain accurate minutes of all regular meetings, shall be responsible for mailing the agenda at least a week prior to each regular meeting, shall notify members of legislative hearings concerning special education matters where appropriate, and shall be responsible for maintaining an up-to-date record of attendance. Copies of all pertinent information shall be transmitted to Council members, the State Superintendent of Public Instruction, standing committees, and other interested parties as needed.

Article V – Meetings

Section 1:

SEAC shall hold regular meetings at least four times in each school year. Calendar dates for the ensuing year will be suggested by SEAC members at the last regular meeting.

Section 2:

Meetings shall be held in various geographical areas of the state. Members shall receive the agenda, any information necessary to act on the agenda items, and the minutes of the previous meeting at least two weeks in advance of each regularly scheduled meeting.

Section 3:

Special meetings of SEAC may be called by the Chairperson or five members of SEAC. The membership shall be given written notice not less than two weeks before the date set for any such meeting. All notices of any such meetings shall state the purpose of the meeting.

Section 4:

All meetings of SEAC shall be subject to the Washington State Open Meetings Act. Only SEAC members may initiate or amend proposals and motions, and only SEAC members may vote. The Chairperson is a voting member of SEAC. Upon recognition by the Chair, meeting attendees may speak at SEAC meetings. Each daily agenda for SEAC meetings shall include an opportunity for public comment. Individuals wishing to make public comment shall notify the Chairperson through the established procedure.

Section 5:

A quorum shall consist of a simple majority (more than half) of the SEAC membership. A quorum shall be required to adopt any resolutions or motions and to vote in elections at SEAC meetings.

Section 6:

The State will provide interpreters and other necessary services at SEAC meetings, providing notice of such need is submitted to the SPI office at least two weeks before the scheduled meeting.

Article VI – Work Groups

Section 1:

As necessary, work groups shall be formed by the SEAC to carry out tasks and responsibilities so designated. The Executive Committee will help determine balanced work groups.

Section 2:

The duties and responsibilities of each work group shall be adopted by SEAC in the form of a resolution which shall be entered into the minutes of the Council meeting.

Section 3:

Persons other than members of SEAC may serve on its work groups. Each such work group shall be chaired by a member of SEAC or have a member of SEAC serve as a liaison.

Article VII – Amendments to the Bylaws

Section 1:

These bylaws shall be reviewed by the Vice-Chairperson once a year and/or as needed.

Section 2:

The bylaws of SEAC may be amended or revised by the affirmative vote of at least two-thirds of a quorum of the membership present at any regularly scheduled SEAC meeting.

Section 3:

The text of proposed amendment(s) shall be mailed to all members at least two weeks prior to the meeting where bylaws and amendments will be discussed and voted on.

Article VIII – Parliamentary Procedures

Section 1:

In matters of parliamentary procedures not covered by these bylaws, the provisions of Robert's Rules of Order (newly revised) shall prevail.

Signed:  Date _____

**Mr. Randy I. Dorn
State Superintendent
of Public Instruction**