

**Warren County Public Schools  
Special Education Advisory Committee**

**Bylaws  
Updated Winter 2024**

**Article I – Name**

The name of this body shall be the Special Education Advisory Committee (SEAC) for Warren County Public Schools (herein referred to as “the Committee”).

**Article II – Purpose**

Major-functions of the Committee which are addressed in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (effective January 25, 2010) are as follows:

1. Advise the local school division of needs in the education of children with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
3. Submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the local school board;
4. Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
5. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board; and
6. Participate in the review of the local school division's annual plan.

**Article III – Membership**

All matters relating to membership, operating procedures, terms of service, chair and vice chair, meeting and records of the SEAC shall be consistent with Warren County School Board Policies BCF, BCF-R, and Virginia regulation 8 VAC 20-81-230:

**1. Number**

Membership of the Committee shall be limited to Twenty (20) members recommended by the Committee to the Superintendent for appointment by the School Board. The majority of the Committee must be parents/guardians of children with disabilities or individuals with disabilities. The Committee must include one teacher. Other members may include representatives from the public or private agencies or community members.

## Warren County SEAC Bylaws Updated Winter 2024

### 2. Appointment of Members

There shall be a standing Membership Subcommittee consisting of elected active members of the Committee. The Vice Chair for Membership shall serve as chair of the Membership Subcommittee. \*

Prospective parent members must submit to the Chair of the Committee, through the Director of Special Education, an application outlining their desire and qualifications to serve on the Committee. In making its recommendations, the Membership Subcommittee shall strive to maintain diversity by considering the geographical location of the prospective parent member's residence, the disabling condition he/she represents, their child's age, and the prospective parent member's gender and ethnicity. Prior to nomination, persons will be advised by the Vice Chair of Membership of membership responsibilities. The Membership Subcommittee shall forward by May 30th a slate to the Director of Special Services to present to the Superintendent for consideration of appointment by the School Board.\*\* The Superintendent and the School Board reserve the right to nominate any candidate they believe to be qualified. The School Board shall appoint new members to the Committee in the month of June. Once appointment has been made by the School Board, a letter of notification shall be sent by the Chair of the Committee to all new appointees and those nominated, but not appointed. Applications from nominees not appointed shall remain on file for a period of two years. Applications may be reviewed by the School Board upon request.

\*\*In the event there are not adequate membership applications to submit to the School Board, membership applications will be submitted to the School Board at their next regularly scheduled meeting.

### 3. Active Members

Members of the Committee shall include, but not be limited to, the following persons or representatives of groups, with the possibility that a member may be representative of more than one type of person or group:

- a. Persons with disabilities;
- b. Parents/guardians of persons with disabilities;
- c. A teacher from the school division
- d. Community civic organizations;
- e. Business or industry;
- f. Public agencies concerned with the care of persons with disabilities; and
- g. Other local advisory committees concerned with the education and training of students with disabilities.

### 4. Consultants

The director of special education, and/or his or her designees, shall serve as consultants to the Committee. Note: State regulations stipulate that local school division personnel shall only serve as consultants to the Committee (except for one teacher who serves as a member of the committee).

## Warren County SEAC Bylaws Updated Winter 2024

### 5. Term of Active Members

Active members shall be appointed by the School Board in June of each year. The term of members shall begin on June 1st of the year they are appointed and shall end on July 31st of the following year, beginning with the 2024-2025 School Year.

### 6. Vacancies

Should vacancies occur because of low application numbers or the withdrawing of an active Committee member, the Membership Subcommittee shall present a slate of names to the Committee for approval. Nominees shall be recommended to the Superintendent for appointment by the School Board at the next regularly scheduled School Board meeting.

### 7. Absences

Members are expected to attend all meetings in a school year (August-June). If a member is unable to attend a meeting, he or she should notify an Executive Board Officer. Executive Board Officers are to attend 80% of all meetings. In a member's absence, proxy votes are not permitted. A record of attendance shall be kept by the committee Secretary.

### 8. Resignations

Any member wishing to resign must submit a written resignation to the Vice Chair of Membership in advance of the anticipated resignation date.

