

# **Medford Special Education Parent Advisory Council ~ SEPAC**

## **Organizational By-Laws**

As of: July 20, 2010

### Article I: Name of Organization:

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

### Article II: Authority:

The PAC receives its statutory authority from the Chapter 71B, Section 3 of Massachusetts General Laws. The authority is also codified in the Code of Massachusetts Regulations (CMR), 603 CMR 28.07(4).

### Article III Purpose:

It's purpose is to fulfill the directive stated in Chapter 71B of the Massachusetts General Laws which requires a school district to establish a PAC and assigns both an advisory and a participatory function to the PAC.

In meeting this requirement, the mission of the Medford Special Education Parent Advisory Council is to:

- Advise the District on matters that pertain to the education and safety of students with disabilities;
- Meet regularly with school officials;
- Participate in the planning, development, and evaluation of the school district's special education program.

### Article III: Terms of Membership:

General membership shall be open to any resident of Medford or person affiliated with the Medford Public Schools who has a child who has been found eligible for special education services; a student of not less than sixteen (16) years of age who is on an Individualized Education Plan (IEP) or a 504 plan who lives in the City of Medford; and, at the discretion of the PAC membership, other interested parties.

Voting membership is required to participate and vote at elections as well as other business that comes before any Medford SEPAC meeting. Voting membership shall be any general member who is a parent or guardian of a child who has been found eligible for special education services, who attends the Medford Public Schools and who has attended at least one previous meeting of the Medford SEPAC during the past 12 months.

Meetings are defined as any Medford SEPAC meeting, activity or committee at which attendance is taken.

### Article IV: Board Members and Officers of the Medford Special Education Parent Advisory Council

Board members are elected from and by the voting membership and will hold office for two (2) years. The Board may consist of up to nine (9) members. Each of the following organizations may elect one (1) Board member as a representative to the SEPAC Board:

- 1-Brooks Elementary School
- 1-Columbus Elementary School
- 1-Roberts Elementary School
- 1-McGlynn Elementary School
- 1-Andrews Middle School
- 1-McGlynn Middle School
- 1-Medford High School/Medford Vocational School
- 1-Curtis-Tufts School
- 1-Out-of-District Placement~Students Placed Privately By School District

Board member responsibilities of the Medford SEPAC include:

- Be "Local Representative" for School Administration & Parents/Guardians at.
- Work with School Principal and Special Education staff to distribute SEPAC information.
- Attend SEPAC board meetings
- Represent special education interests through participation in school-based organizations and meetings.
- Coordinate, manage and, if needed, implement School-based SEPAC Activities

Officers are elected from and by the Board membership and will hold office for the period of their term as Board member. The President may not hold the same office for three (3) consecutive terms except by 2/3 majority vote of the Board members.

Office and officer responsibilities of the Medford Special Education Parent Advisory Council are:

#### Chairperson

- Set the agenda for each general meeting.
- Preside at all meetings of the Medford Special Education Parent Advisory Council.
- Oversee the organization of sub-committees and monitor their functioning.
- Act as liaison with the Director of Student Services.
- Advise the Vice President on matters of external communications.

#### Vice-Chairperson

- Preside at meetings in the absence of the President, or at the request of the President.
- Coordinate public communications (if needed), not including those communications that are the responsibility of the Secretary.
- Assist the President as appropriate and perform the responsibilities of the President at his/her request.

#### Secretary

- Coordinate all communication between the Medford Special Education Parent Advisory Council and its membership.
- Coordinate the recording and filing of minutes of the Medford Special Education Parent Advisory Council and its sub-committees to comply with Public Records Law outlined in the Massachusetts General Laws.
- Collect and review all correspondence of the Medford Special Education Parent Advisory Council.
- Prepare periodic reports for the Special Education Administration regarding PAC activities and needs.
- File notice of meetings with the clerk of the city of town at least forty-eight hours prior to the meetings, as required by Open Meeting Law outlined in the Massachusetts General Laws, and post all notices of meetings as required by this law.

## Treasurer

- Work with Medford's Director of Finance & Administration to manage and account for funds designated to and spent by the Medford SEPAC.

## Article V: Elections

Elections shall be the first order of business during the May meeting. Elections shall be decided by a simple majority vote collected through cast ballots. Elections will be advertised at least one month in advance of election and are subject to Open Meeting Law requirements.

Records will be transferred to the new board. New officers shall take office immediately following their election.

All voting members are eligible to run for an office and/or make nominations.

Prior to the May meeting, a volunteer election coordinator will be recruited from the voting membership of the Medford Special Education Parent Advisory Council for the term of two years. The selection of the election coordinator will be decided by the board. The election coordinator will not be anyone who is running for office.

The Election Coordinator will coordinate activities necessary to complete the election for all open positions.

## Article VI: Meetings

General meetings shall be held at least monthly, from September through June. Notice of all general meeting dates and elections shall meet Open Meeting Law requirements described in Chapter 39, Section 23B of the Massachusetts General Laws. Notice shall include publishing notices of meetings and elections in the local press, filing and posting notice of meetings and elections with the city or town clerk, and sending a notice to each voting member through the schools, by mail, email or some other communication method.

During the June meeting, the Chairs shall take recommendations for the calendar of meetings for the following school year. The calendar shall include dates and times of the meetings and projected activities for the year.

Activities that require a vote to be taken of the voting membership include, but are not limited to the following items:

- a change in the by-laws can only be voted on at a general meeting;
- a commitment of financial resources requires a simple majority of voting members present; and
- elections require a simple majority of voting members present.

Minutes of all Medford Special Education Parent Advisory Council meetings shall be recorded and retained as a matter of public record, and shall be available upon request.

## Article VII: Contact Information for Medford SEPAC

The Medford SEPAC will use the following mailing address for all advertising, correspondence and MassPAC membership or any other applications:

Medford Public Schools

Office of Director of Pupil Services  
489 Winthrop Street  
Medford, MA 02155

For email and phone contact information, the current Board may utilize personal email accounts and phone numbers for advertising to allow parent/guardian and District access to the SEPAC Board.

Article VIII:

Roberts Rules of Order are the default procedures for this organization.