

PARENT ADVISORY COMMITTEE
MECOSTA–OSCEOLA INTERMEDIATE SCHOOL
DISTRICT

BY-LAWS

Revised August 2013
(Revised March 2015)

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 disabilities. The PAC shall attempt to achieve these goals by:

- a. Being representative of the needs and desires of individuals with disabilities 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 disabilities through parent and public education.
- d. Being open to hear the concerns expressed by parents of persons with disabilities 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. Review the MOISD Special Education Plan as proposed changes occur.
- i. The PAC Chairperson will give an oral report to the MOISD Board annually giving their findings, concerns and suggestions. Approved PAC minutes will be given to the Board Secretary within 15 days of their approval. PAC reps will report to their local boards at least annually.

3. STRUCTURE AND ORGANIZATION

A. Membership

1. Membership will follow the requirements of Special Education Rule 340.1848.
2. The number of terms of membership shall be unspecified, with each appointment being for a three (3) year term.
3. Each local district will have one member on the PAC. Membership will be approved by the MOISD Board of Education.
4. Resignations will be filled by application from the constituent district and approved by the MOISD Board of Education.

B. Meetings

1. The PAC shall meet a minimum of three (3)times per year.
2. The meetings shall occur once per trimester. Meeting dates and times will be determined at the September organizational meeting. Meetings will follow the Roberts Rules of Order structure.
3. Additional meetings may be called by the Chairperson or the MOISD designee by written/email notice to all members.
4. It is the intent and purpose of the PAC to hear and be aware of the needs of special education parents throughout the MOISD.
5. To promote efficient use of meeting time, a time of public comment will be provided on each agenda.
6. All voting of the PAC will occur at a duly called public meeting.

C. Quorum

1. A quorum shall consist of a simple majority of members present.
2. Voting committee members consist of the PAC chairperson, vice-chairperson, secretary, and member-at-large.

D. Officers and Duties

1. 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 goals.
- d. Signing documents relating to official committee functions.
- e. Preparation of agenda submitted to the PAC Secretary, who will provide notice of meetings to members at least one week in advance.

2. Vice-Chairperson

- a. Performs all duties of the chairperson in his/her absence.

3. Secretary:

- a. Acts as meeting recorder.
- b. Forwards minutes to ISD Special Education Secretary for posting on ISD website.
- c. Send Meeting Invitation/Packets.

4. Member at Large

- a. Serves on the Executive Committee

E. Election of Officers

1. Elections shall be held at the September organizational meeting.
2. Nominations will be accepted from the floor and will be voted on in the following order: Chairperson, Vice-Chairperson, Secretary, and Member at Large.
3. 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.
4. Election of officers will be performed by a two-thirds majority.
5. Officer vacancies shall be filled by election at the next meeting following the resignation.
6. The term of office is to begin upon election and continue through the following September. Newly elected officers will assume their positions immediately following the election.
7. The Vice-Chairperson shall be given first consideration in the case of a Chairperson vacancy.

F. Meeting Participation

1. A member may participate in any meeting of the committee by a telephone conference or similar arrangement.

G. Additions and Amendments

1. These by-laws may be amended or added to by a quorum of the PAC at any meeting and reviewed at least once a year. When changes are made to the PAC By-laws, they will be submitted to the MOISD Board of Education for approval.

H. PAC Budget

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