**\*In the absence of an adequate number of active members to create a membership subcommittee, nominations for membership of the SEAC Committee will be taken from the floor with a completed application as outlined above.**

## Article IV – Officers

1. The officers of the Committee shall consist of a Chair, Vice-Chair, Secretary, and Treasurer
2. A nominating subcommittee, consisting of three (3) active members appointed by the Chair, will present a slate of proposed officers at the fourth quarter meeting. Additional nominations may be made by the membership during the fourth quarter meeting with the consent of the nominees;
3. Officers shall be elected by a majority vote of the Committee at the fourth quarter meeting of the school year provided a quorum is present. Officers shall serve a one (1) year term;
4. In the event an office becomes vacant, the chair shall appoint a replacement for the unexpired term. Vacancy in the office of Chair shall be filled by the Vice Chair for the unexpired term;
5. The term of officers begins in June of the year they are elected and ends at the end of July of the following year; and
6. The duties of the officers shall be as follows:

### Chair

## Warren County SEAC Bylaws Updated Winter 2024

- a. Serve as chief executive of the Committee with the powers and duties usually belonging to such a position;
- b. Call and preside at meetings of the Committee;
- c. Serve as ex-officio member of all subcommittees;
- d. Ensure that the annual report is submitted to the School Board;
- e. Assure representation of the Committee at functions as requested by the Committee or others;
- f. Participate in orientation activities for new members;
- g. Appoint committee chairs; and
- h. Serve on other school advisory committees in order to facilitate collaboration regarding global issues.

### **Vice Chair**

- a. Serve in the place of, and with the authority of, the Chair in case of the Chair's absence; and
- b. Discharge any duties delegated to him/her by the Chair; and
- c. Chair the Membership Subcommittee; and
- d. Keep a record of member applications and mailing lists

### **Secretary**

- a. Oversee the minutes of the Committee meetings; and
- b. See that the minutes are made available to Committee members in a timely fashion.
- c. Keep a record of member attendance.

## **Article V – Subcommittees**

Subcommittees, standing or special, shall be appointed by the Chair as deemed necessary to carry out the work of the Committee. Each active member is required to serve on at least one (1) subcommittee. Standing subcommittees shall consist of three (3) or more members, one of whom may be an ex-officio staff person.

## **Article VI – Meetings**

### **1. Frequency of regular meetings**

Unless otherwise ordered by the Chair, the Committee shall meet once per quarter. A calendar of meeting topics and the location of meetings for the year shall be submitted to the Director of Special Services by the Fall Meeting of each year. One meeting annually shall be designated to review the 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. The regular meeting in the fourth quarter shall be known as the Annual Meeting and shall be for the purpose of electing officers, recognition of members rotating off the Committee, approval of the

## Warren County SEAC Bylaws Updated Winter 2024

Committee's Annual Report to the school board, annual sub-committee reports, and approval of a slate of nominees by the Committee for referral to the superintendent and school board.

### 2. Notice

Notice of regular meetings, along with the minutes from the previous meeting and any information necessary for member review before the meeting, shall be sent to each member at least one (1) week prior to the scheduled meeting date except in unforeseen circumstances.

### 3. Open Meetings

All regular meetings of the Committee shall be open to the public. Notice of the meeting shall be given at least three working days prior to the meeting.

### 4. Public Comment

A 15 minute public forum will be included in each of the regular meetings. Each person will be given three minutes to speak. Public input will be documented in writing in one of the following ways:

- Person making the comment fills in a Public Input form
- Comment provided in writing or via email is attached to a Public Input form
- If given verbally in a meeting, commenter will be given the opportunity to fill in the form or the vice chair (or a designee) can fill in the Public Input form for them

Public input is received without SEAC comment or consultant comment during the meeting. The comment is assured of follow up, which will be done in the following manner:

- Completed Public Comment Form is given to the SEAC Chairperson
- Chairperson will collaborate with the Director of Special Education about follow up
- Follow up will be noted in the next meeting

The vice chair will maintain a list of issues raised during public comment periods for use in future planning activities.

### **Article VII - Recordkeeping**

Warren County Public Schools SEAC shall comply with the Virginia Freedom of Information Act as outlined in the WCPS Policy Manual, sections KBA and KBA-R.

Additionally, to facilitate the keeping of electronic records, all emails between committee members pertaining to SEAC business shall be copied to "seac@wcps.k12.va.us"

**Warren County SEAC Bylaws Updated Winter 2024**

**Article VIII - Quorum**

A minimum of three active members shall constitute a quorum. Two of these three active committee members must be executive officers of the committee.

**Article IX Amendments**

These Bylaws may be amended at any regular meeting by a vote in which agreement is reached by not less than two-thirds of the active membership of the Committee present at the meeting. A copy of the proposed amendment(s) shall be submitted in writing at the previous regular meeting of the Committee.

**Article X - Rules of Order**

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

Date Adopted: 4/8/2024

Signature of Chair: South Green