

**ANCHORAGE SCHOOL DISTRICT
SPECIAL EDUCATION ADVISORY COUNCIL
BYLAWS
Revised & Accepted Date March 17, 2022**

ARTICLE I - NAME

The Special Education Advisory Council for the Anchorage School District (SEAC), hereafter referred to as the Council, shall assist the Superintendent of the Anchorage School District or his/her designee in the provision of services to students experiencing disabilities in accordance with Federal, State and local laws and regulations.

ARTICLE II - PURPOSES

The Council shall:

- Section 1 Serve as a forum where concerns and benefits regarding current and potential services to children experiencing disabilities may be discussed;
- Section 2 Advocate for the needs of children experiencing disabilities and their families;
- Section 3 Advise and consult with the Senior Director of Special Education or designee, regarding existing and proposed programs and policies pertaining to services for students experiencing disabilities and their families, including, but not limited to, type, quality, range and availability. Council will periodically review these services as needed;
- Section 4 Make recommendations to the Senior Director of Special Education regarding the annual Special Education budget, programs, family engagement, and student outcomes
- Section 5 Perform other duties as may be requested by the Superintendent or his/her designee.

ARTICLE III - MEMBERSHIP

- Section 1. The composition of the Council may include parents/guardians of children experiencing disabilities, educators, representatives of various community agencies, the military and other interested groups or individuals. Every effort shall be made to achieve a diverse multicultural representation from a variety of exceptionality areas.
- Section 2. Potential members will submit an application to the council. Member applications will be reviewed by the Executive Committee for acceptance or rejection.
- Section 3. Members must attend at least one meeting within the current or previous school year in order to be eligible to vote at the current meeting. Members who have not attended a meeting for a full school year will be removed from the council roster and will need to reapply for committee membership.

ARTICLE IV - OFFICERS

- Section 1. The officers of this Council shall be a Chairperson, a Vice-Chairperson(s) and Secretary. These officers shall be elected at the regular meeting in September, which shall be known as the Annual Meeting and shall hold office for one year.
- Section 2. The term of office shall begin at the close of the meeting at which they are elected.
- Section 3. No member shall hold more than one office at any time and no officer shall be eligible for more than two consecutive terms in the same office.
- Section 4. Duties of the officers shall be:
- A. Chairperson
 - 1) Preside at all meetings of the Council.
 - 2) Appoint all committees, standing and special, as he/she may create and supervise directly or indirectly their work, except the nominating committee.
 - 3) Shall ensure a member of each committee will serve as chairperson
 - 4) Serve as the Council's official representative or designate a Council member to represent the Council on specific occasions or for specific purposes.
 - B. Vice-Chairperson(s)
 - 1) Succeed to the office of the Chairperson in case of a vacancy
 - 2) Perform the duties of the Chairperson in his/her absence.
 - 3) Undertake such other responsibilities as the Chairperson or Council may assign him/her.
 - 4) Serve as parliamentarian in processes and procedures as applicable.
 - C. Secretary
 - 1) Be responsible for maintaining a record of all meetings and reports for the Council and submission of those records to the Council.
 - 2) Be responsible for public notices and/or announcements as required
 - 3) Perform such other duties as the Chairperson or Council may assign.

ARTICLE V - MEETINGS

- Section 1. The Council shall hold regular monthly meetings on a date and time to be determined by the Council with consideration to parent, student, and community member schedules.
- Section 2. The regular meeting in September shall be designated as the Annual Meeting for the purpose of electing officers.
- Section 3. The Executive Committee shall prepare the agenda for each Council meeting and submit a copy to each Council member no less than one week in advance of the scheduled meeting date.
- Section 4. Special meetings of the Council may be called upon the request of the Chairperson or upon the written request of three (3) members. Such meetings must be announced to all Council members at least one week in advance of the scheduled meeting date.

- Section 5. All meetings of the Council are public and there shall be public notice prior to Council meetings.
- Section 6. A quorum of membership is required for any issue necessitating a vote. A quorum at all meetings shall consist of one-third of the Council membership. If voting is required at a meeting, the present majority will carry the vote or pass the motion, unless otherwise specified in these Bylaws.
- a) A quorum at all meetings shall consist of one-third of the Council membership.
 - b) No member may vote for, on behalf of, or in any way exercise the vote of another member(s).
 - c) Any member present may request that an action of the Council be voted upon. Such a vote would be taken at the next meeting.
- Section 7. Interpreters and other necessary translating services must be provided by the Anchorage School District at Council meetings for Council members or participants, if requested.

ARTICLE VI - EXECUTIVE COMMITTEE

- Section 1. The Council's Executive Committee shall consist of the officers, the Council past Chairperson and Senior Director of Special Education. The Superintendent, or his/her designee, is invited as an ad hoc executive committee member.
- Section 2. The Executive Committee shall have general supervision of the affairs of the Council between its regular meetings, accept or reject membership applications, and plan the agenda for future SEAC committee meetings.
- Section 3. The Executive Committee shall perform and/or execute any duties assigned by the Council or Chairperson, which may occur between regular Council meetings.
- Section 4. The Executive Committee shall be subject to the orders of the Council and none of its acts shall conflict with action taken by the Council.
- Section 5. Executive Committee actions shall be reviewed and ratified at the next regular meeting of the Council.
- Section 6. Meeting of the Executive Committee shall be called by the Chairperson or by three (3) members of the Committee at a time and place set by the Chairperson.

ARTICLE VII - RECORD KEEPING

- Section 1. Minutes/resolutions and actions of the Council shall be forwarded to the Superintendent or his/her designee.
- Section 2. The Council shall keep correct and complete records and minutes of the proceedings of the Council.
- Section 3. All records and minutes of the Council shall be available to the public at the Anchorage School District Administration offices during regular business hours.

ARTICLE VIII - LIMITATIONS OF THE COUNCIL

Section 1. The Council shall at all times be bound by and adhere to the policies, the rules and the regulations of the Anchorage School District.

ARTICLE IX - AMENDMENTS

Section 1. Any proposed amendment(s) and/or revisions of the Bylaws shall be presented in writing at the council meeting the month prior to the meeting at which it is to be voted upon. A two-thirds vote of members present is required for adoption.

ARTICLE X - PARLIAMENTARY ACTIVITY

Section1. SEAC will follow a modified version of [Robert's Rules of Order](#) while conducting the business of voting, elections, and general conduct during council meetings.