

# **Lunenburg County Bylaws**

## LUNENBURG COUNTY SPECIAL EDUCATION ADVISORY COMMITTEE

Lunenburg County Public Schools

### BYLAWS

#### **ARTICLE I -NAME**

The name of this organization shall be Lunenburg County Special Education Advisory Committee.

#### **ARTICLE II – FUNCTIONS**

- Section 1 Advise the School Board of unmet needs in the education of children with disabilities.
- Section 2 Assist in the formulation and development of long-range plans designed to provide needed education services for children with disabilities.
- Section 3 Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities.
- Section 4 Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the School Board.
- Section 5 Assist in interpreting plans to the community for meeting the special needs of children with disabilities for educational services.
- Section 6 Review the Annual Special Education Plan/Report and Funding Applications prior to submission of the plan to the School Board.

#### **Article III - MEMBERSHIP**

- Section 1 The Committee shall consist of not fewer than five (5) members but not more than (15) members.
- Section 2 The Committee shall recommend prospective members to the Director of Special Education for submission to the School Board.
- Section 3 Membership shall consist of, but not limited to persons with disabilities, parents of persons with disabilities, representatives from civic organizations, business or industry, or any public agency concerned with the care of persons with disabilities.
- Section 4 The Committee shall, at least annually, advertise for membership by means of public announcement.

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### **Article III - MEMBERSHIP (Continued)**

Section 5 Committee members shall be appointed for a two (2) year term. Members are eligible for reappointment to a subsequent two (2) year term. The term shall run from July 01 through June 30. In case of a vacancy, the position may be filled for the remainder of the unexpired term.

Section 6 If a member wishes to resign, it is requested that a written resignation be submitted. If a member does not attend for one year, the Committee will recommend that the member be removed from the Committee and that another be appointed.

Section 7 Lunenburg County school division personnel shall serve only as consultants to the Committee.

### **Article IV - MEETINGS**

Section 1: Committee meetings shall be held at least quarterly and shall be open to the public. Additional meetings can be called by the Chairperson as needed.

Section 2: A quorum for the transaction of Committee business shall be defined as fifty (50) percent of the Committee's membership.

Section 3: A meeting notice will be provided to local news media in advance and a written notice will be mailed to the Committee members.

Section 4: One meeting shall be designated specifically for the review of the Annual Special Education Plan/Report and Funding Applications prior to submission of the plan to the School Board.

### **ARTICLE V- OFFICERS**

Section 1: The principal officers shall be a Chairperson, a Vice Chairperson, and a Secretary. They shall be elected by a simple majority of the members present.

Section 2: The term of the elected office shall be for one year. The term of service begins July 01 and ends June 30 each year. These officers can succeed themselves.

Section 3: The Chairperson shall preside at Advisory Committee meetings.

Section 4: The Vice Chairperson, in the absence of the Chairperson, shall serve.

**ARTICLE V-OFFICERS (Continued)**

Section 5: The Secretary shall be responsible for seeing that the following is maintained:

1. Record of all meetings.
2. Minutes of previous meeting.
3. Roll call.
4. Meeting notices

**ARTICLE VI – RESPONSIBILITIES**

Section 1: To function according to regulations, policies, and procedures established by the Lunenburg County School Board and the Virginia Department of Education.

**ARTICLE VII-PARLIAMENTARY AUTHORITY**

Section 1: Robert's Rules of Order shall govern the conduct of business of the Lunenburg County Special Education Advisory Committee.

**ARTICLE VIII- AMENDMENTS**

Any proposed amendment to these bylaws shall be submitted to the membership of the Committee not less than thirty (30) days prior to any meeting of the Committee at which action is contemplated. A proposed amendment shall become a part of the bylaws by a quorum vote (as defined by these bylaws) at any legally constituted meeting of the Committee.

Adopted by the Lunenburg County Special Education Advisory Committee at its regular quarterly meeting on November 15, 2012.