

Madison County Special Education Advisory Committee By-Laws

Article I. Name

The name of this body shall be the Madison County Special Education Advisory Committee (herein referred to as “the Committee”).

Article II. Purpose

The Committee, as provided in the “Regulations Governing Special Education Programs For Children with Disabilities in Virginia” issued by the Virginia Department of Education shall:

1. Provide advice concerning unmet needs in education of students with disabilities in Madison County, Virginia;
2. Assist in the formulation and development of long-range plans which will provide services needed for students with disabilities in Madison County, Virginia schools and community;
3. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
4. Submit periodic reports and recommendations regarding the education of students with disabilities to the Superintendent for transmission to the School Board
5. Assist in interpreting the community plans for meeting the needs of students with disabilities for educational services;
6. Review annually the updated Annual Special Education Plan and the Application for Federal Flow-Through Funds 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. **Number.** The committee shall have a maximum of fifteen (15) voting Members recommended by the Committee to the Superintendent for appointment by the School Board. The goal is to have three voting Members representing each school, with additional space available for At-Large and Community Representative Members.
2. **Categories Represented.** Members of the Committee may include, but are not limited to, the following categories; a single member may represent more than one category:
 - a. Persons with disabilities
 - b. Parents/guardians of persons with disabilities
 - c. One teacher
 - d. Community civic organizations
 - e. Business and industry
 - f. Public agencies concerned with the care of persons with disabilities
 - g. Other local advisory committees concerned with the education and training of persons with disabilities
3. **County Representative.** The Special Education Administrator for Madison County (or designee) shall serve as consultant to the Committee, but shall have no vote.

4. **Terms of Members.** Members shall be appointed for one academic year term. A member may be reappointed for successive terms. The term of members shall begin at the first meeting of the year of appointment.
5. **Membership.** Each prospective Member shall apply for Committee membership by or at the start of the academic year. The official Committee roster shall be set as of October 1 for purposes of determining voting Members, quorum, etc.
6. **Vacancies.** Should vacancies occur, the Committee shall make efforts, as soon as feasible, to find a candidate to fill the unexpired term.
7. **Absences.** Members are encouraged to attend all meetings. A record of attendance shall be kept by the Secretary who shall report periodically to the Chair of the Committee.

Article IV. Officers

1. The officers of the Committee shall consist of a Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected by a majority vote of the Committee at the April meeting 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 full 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 chairpersons of committees established by the Committee, develop 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 her/his absence.
 - c. The Secretary shall record minutes, attendance, and votes of Committee meetings and submit minutes to officers within one week of Committee meetings for distribution to Members.

Article V. Meetings

1. **Frequency of Regular Meetings.** Meetings shall be held no less than four times annually. A calendar for the year shall be drawn up at the last official meeting of the prior school year. One meeting annually shall be designated to review the updated annual Special Education Plan and Application for Federal Flow-Through Funds 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. Accommodations for persons with disabilities are available with an advanced request.
3. **Public Comment.** A maximum 15 minute public forum will be available during each regular meeting. Comment will be limited to three (3) minutes per person and be focused on global concerns and matters rather than individual issues. The Chair will respond in writing to persons making public comment. The Secretary will maintain a list of issues raised during public comment periods for use in future planning activities.

4. **Notice.** Notice of meetings, along with the minutes of the previous meeting and any information necessary for members review before the meeting, shall be sent to each member at least one (1) week prior to the scheduled meeting. Public notice of meetings will be posted on the County website and at the School Board building.

Article VI. Quorum

One-third of the voting Members, with a minimum of three (3), 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.

Article VIII. Rules of Order

“Roberts 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.

Adopted: January 9, 2019

Chair: Betsey Soulsby