

THE MARIN SELPA
SPECIAL EDUCATION
ADVISORY COMMITTEE BYLAWS

Effective August 20, 2004

**Marin Special Education Local Plan Area
SPECIAL EDUCATION ADVISORY COMMITTEE SEAC
Membership, Organization, and Operation**

A. Name

The name of the organization shall be the Special Education Advisory Committee (SEAC). This organization is the Community Advisory Committee (CAC) for the Marin Special Education Local Planning Area (SELPA) for the nineteen Marin school districts and the Marin County Office of Education.

B. Purpose

The Special Education Advisory Committee is formed to advise school districts and the Marin County Office of Education on matters pertaining to the planning and implementation of special education programs and services throughout the Marin County Special Education Local Plan Area as authorized and described in Education Code Sections 56190 et seq and in the Marin SELPA Plan for Special Education.

C. Membership

The RLA Board (Marin County Board of Education) shall appoint the members of the SEAC.

1. Representation

The SEAC shall consist of up to 28 voting members who meet the following criteria:

The SEAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers, and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. (30 EC 56192)

At least the majority of the SEAC shall be composed of parents of pupils enrolled in schools participating in the local plan, and at least a majority of such parents shall be parents of individuals with exceptional needs. (30 EC 56193)

Example (assuming full membership of 28):

20 non-staff representatives (Marin County Residents)	<ul style="list-style-type: none"> • At least 15 Parents of students enrolled in schools participating in the local plan <ul style="list-style-type: none"> ○ At least 8 parents of students with exceptional needs • Representatives of other public and private agencies, • Persons concerned with the needs of individuals with exceptional needs, • Parents of individuals with exceptional needs enrolled in public or private schools, • Parents of other pupils enrolled in school, • Pupils and adults with disabilities.
8 staff representatives	Representatives employed by schools participating in the Marin County Special Education Local Plan, the RLA, or the SELPA, and as described in 30 EC 56192.
28	Total SEAC membership

2. Nomination of Candidates

- a. Any resident of Marin may self-nominate, or may be nominated by staff or residents of participating districts or the Marin County Office of Education.
- b. Candidates shall review the membership criteria and complete the standard nomination form. Membership criteria shall be published on the SELPA website and shall be available from the SELPA office or any school district office.
- c. Nominations are to be submitted directly to the Superintendent or his/her designee of the district in which the candidate resides. It shall be the responsibility of the district to

complete the recommendation section of every nomination form received and to forward the completed form(s) to the SELPA Director's office.

- d. So long as SEAC membership remains under the 28-member maximum, nominations shall be considered as they are received. When SEAC membership reaches 28 members, nominations shall be considered annually by mid-October.
- e. Candidates shall review the membership criteria and complete the standard nomination form. This information shall be published on the SELPA website and also be available from the SELPA office or any school district office.
- f. Candidates should attend a minimum of one SEAC meeting before being nominated or self-nominating.

3. Selection of Candidates

- a. A joint subcommittee of the Advisory Steering Committee (ASC) and SEAC shall submit, from the nominated candidate(s), a candidate or slate of candidates for approval to the Operational Steering Committee (OSC).
- b. The ASC and SEAC joint subcommittee shall be composed of three ASC representatives selected by ASC, three representatives selected by SEAC and one non-voting SELPA staff member.
 - 1) The slate of candidates to fill staff representatives' positions on SEAC shall be chosen by the ASC members of the joint subcommittee. The SEAC representatives shall participate in the review of those candidates, but shall not participate in their selection.
 - 2) The slate of candidates to fill non-staff representatives' positions on SEAC shall be chosen by the SEAC members of the joint subcommittee. The ASC representatives shall participate in the review of those candidates, but shall not participate in their selection.
- c. The ASC and SEAC joint subcommittee shall ensure that the appropriate balance of membership is maintained as specified in 30 EC 56191, 56192, and 56193 and shall also consider but not be limited to the following criteria when selecting the final slate of nominees:
 - 1) Representation of the geographic, economic, and cultural diversity of Marin County.
 - 2) Representation of business, professional, and community groups, and educational expertise and interests of Marin County.
 - 3) Representation of both general and special education children of various ages, disabilities, and programs.
 - 4) Knowledge about issues currently facing special education on the national, state, county, and district levels, particularly the district in which the nominee resides.
 - 5) Commitment to working positively to further the services to all children with exceptional needs residing in the county.
 - 6) Understanding by nominees that the role of SEAC is as a group committed to serving the community at large; individual issues and concerns should be addressed through other channels.
- d. The final slate of candidates selected by the joint subcommittee shall be presented to OSC for approval before submission to the RLA Board (Marin County Board of Education).
- e. The SELPA Director will present the OSC approved final slate of nominees to the RLA Board for approval.
- f. Once elected, SEAC representatives will be given information, which may include but is not limited to:
 - 1) A copy of SEAC by-laws;
 - 2) A description of what the SELPA is and does;
 - 3) An opportunity to meet with the SELPA Director and the SEAC Chairperson to discuss membership expectations.

