

Officers and Their Duties/Elections

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 and Vice-chairperson and an Executive Member for the next school year.

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

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.

At SEAC's last regularly scheduled meeting, the membership shall elect a Chairperson and 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.

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.

THE SEAC EXECUTIVE COMMITTEE

Chairperson

The duties of the Chairperson shall be:

- To convene all regular and special meetings;
- To speak for SEAC to other assemblies and before the legislature; (if requested)
- To coordinate with the Director of Special Education Services (OSPI) regarding issues and concerns to be addressed with the Superintendent of Public Instruction;
- To be responsible for developing SEAC's year-end annual report by July 1 of each year; and,
- To perform other duties as required in order to promote the purpose of the SEAC or as requested by the Superintendent of Public Instruction.

Vice-Chairperson

The duties of the Vice-Chairperson shall be:

- To preside at 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;
- To chair the annual awards committee;
- To attend Executive Committee meetings and assist with planning; and,
- To perform such other duties as requested by the Chairperson or the Superintendent of Public Instruction.

Executive Member

The third, or Executive Member, of the Executive Committee shall be a member voted in by the SEAC membership. The duties of the Executive Member shall be:

- To assist in planning the SEAC agenda;
- Provide support for identifying speakers; and,
- Assist in all other duties as requested by the Chairperson or the Superintendent of Public Instruction.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The charge of the Executive Committee is:

- To set a balanced agenda for the Washington State SEAC;
- To review correspondence and other pertinent information between meetings;
- To provide on-going support to the Special Education Ombudsman
- To review information in preparation for the development of the SEAC Annual Report; and,
- To provide support to the Special Education Director, as needed between meetings.

The Executive Committee will consist of the Chairperson, Vice-Chairperson, and at least one Executive Member. Executive Committee members may be required to attend additional meetings to fulfill their duties.