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**Bylaws for the
Special Education District Advisory Committee (SEDAC)
of the San Mateo – Foster City School District**

Purpose

- To promote the welfare of students with IEP's and Section 504 Plans in the San Mateo – Foster City School District by reviewing policies, practices, programming, expenditures and student progress and to make recommendations to the District and Governing Board.
- To promote the collaboration and engagement of families and educators in the education of students with IEP's and Section 504 Plans.

Duties

- Review policies, practices, programs, expenditures and student data in order to make recommendations to the District and Governing Board.
- Promote parent engagement.
- Prepare two presentations annually to the Board in the fall and spring.

Basic Policies

- The organization shall be noncommercial, nonsectarian and nonpartisan.
- The SEDAC shall work with the District to provide quality education for students with an IEP or Section 504 Plan and shall seek to participate in the decision-making process recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education and state education authorities.
- The SEDAC shall work to promote collaboration between parents, schools and the District.

Committee Composition and Membership

- **All families and staff are welcome.**
- It is expected that there be one selected representative from each site. There will be parity of members compared to services offered.
- The Assistant Superintendent of Student Services, the Director of Special Education, 2 para-educators, 2 teachers with students on an IEP or 504 Plan will also be included on the SEDAC.
- No vendor, contractor or consultant of the District shall be appointed to the SEDAC.
- Actions will be taken by majority consensus.

General Meetings

- The SEDAC shall convene a minimum of 5 times per year.
- Additional meetings may be held at the discretion of the Chairperson.
- Meetings will be held at the District Office and will be made known by public notice.
- Meetings are open to the public, documented with minutes and actions will be made through majority consensus.

General Membership and Terms

- The goal is to encourage membership from each school site.

- A representative from each site will be chosen by their site and these SEDAC members shall serve a one year term without compensation and for no more than two consecutive terms.
- These representative SEDAC members shall be seated in September of each year. After members are first seated in the 2019-2020 year, half of the committee members will be asked to volunteer to serve for an initial one year term and the remaining members will serve an initial two year term. The terms will then be staggered for one year terms.

Duties of the SEDAC Representatives

- The site selected SEDAC Representatives will attend meetings and share information gathered at the meetings with their school site.

Executive Board

- The SEDAC Executive Board shall be comprised of a Chairperson, Vice Chairperson, Director of Special Education and Certificated Staff member.

Elections

- The SEDAC shall nominate and elect a Chairperson and Vice Chairperson by ballot at the spring meeting for the following year.

Term of Office for the Chairperson and Vice Chairperson

- Officers shall be elected for a one year term or until their successors are elected. No officer shall be eligible to the same office for more than two consecutive terms. Officers assume their duties on July 1.

Duties of the Chairperson

- The Chairperson shall call the meetings
- The Chairperson shall, in consultation with District staff, establish the agenda for each Committee meeting.
- The Chairperson shall preside over each Committee meeting.
- The Chairperson shall be responsible for the presentations to the Board of Trustees.

Duties of the Vice Chairperson

- The Vice Chairperson will assume the duties of the Chairperson as needed.

Staff Support

- Subject to review by the Chairperson, District Staff shall provide the following as requested:
 - Committee meeting agendas
 - Reports, material and meeting packets
 - Minutes of the Committee meetings
 - Committee attendance records
 - Reports adopted by the Committee

Succession

- The Vice Chairperson will accede to the Chairperson when a vacancy occurs in that office. In the event of a vacancy in the office of Vice Chairperson, the position will be filled by election, agendized at the next regular Committee meeting.

Calling Meetings

- SEDAC meetings may be scheduled on a regular basis by majority action of the Committee. Additionally, special meetings may be called by the Chairperson or Vice Chairperson.

Rules of Procedure

- Meetings shall be conducted with courtesy and decorum.

Public Participation

- Any member of the public present at a meeting may address the Committee during a period designated for public comment. The Chair may chose in advance to place an equal time limit on all speakers.

Minutes

- Minutes will reflect the conversation and list actions taken. Minutes will not be verbatim notes and initials will be used to identify public comment.

Bylaw Amendments

- Members can submit revisions in writing to the Chariperson for discussion among the members during a general meeting.
- If any of these bylaws become inconsistent, illegal, in conflict with any authority or legal requirement, the SEDAC will:
 - Sever that section.
 - Form a sub-committee to propose changes/revisions.
- A copy of the bylaws will be available at meetings.

Procedure

- Any procedural considerations not specifically covered by these bylaws will follow Robert's Rules of Order.