

PARENT ADVISORY COMMITTEE

**MECOSTA–OSCEOLA INTERMEDIATE SCHOOL
DISTRICT**

BY-LAWS

Revised May 2010

1. AUTHORIZATION

The PAC is an advisory committee appointed by the Board of Education of Mecosta-Osceola Intermediate School District. It is authorized by Michigan's Revised Administrative Rules for Special Education, Rule #340.1838.

2. DUTIES AND RESPONSIBILITIES

The PAC shall function on a continuous, active basis to assist the Intermediate School District and constituent districts in achieving total delivery of special education programs and services to all individuals with handicaps. The PAC shall attempt to achieve these goals by:

- a. Being representative of the needs and desires of individuals with handicaps and their families, and support parents of special education students to be active in their child's education.
- b. Becoming aware of Special Education programs and the functioning of such programs.
- c. Actively promoting the welfare of persons with handicaps through parent and public education.
- d. Being open to hear the concerns expressed by parents of persons with handicaps and by other concerned community individuals, so that constructive solutions may be found.
- e. Be available in person or by phone for parent contact to provide support or direction.
- f. Sponsor informative meetings with guest speakers.
- g. Provide a list of agencies, resources, and services as needed.

- h. Make a yearly review of the MOISD Plan for the current year.
- i. Any new Plan or revisions of the existing Plan will, from the outset, be developed by the ISD in cooperation with the PAC and constituent local districts in accordance with Rule 340.1833.
- j. A draft of the PAC's minutes will be submitted, to the PAC's MOISD liaison, and forwarded to all Local District's Boards of Education, Charter Academy Boards of Education, and the MOISD Board of Education, before their next regularly scheduled meeting.

3. STRUCTURE AND ORGANIZATION

Membership:

- a. Members of the PAC shall be parents and/or guardians of persons eligible for Special Education services in the MOISD.
- b. Members shall be nominated by the Boards of Education of the respective local school districts in which they reside.
- c. All members shall be appointed by action of the MOISD Board of Education.
- d. The MOISD Board shall attempt to insure that the committee represents as many handicapped conditions as possible.
- e. The number of terms of membership shall be unspecified, with each appointment being for a three (3) year term.
- f. Each local district shall have three (3) members, with the exception of the Charter Academy, who shall have (2) members.
- g. Resignations will be filled by nominations from the constituent district or from a disability area not represented.
- h. Vacancies that occur at the end of the school year will be filled in time for the parent to be appointed by the MOISD Board no later than the August Board meeting.
- i. The PAC Chairperson may advise local district superintendents of any openings for membership. If a local school district has a vacancy/vacancies for longer than two (2) months, the PAC may make recommendations to the MOISD Board of Education to fill the vacancy.

Meetings:

- a. The PAC shall meet a minimum of five (5) times per year.
- b. The meetings shall occur on the third Tuesday in September,

November, January, March, and May at 9:00 a.m. All PAC meetings are open to the public.

c. Additional meetings may be called by the Chairperson or the MOISD designee by written/email notice to all members.

d. It is the intent and purpose of the PAC to hear and be aware of the needs of Special Education parents throughout the MOISD.

e. The PAC will hear comments from those in attendance at its meetings who are not members of the PAC itself. The PAC will try to give equal voice to all who wish to be heard, and will strive to find constructive solutions for the issues presented.

f. The PAC will receive comments from the public at large during the Public Comment portion of its meetings. When appropriate, individual members of the PAC may respond to public comments by giving feedback or by providing relevant information. When an issue is raised during the Public Comment portion of the meeting which would require a vote or other formal response, the PAC may take no immediate action. Instead, the subject will be scheduled for discussion and action at the next meeting of the PAC.

g. To promote efficient use of meeting time, the PAC may entertain and respond to comments from non-members when the committee is in general "Questions and Answer" session (e.i. during a presentation by a guest speaker) but not during its regular business portion of the meeting.

h. All voting of the PAC will occur at a duly called public meeting.

Quorum

A quorum shall consist of a simple majority of those members present at a duly called meeting.

Officers

The officers shall consist of a chairperson, vice-chairperson, secretary, and a member at large. Officers will be elected for a one (1) year term.

Chairperson:

a. Preside at all meetings.

b. Appointing, when necessary, sub-committees to carry out committee functions.

c. Establishing a calendar of target dates for the accomplishment of objectives.

d. Signing documents relating to official committee functions such as the MOISD Plan, objections the plan and other issues.

e. Preparation of agenda submitted to the PAC Secretary, who will provide notice of meetings to members at least one week in advance.

f. Fill PAC vacancies.

Vice-Chairperson:

- a. Performs all duties of the chairperson in his/her absence.
- b. Submit purchase requisition/vouchers for reimbursement to the PAC.

Secretary:

- a. Acts as meeting recorder
- b. Keeps a notebook containing minutes.
- c. Forward minutes to ISD Liaison.
- d. Send Meeting Invitation/Packets.

Member at Large:

- a. Serves on the Executive Committee
- b. Media and Public Relations
 - 1. Notify: Newspaper, Internet Sources, Radio, TV etc. about Meetings, Speakers, Presentations etc.

Election of Officers:

- a. Elections shall be held at the September meeting.
- b. Nominations will be accepted from the floor and will be voted on in the following order: Chairperson, Vice-Chairperson, Secretary, and Member at Large.
- c. Voting will be done by a show of hands and counted by the Chairperson and the vote for Chairperson will be counted by the Vice-Chairperson.

A simple majority vote by those present from the five local districts, the Charter Academy, and local organization representatives, will elect the officers.

- d. Vacancies shall be filled by election at the next meeting following the resignations.
- e. The term of office is to begin upon election and continue through the following September. Newly elected officers will assume their positions at the first regularly scheduled meeting following the election.
- f. The Vice-Chairperson shall be given first consideration, upon elections or a vacancy for the office of chairperson.

Establishment of an Executive Committee

- a. The PAC will establish an Executive Committee at the September meeting consisting of:

The Chairperson

The Vice-Chairperson

The Secretary

One Member at Large

The MOISD Representative

One Local District Administrative Representative

ISD Board Member

b. The functions of the committee will include, but not be limited to the following:

Overall planning for the PAC. Act as an official respondent (i.e. spokesperson for the PAC). Act as first point contact with the MOISD Board or Administration on issues related to Special Education. Be knowledgeable of the opinions of the entire PAC so the PAC's will/desires may be represented.

c. The Executive Committee will setup its own meeting schedule and keep the entire PAC informed of its activities. The chairperson or his/her designee will report to the entire PAC as a regular agenda item.

Meeting Participation

A member may participate in any meeting of the committee by a telephone conference or similar arrangement provided all the members participating in the meeting are made known and all participants can hear each other. Participation in a meeting through such an arrangement will constitute presence in person at the meeting.

Vacancy

If a vacancy occurs and no new PAC members are appointed by the Local school district within sixty (60) days, the MOISD Board of Education will then be given the PAC's recommendation to fill that vacancy.

Additions and Amendments

These by-laws may be amended or added to by majority action of the PAC at any meeting and reviewed at least once a year. Whenever there are any changes to the PAC by-laws, a copy of the changes will be submitted to the MOISD Board of Education.

Missing consecutive meetings

Any person missing three (3) consecutive unexcused meetings will be contacted by the local district liaison to determine their intentions regarding continued service on the PAC.

PAC Budget:

Any expenditure over \$100.00 will require a vote by the membership.

