

BYLAWS OF THE SPECIAL EDUCATION ADVISORY COUNCIL

Student Support Services

Newhall School District

ARTICLE I

NAME

The name of this council shall be the Special Education Advisory Council (hereinafter referred to as "SEAC").

ARTICLE II

PURPOSE AND GOALS

Section 1.

The purpose of the SEAC shall be to:

- develop a positive and knowledgeable partnership between the parents and caregivers of children with exceptional needs and the professionals who serve them.

Section 2.

The goals of the SEAC

- To develop communication channels between individuals with exceptional needs and/or their parents or guardians, school district administrators, and professional staff.
- To make available a support system by which individuals with exceptional needs and/or their parents or guardians and the professionals who serve them may express their needs and concerns for their children's educational progress to the appropriate person.
- To give a voice to all members through an annual survey to determine the areas of need. In partnership with Newhall School District's Cabinet, the information gathered from the annual survey will drive the priorities of the District.
- To assist in parent education and to function as a support group for students and/or parents or guardians of students with exceptional needs, and the professionals who serve them.
- To establish Newhall School District's Community Advisory Committee (CAC) that will provide representation at the quarterly Special Education Local Plan Area (SELPA) meetings.

ARTICLE III

MEMBERSHIP AND COMPOSITION

Section 1.

The membership of the council shall not exceed twenty-two; ten Newhall School District's employees, ten parents/guardian, and two Student Support Services administrators.

Section 2.

The council shall be composed of the following:

- 1) Two Student Support Services Administrators

- 2) Equal number of Newhall School District's staff and Student Support Services parents/guardians.
- 3) 10 Newhall School District staff members selected by the entire Newhall School District's staff with no more than one-two staff members from each site.
- 4) 10 Student Support Services parents/guardians elected by Student Support Services parents/guardians, one per Newhall School District's school.

Quorum will be met when 50%+ of SEAC members are present, a minimum of 11 members.

All prospective candidates will be self-nominated in the Spring, with election held during the month of May.

Election of Student Support Services Parents/Guardians will be held via an online ballot sent to Student Support Services Parents/Guardians in May or June.

Equal representation for Student Support Services Parents/Guardians from each Newhall School District's school shall represent Student Support Services Parent/Guardians.

NSD school personnel will be elected by Newhall School District's school personnel via an online ballot sent to during the month of May or June.

Equal representation for Newhall School District's groups shall comprise the majority of those persons representing school staff.

ARTICLE IV TERMS OF OFFICE AND VOTING RIGHTS AND VACANCY

Section 1.

All members Terms of Office shall serve a term not to exceed two years.

SEAC service length cycle shall be staggered to ensure membership consistency. The 2019-2020 school year shall be considered year one. Refer to the SEAC service length cycle chart below.

SCHOOL	PARENT	NSD EMPLOYEE
McGrath	3 years	2 years
Meadows	2 years	3 years
Newhall	3 years	2 year
Old Orchard	2 years	3 years
Oak Hills	3 years	2 years
Peachland	2 years	3 years
Pico Canyon	3 years	2 years
Stevenson Ranch	2 years	3 years
Valencia Valley	3 years	2 years
Wiley Canyon	2 years	3 years

The term of office for the 2019-2020 school year shall be September through June 30; July through June 30 from thereafter.

After the first 3-year term is up in June of 2023, NSD employees and Parent Representative's SEAC term at every NSD school shall be a 2-year term.

Seventy-five percent of a school year constitutes one year served.

At the conclusion of a member's term of office, at least one year shall elapse before such member may be elected to a new term.

If a school does not have a parent representative who runs for SEAC, a parent currently serving on the board shall be allowed to run again permitting his/her student who receives special education services attend that school.

Section 2.

Each member shall be entitled to one vote.

When there are an equal number of Newhall School District's and Student Support Services Parents/Guardians present for a vote on an agenda item, the Student Support Services administrators shall not participate in the vote.

When there is an unequal number of Student Support Services parents/guardians to Newhall School District's staff (more parents/guardians than Newhall School District staff) and a vote on an agenda item is required, the Student Support Services administrators shall vote on the action item.

Chairperson shall vote only in case of a tie.

Chairperson Office shall be held by a Student Support Services Parent/Guardian.

Section 3.

Any vacancy on the council shall be filled by reviewing most recent voting results as maintained by the secretary and selecting a representative based on the numerical standing in the election.

ARTICLE V OFFICERS AND ELECTIONS AND DUTIES OF OFFICERS

Section 1.

The officers of this council shall be a chairperson, a vice-chairperson, a secretary and a parliamentarian.

Section 2.

The officers shall be elected annually at the first meeting in July/August and take office at that time.
Length of service – one year.

Section 3.

Chairperson: The chairperson shall preside at all meetings of the school site council, sign all letters, reports and other communications of the Special Education Advisory Council (SEAC), perform all duties incident to the office of chairperson and such duties as may be prescribed by the SEAC from time to time. The chairperson will appoint a parliamentarian. Chairperson office shall be held by a Student Support Services Parent/Guardian

Vice Chairperson: In the absence of the chairperson, the vice chairperson shall preside at all meetings of the school site council, sign all letters, reports and other communications of the Special Education Advisory Council (SEAC), perform all duties incident to the office of chairperson and such duties as may be prescribed by the SEAC from time to time. The chairperson will appoint a parliamentarian.

Secretary: The secretary shall keep the minutes of the meetings and shall promptly transmit to each of the members copies of the minutes of such meetings; be custodian of the SEAC records and results of voting for new members; keep a register of the address and telephone number of each member of the SEAC; and, in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the chairperson or SEAC.

Parliamentarian: The Parliamentarian shall guide council meetings according to Robert's Rules of Order, Revised.

ARTICLE VI COMMITTEES

Section 1.

There will be a minimum of eight regular meetings per year with the date, time, and place to be determined jointly by site council members.

Section 2.

All regular meetings will be open to the public.

Section 3.

A quorum will consist of a majority of the council members.

Section 4.

Notification of all regular meetings shall be given not less than one week prior to that meeting.

Section 5.

It shall be the duty of all council members to attend all meetings.

Section 6.

Special Education Advisory Council Agendas will be provided to board members no less than 48 hours prior to the meeting date.

Section 7.

Special meetings may be called by the council chairperson or by a majority of the council members present.

Section 8.

Notification of special meetings shall be given not less than twenty-four hours prior to meeting date.

**ARTICLE VII
AMENDMENTS**

These by-laws may be amended at any regular meeting of the Special Education Advisory Council by a two-thirds vote of the membership.

Adoption Date - September 26, 2019

Revised Date - May 20, 2022