

Albany Special Education Parent Advisory Council (SEPAC) Bylaws, 6/5/25

Article I: Name of Organization

The name of this self-governed organization shall be the Albany Special Education Parent Advisory Council, also known as Albany SEPAC.

Article II: Mission of the SEPAC

The Special Education Parent Advisory Council (SEPAC) is a group of parents of students with special needs and special education partners in the Albany City School District. This group works to provide a supportive environment for students, parents, and educators. The SEPAC will be a resource both for families and for the District's Special Education Department, teachers and paraprofessionals, and related service providers with the goal of sharing information and engaging in collaborative problem solving and advocacy in support of special education issues.

Article III: Membership

- *Membership shall be open, without discrimination, to anyone who believes in and supports the mission, purposes and principles of the SEPAC.*
- *Membership is maintained year after year until SEPAC is informed of cancellation.*
- *The SEPAC will work to ensure that parent membership reflects the linguistic, religious, racial, cultural and socio-economic diversity of the local school community and endeavors to include members from preschool, elementary school, middle school, and high school, as well as at least one parent of a student receiving services out-of-district, and at least one staff representative.*
- *Each officer shall be a member of the SEPAC.*
- *Voting membership shall be:*
 - *Any SEPAC officer; and*
 - *Any parent or guardian of a child with special needs residing in Albany, including students in private placements outside the district, provided the parent/guardian has attended at least one prior meeting of the Albany SEPAC during the current school year; and*
 - *Any teachers, teaching assistants, related service providers, or community members who have attended at least one prior meeting of the Albany SEPAC during the current school year.*

Article IV: Officers of the Albany SEPAC

Officers of the Albany SEPAC are elected by the voting membership and hold office for 2 years, or until their successors are elected. All Officers may have the option to run for re-election for the same office up to two (2) times. If any Officer resigns prior to completion of term, an election for that office shall be held immediately and the new officer will complete the remainder of the term. All resignations will be done in writing.

- *There will be no fewer than 3 Officers assuming the positions of two (2) Co-Chairpersons and one (1) Secretary. Other positions may be added depending on identified needs.*
- *Previous board members may serve as advisors to the new board.*

The duties of the Co-Chairs include but are not limited to:

- 1. Set the agenda for and preside at all meetings of the Albany SEPAC;*
- 2. Assign duties and areas of responsibility to Officers and committees;*
- 3. Serve as the official contact, communicator, and representative of the SEPAC;*
- 4. Act as liaison with the Albany City School District;*
- 5. Review and distribute minutes to the Director of Special Education and SEPAC members;*
- 6. Provide an annual report to the School District and the School Board.*

The duties of the Secretary can include but are not limited to:

- 1. Attend meetings and provide typed meeting minutes to Co-Chairs within 5 days of meetings;*
- 2. Maintain SEPAC membership, email, and mailing list*

Article V: Elections

Elections shall be held during the May or June meeting upon completion of the current board's 2 year term. Elections shall be decided by a simple majority vote of the voting membership, subject to the presence of a quorum. A quorum consists of a minimum of 2 board members and no fewer than 5 voting members. New Officers shall assume office in July.

The Department of Special Education will be informed when a change of Officers occurs. All members are eligible to make nominations for office, and members may nominate themselves. Nominations will be accepted via email until two weeks before the election. Prior to the nomination meeting, a temporary Election Team will be assembled consisting of one (1) Officer and one (1) member.

Members may vote either by emailing their selections or live at the virtual election meeting. Results will be announced within 24 hours of the vote.

Article VI: Meetings

Program Meetings take place during the school year with varying formats. The calendar shall include dates and times of the Program Meetings and projected activities for the year. Notice of Program Meeting dates shall be announced prior to the first general meeting of the new school year. Program Meeting attendance is open to anyone eligible for membership. Program Meetings are open to administration by invitation only. Any administration presence at Program Meetings will be announced in advance as part of the meeting notification.

Officers of the Albany SEPAC will meet regularly to conduct the business of the SEPAC as well as at least quarterly with the Albany Director of Special Education.

Minutes of all Albany SEPAC Program Meetings shall be taken and distributed by the SEPAC.

Program Meeting Minute Procedures:

Program Meetings are not transcribed. Meeting Minutes will include topics discussed, important points covered, decisions made, and information that would be helpful to families. Minutes will not include names or any other information that would identify individuals who ask questions or make comments at Program Meetings.

Minutes will be authored by "SEPAC Officers". Draft minutes will be reviewed by all SEPAC Officers before they are sent to the Special Education Department for review. SEPAC Officers will review and approve any changes made by the Special Education Department. Answers provided by the Special Education Department will be printed at the end of the minutes, with a note that they are from Special Education. A final copy of the minutes will be distributed by email to members and to the SEPAC Facebook page and webpage.

Article VII: Subcommittees

Subcommittees shall be created as needed, determined by the SEPAC Officers.

Article VIII: Amendments

These by-laws may be amended by a simple majority of the voting members at a Program Meeting. Bylaws may be amended by a two-thirds (2/3) vote if previous notice has been given in writing in advance of the meeting where the vote will take place. Approval of and dissolution of the SEPAC shall require the affirmative vote of at least two-thirds (2/3) of the members present and voting at the meeting, a quorum being present.

Article IX

Robert's Rules of Order informs many of the procedures for this organization.