

**Bylaws of the Lexington Special Education
Parent Advisory Council
2011**

I. Name:

The name of this organization shall be the Lexington Special Education Parent Advisory Council, also known as LexSEPAC.

LexSEPAC will be a non-commercial, non-sectarian, and non-partisan organization.

II. Purpose:

The LexSEPAC receives its regulatory authority from the Code of Massachusetts Regulations 603 CMR 28:07(4) under the parent involvement section. State law mandates the LexSEPAC and its duties include, but are not limited to:

- Advising the school district on matters that pertain to the education and safety of students with disabilities.
- Meeting regularly with school officials.
- Participating in the planning, development, and evaluation of the school district's special education programs.

The mission of the LexSEPAC is to work by Communicating, Evaluating, Advocating and Educating within the community for understanding of, respect for, and support of all children with special needs in the community. The central purpose is to provide a vehicle for parents partnering with Lexington Public Schools to promote the highest quality services to students with disabilities. In addition, the LexSEPAC seeks to provide parental networks to reduce isolation of parents of children with special needs, and to provide information and education to parents of children with special needs.

III. Membership:

General, non-voting membership in the LexSEPAC shall be inclusive and open to all parents/guardians of children with special needs who reside in, or have their special education placement through the town of Lexington, Massachusetts and to all community members, including all employees of Lexington Public Schools, with interest in Special Education in the Lexington Public Schools.

Voting members of the LexSEPAC shall be limited to parents/guardians of children receiving services or accommodations under an IEP or 504 plan who reside in, or have their special education placement through, the town of Lexington, Massachusetts.

Voting at general meetings shall be limited to those in attendance.

IV. Officers:

Officers of the LexSEPAC are elected by the voting membership and will hold office for a recommended period of two years. These officers shall be elected annually during the final meeting of the school year. If any office becomes vacant, a special election for that office may be held as soon as possible, with term to expire at the last meeting of the school year.

Executive Committee:

The Executive Committee shall consist of the officers and members at large and School Liaisons. For any decision requiring a vote, a quorum of three Executive Committee members must be present, including at least one Co-Chairperson.

Co-Chairpersons (two):

- Set the agenda for each general meeting and arrange for guest speakers and workshops, as required.
- Preside at all meetings of the LexSEPAC.
- Act as liaison with the Director of Student Services, meeting preferably monthly, and no less than quarterly during the school year.
- Meet at least annually with the Superintendent.
- Draft annual goals to guide the organization and present those goals at the first meeting of the school year.
- Execute and supervise responsibilities related to contracts and agreements in the organization's behalf, and sign any such contracts and agreements on behalf of LexSEPAC.
- Authorize disbursement of funds.

Co-Secretaries / Communication Officers (optionally one, up to three)

- Coordinate all communication between the LexSEPAC and its membership.
- Record minutes of the meetings and arrange for their distribution and publication on the LexSEPAC Website.
- Publicize meetings and handle all LexSEPAC correspondence.
- Post Open Meeting notices with Town Clerk, as required by Open Meeting laws.

Treasurer and Membership Chair:

- Manage and account for funds collected, donated, and spent for LexSEPAC.
- Manage listservs and membership lists.
- Oversee enrollment of new members.

Members at Large (zero - four):

Additionally, there may be elected no more than four Members at Large. A Member at large is a full participant in the Executive Council allowing more voices to participate in the planning process.

School Liaisons (Zero-Nine):

Each School Liaison will have the responsibility to serve as a contact for parents in his/her school, and to serve as a conduit of information between SEPAC and School leadership, including school PTA.

School Committee Liaison:

The School Committee Liaison will have the responsibility to serve as a conduit of information between SEPAC and School leadership, including school PTA and will report annually to the School Committee, preferably in the fall, about activities and concerns of the LexSEPAC.

Nominating Committee:

There shall be a nominating committee that shall consist of two to four members of the LexSEPAC appointed by the co-chairpersons. The nominating committee shall make nominations for officers. The nominating committee may consist of one co-chairperson and other members from the executive committee or other voting members of the LexSEPAC.

V. Meetings:

General meetings shall be held at least five (5) times per year, from September through June; monthly meetings would be ideal. Notice of all general meeting dates and elections shall meet Open Meeting Law requirements and publicity of them shall be done in no less than two (2) of these ways to reach as many people as possible:

- Published on the LexSEPAC website
- Posted at Town Hall
- Posted at Lexington Public Schools and individual school distribution lists
- Sent to as many voting members as possible through the LexSEPAC listserv

Minutes of all LexSEPAC meetings shall be recorded and retained as a matter of public record, and be available on the Web site and in an easily accessible location.

VI. Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the LexSEPAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the LexSEPAC may adopt.

VII. Review of Bylaws:

The Executive Committee shall have the authority to review and modify bylaws by majority vote.