

The Calvert County Public Schools

**Special Education Citizens' Advisory Committee
(CALVERT SECAC)**

Bylaws

Adopted on March 21, 2017

MISSION STATEMENT

The mission of the Calvert County Special Education Citizens' Advisory Committee (Calvert SECAC) is to facilitate communication and collaboration between parents and families, community partners, service providers, educators, and administrators in order to enhance services available for students with special needs and advocate for positive changes in Special Education services within the Calvert County Public School (CCPS) System and its community.

The Calvert SECAC will provide input to the CCPS Special Education Department regarding its goals, challenges, and initiatives identified as critical to the successful implementation of special education programming in Calvert County.

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Article I. Name

1. The name of the committee shall be the Calvert Special Education Citizens' Advisory Committee (Calvert SECAC).

Article II. Purposes

1. To assist CCPS ensure all children with disabilities have available to them an education designed to meet their unique needs and prepare them for future education, employment and independent living.
2. Within the parameters of the CCPS mission, goals, and policies, the purpose of the Calvert SECAC is:
 - a) Given the intent and spirit of the IDEA, Section 504 of the Rehabilitation Act and other Laws that define and protect the rights of children with disabilities, the Calvert SECAC will receive, review and comment on requests, concerns, information, and inquiries from CCPS and the community at large.

- b) The Calvert SECAC will work with the Department of Special Education to advocate for students with disabilities as directed by IDEA 2004.
- c) To provide a countywide forum for citizen input on Special Education programs, related services, and relevant issues.
- d) To facilitate effective communication and collaboration between the CCPS System, the CCPS Citizens Advisory Committee (CAC), the Board of Education, children and youth with a disability, parents, advocates, and the disability community.
- e) To educate the CCPS community on issues pertinent to Special Education, host speakers knowledgeable on Special Education trends/issues, offer advocacy training to parents, and share information and services affecting the Special Education community.
- f) The Calvert SECAC will review policies and procedures for the provision of Special Education and related services and provide input to the Director of Special Education prior to submission to the Superintendent and/or Board of Education.
- g) Assist the Department of Special Education by providing input on the CCPS Annual Staffing Plan and systematic planning relative to Special Education.
- h) Actively engage in identifying systemic barriers, concerns, as well as successes to ensure that the Calvert SECAC addresses a broad range of disability-specific issues.
- i) Make recommendations to the Department of Special Education and Student Services regarding enhanced services and supports available to children and youth with disabilities.

Article III. Calvert SECAC Policies

- 1. All meetings are open to the public and overseen by the Executive Board.
- 2. Membership will not be denied based upon race, color, creed, sex, age, lifestyle, national origin, or economic status.
- 3. No part of the net earnings of the Calvert SECAC shall inure to the benefit of, or be distributable to, its members, officers, or other private persons except that the Calvert SECAC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of these bylaws.
- 4. The Calvert SECAC will strive for a balanced Voting Membership.
- 5. No Calvert SECAC member shall speak on behalf of Calvert SECAC without prior majority approval of the Executive Board.
- 6. The Calvert SECAC will receive funding annually from a state grant.
 - a) Calvert SECAC is responsible for determining how funds will be used in accordance with MSDE regulations and applicable COMAR Sections.
 - b) Funds from the state grant shall be disbursed in accordance with state grant and county regulations and procedures.
 - c) Funds will be managed by the CCPS Department of Special Education and are for the sole use of Calvert SECAC activities.
- 7. The Calvert SECAC year shall begin on July 1 and end on the following June 30.