4. Terms of Appointment

- a. Members of the Special Education Advisory Committee shall be appointed by the RLA

Board to serve for two years. Terms of office will be staggered annually to ensure that no more than one half of the membership serves the first year of the term in any one-year. Terms of office shall begin on January 1 and end on December 31st.

- b. If a member misses three (3) consecutive meetings without a valid excuse as determined by the chairperson, these absences will be considered a resignation.

5. Quorum

- a. 51% of the filled SEAC positions (with 51% of the attending members being parents) shall constitute a quorum.
- b. Action may be taken by approval of a simple majority vote of the SEAC members present.

D. Organization

- 1. The Special Education Advisory Committee shall elect officers from among its membership to serve one-year terms. The officers will constitute the Executive Committee of SEAC.

- a. Officers

- 1) Chairperson – Develops the monthly SEAC Agenda in collaboration with the SELPA Director/designee
Chairs the SEAC meetings.

- 2) Vice-Chairperson – Participates in setting the monthly agenda, and chairs the SEAC meeting in the absence of the chairperson.

- b. Officers shall serve no more than four consecutive years.

- c. Liaison to Advisory Steering Committee

A non-voting liaison to the Advisory Steering Committee will be elected. This liaison may hold another office and preferably will be a parent. The liaison shall serve no more than four consecutive years.

- 2. The SELPA Director/designee shall serve as Executive Secretary to the Special Education Advisory Committee.

- a. The Executive Secretary will provide staff assistance to the Committee to facilitate required committee activities;

- b. The Executive Secretary will serve as liaison between the Special Education Advisory Committee, the Advisory Steering Committee, the Operational Steering Committee and the County Superintendent of Schools/Board of Education.

- c. The SELPA Director/designee shall provide monthly reports to SEAC regarding ASC and OSC actions, particularly as they relate to SEAC recommendations. These monthly reports may also include current trends within the SELPA, state and nation related to special education and the effect of those trends on special education programs and services within the SELPA.

- 3. With the exception of the Nominating Subcommittee, all standing committees and sub-committees may include participants other than SEAC members. Such committees may be established as deemed appropriate and necessary.

- 4. SEAC shall have a base annual budget to cover the cost of surveys, parent outreach mailings, informational programs, parent or staff trainings, and other items necessary to fulfill the responsibilities of the SEAC. If additional needs arise, SEAC shall recommend an annual budget line item in the Regionalized Services Budget for those additional specific activities to be approved by ASC and OSC. Unexpended funds will return to the SELPA's Regionalized Services Budget.

E. Responsibilities

The Special Education Advisory Committee shall advise the Advisory Steering Committee, and through that body, the OSC, on the planning and operation of special education. Such responsibilities shall include all of those defined in the Marin County Special Education Plan, including, but not limited to, the following:

- 1. Reviewing the Special Education Local Plan; and providing ongoing input on special education services, accountability and outcomes.

2. Recommending annual priorities to be addressed by the Plan;
3. Advocating, supporting and assisting in parent education;
4. Assisting in recruiting parents and other volunteers who may contribute to the implementation of the plan;
5. Encouraging community involvement in the development and review of the Local Plan;
6. Providing active support of students with disabilities.
7. Providing reviews and input in the development of SELPA policies, procedures handbooks and forms.