Article IV. Membership

1. Membership is open to those who:
 - a) reside or work in Calvert County,
 - b) provide educational or community services to CCPS students,
 - c) are parents or guardians of a CCPS students with a disability.
2. To vote, a member must have attended two meetings in the previous 12 months.
3. Each member will have one vote.
4. Membership is renewed on an annual basis.
5. Membership will be sought from and comprised of a wide spectrum of the county to maintain a diverse membership in order to better enable the community to participate in the educational process and make that process more responsive to the unique and multifaceted needs of children and youth with disabilities.
6. Revoke Membership
 - a) The Calvert SECAC Executive Board, by a two-thirds vote of the members present and voting, may remove any committee member from his/her position who fails to perform designated duties as outlined in these bylaws, misrepresents the position of the Calvert SECAC.
 - b) When removal action is contemplated, the member shall be advised by certified mail at least five days prior of a Calvert SECAC meeting in order to provide his/her right to appear before the Calvert SECAC Executive Board.

Article V. General Meetings

1. All meetings shall be open to the general public and managed by an Executive Board.
2. Calvert SECAC will meet at least four times per year, which includes normally not meeting in December, July and August.
3. Emergency Meetings of the Calvert SECAC can be called by the Chair or by a majority vote of the Executive Board. Emergency Meetings must occur in the following context:
 - a) Five days' notice given to Calvert SECAC.
 - b) Notice must state the purpose of the meeting, date, time and location.
 - c) Only topics relevant to the advance notice purpose may be conducted.

Article VI. Executive Board Officers and Their Election

1. The Executive Board shall be comprised of a Chairperson, Vice-Chairperson, Secretary, Treasurer, two Members-at-Large and Past President.
2. With exceptions of Treasurer and Past President, Executive Board Members shall be voting members of Calvert SECAC and the Executive Board.
3. The Director of Special Education shall serve as Calvert SECAC Treasurer and is a non-voting member of the Executive Board.

4. The duties of the Executive Board are:
 - a) To transact business in the intervals between Calvert SECAC meetings.
 - b) To create standing and special committees.
 - c) To approve and submit an annual budget to the Calvert SECAC members for adoption.
 - d) To approve bills within the limits of the adopted budget.
 - e) To verify voter membership eligibility.
 - f) To fill vacancies in Executive Board.
 - g) To manage the annual nominating process.
5. The Executive Board shall meet a minimum of three times per year and may schedule special Executive Board meetings if required.
6. Submit a year-end report of activities and recommendations to the Department of Special Education, CCPS CAC, the Superintendent, and the Board of Education.
7. Election and Voting:
 - a) Elections shall be held at the last annually scheduled meeting of the school year.
 - b) Nominations shall be announced two months prior to elections.
 - c) Election is held by members present.
 - d) In order to vote, members must have attended two meetings in past 12 months.
 - e) Officers shall be elected by ballot.
 - f) Written proxy voting is prohibited.
 - g) A majority vote shall be required for election.
 - h) Special Elections shall be held as needed with 10-day notice to members.
8. Officers shall assume their official duties the first day of the year and shall serve for a term of two years from July 1st through June 30th.
9. Executive Board Members Vacancies:
 - a) Upon acceptance of a statement or letter of resignation from any Executive Board Member, the Chair or Vice-Chair will notify remaining Executive Board members immediately. A vacancy notice shall be made to Calvert SECAC within 10 days with notice of a Special Election to fill the position.
 - b) Shall be filled for the unexpired term of the position.
10. Removal from office.
 - a) By a two-thirds vote of the members present and voting, the Executive Board may remove an officer from his/her position who fails to perform designated duties as outlined in these bylaws, fails to attend two consecutive meetings and /or Executive Board meetings without excusal, violates the basic polices, misrepresents the position of the organization or acts in any other way which is detrimental to the philosophy and purposes of Calvert SECAC.
 - b) When removal action is contemplated, the member shall be advised by certified mail at least five days prior of a Calvert SECAC meeting in order to provide his/her right to appear before the Calvert SECAC Executive Board.
 - c) Such removal constitutes a vacancy in that office.

Article VII. Duties of Executive Board Officers

1. The Calvert SECAC Chair will:

- a) Serve as Chairperson of the Executive Board.
 - b) Preside over all meetings of the Calvert SECAC.
 - c) Generate an agenda for each Executive Board and General Calvert SECAC meeting with input from respective members.
 - d) Delegate roles and responsibilities to the Executive Board and Calvert SECAC members as necessary.
 - e) In coordination with the Executive Board, prepare and distribute an annual written report to the Director of Special Education, Board of Education, the Citizen's Advisory Committee. The Annual Report is to be presented and approved by the Calvert SECAC in May.
 - f) Oversee Executive Board Elections, ensuring nominations are announced two months before elections, which are to be held the last scheduled Calvert SECAC meeting of the school year (normally the month of May).
2. The Calvert SECAC Vice-Chair will:
- a) Perform the duties of Chairperson in his/her absence, or at the Chair's request.
 - b) Assist the Calvert SECAC in developing and maintaining a list of speakers for designated meetings during the year.
3. The Calvert SECAC Secretary will:
- a) Perform the duties of the Chair, Vice-Chair in their absence.
 - b) Take minutes and attendance at all scheduled Calvert SECAC meetings.
 - c) Distribute draft minutes to the full membership for review, ensure minutes are reviewed at following month meeting for approval, and retain minutes.
 - d) Maintain the Calvert SECAC membership database and update it annually.
 - e) Assist the committee in letter writing, development of public relations announcements, and other committee correspondence. The Secretary will coordinate with Communications Sub-Committee.
 - f) Maintain the Calvert SECAC calendar.
4. The Calvert SECAC Treasurer will:
- a) Be the Director of CCPS Special Education Department.
 - b) Keep records of all Calvert SECAC expenditures.
5. At Large Members: The Executive Board has two At Large members to complement the odd number of Executive Board voting members. At Large members have full participation and voting rights at Executive Board meetings. At Large members support Executive Board Officers and perform duties as requested and able.

Article VIII. Sub-Committees and Their Duties

1. Calvert SECAC will have subcommittees with membership limited to members of Calvert SECAC to make recommendations to the Executive Board. There will be Standing Subcommittees and ad hoc subcommittees.
2. Standing Subcommittees:
 - a) Subcommittee membership shall be reviewed in May.
 - b) Budget and Scholarship Subcommittee will propose an annual budget, review expenditures and scholarship requests.
 - c) Communications Subcommittee will support Calvert SECAC community outreach and messaging. This will include SECAC web page and use of social media tools.

- d) Bylaws and Awards Subcommittee will maintain knowledge of Bylaws, review amendment and change propels. Additionally, the subcommittee will support annual CCPS SECAC Special Educator of the Year Award process.
- 3. Subcommittee members shall:
 - a) Report to the Executive Board.
 - b) Provide an update of sub-committee activities at Calvert SECAC general meetings.

Article IX. Parliamentary Authority

- 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Calvert SECAC in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article X. Amendments and Reviews

- 1. These bylaws may be amended at any Calvert SECAC meeting by a two-thirds vote of those members present and voting, provided notice of the proposed amendment, which has been approved by the Calvert SECAC Executive Board, has been given to the membership at least thirty days prior to the meeting at which the amendment is to be voted upon. When amended, articles are in effect.
- 2. Proposed amendments or revisions to the bylaws shall be presented to the Calvert SECAC members in writing at least one month prior to a vote during a meeting.
- 3. These Bylaws will be reviewed annually to determine if changes should be made.
- 4. A decision to totally revise the bylaws as a substitute for the existing bylaws requires a majority vote of those members present and voting at a Calvert SECAC meeting, or a two-thirds vote of the Calvert SECAC Executive Board. A committee to carry out this task shall be appointed by the Calvert SECAC Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

These Bylaws of the Calvert SECAC were approved at the committee meeting of the Calvert SECAC on March 21, 2017.

Kara Muffley
Secretary (printed name)

Kara Muffley
Secretary (signature)