

**Maynard Special Education
Parent Advisory Council
By-laws**

Article I: Name of Organization

The name of this self-governed organization shall be the Maynard Special Education Parent Advisory Council.

Article II: Purpose of the PAC

This mission of the Maynard Special Education Parent Advisory Council is to work for understanding of, respect for, and support of all children with special needs in the community. To that end, they will work to:

promote a network of parents of children with special needs, and provide a forum to share information;

advise the Director of Student Services and School Committee on operations and development of special education programs, parent and teacher training needs, and help to develop policy;

promote communication between PAC members, local State and National organizations, councils and groups;

promote communication and programs within the community to encourage understanding, acceptance and inclusion; and

provide informational forums to parents, educators, students and professionals.

Article III: Terms of Membership

General membership shall be open to any resident of Maynard or person affiliated with the Maynard Public Schools who has attended at least one meeting of the Maynard Special Education Parent Advisory Council during the past 12 months. Voting membership is required to vote in annual officer elections and other business that comes before any open meeting.

Voting membership shall be any general member who is a parent or guardian of a child with special needs residing in Maynard, with or without an Individual Education Plan (IEP), or is a parent guardian of a child with special needs who attends Maynard Public Schools and who has attended at least one previous meeting of the Maynard Special Education Parent Advisory Council during the past 12 months, or has requested voting status in writing to the Chair/Co-chair at least one month prior in advance.

Meetings are defined as any open Special Education Parent Advisory Council meeting, activities, or committees at which attendance is taken.

Article IV: Officers of the Special Education Parent Advisory Council

Officers of the Maynard Special Educations Parent Advisory Council are elected by the voting membership and hold office for one year. If any office becomes vacant, an election for that office shall be held immediately with term to expire at the May meeting. Office and officer responsibilities of the Maynard Special Education Parent Advisory Council:

Co-Chair/President/Vice President

- set the agenda for each general meeting;
- preside at all meetings of Maynard Special Education Parent Advisory Council;
- recommend the organization and monitor the function of sub-committees;
- act as liaison with the Director of Student Services; and
- co-ordinate public communications, not including those communications that are the Secretary's responsibilities.

Secretary

- co-ordinate all communication between the Maynard Special Education Parent Advisory Council and its membership;
- co-ordinate the recording and filing of minutes of the Maynard Special Education Parent Advisory Council and its sub-committees;
- collect and review all correspondence of the Maynard Special Education Parent Advisory Council; and
- prepare periodic reports for the Special Education Administration regarding PAC activities and needs.

Treasurer

- coordinate efforts to apply for grants, donations, reimbursements or any other funds for which the Maynard Special Education Parent Advisory Council may be eligible;
- manage and account for funds collected, donated, and spent for Maynard Special Education Parent Advisory Council; and
- coordinate fund-raising activities.

Article V: Elections

Elections shall be the first order of business during the May meeting. Elections shall be decided by a simple majority vote of the voting membership, subject to the presence of a

quorum. New officers shall take office immediately following their election. If the voting membership is less than 50, a quorum shall be at least 50 % (rounding down) of the voting membership. If the membership is greater than 50, a quorum shall be 10% (rounding down) of the voting membership.

Nominations will be made by ballot. Nomination ballots will be made available to voting members at least two weeks prior to elections. The Vice President is automatically nominated for the office of President at the May election. All voting members are eligible to make nominations.

Prior to the nomination meeting, a volunteer will be recruited from the voting membership of the Maynard Special Education Parent Advisory Council for the temporary position of Election Coordinator. The selection of the volunteer will be decided by a lottery of the names of volunteers. The Election Coordinator will coordinate activities necessary to complete the election. At the nominating meeting, the Election Coordinator will tally the nominations. Within two days, the Election Coordinator shall announce/notify individuals nominated. To remain on the ballot nominees shall accept or decline their nominations within one week of being notified of their nomination. The Election Coordinator shall compile the list of eligible voting members and prepare the ballots. A ballot must be available for each voting member.

Article VI: Meetings

General Meetings shall be held at least five times a year, from September through June. Notice of all general meeting dates and elections shall be published in the local press in advance, and a notice sent to each voting member. During the last meeting of the school year, the President or Co-Chair shall take recommendations for the calendar of meetings for the following school year. The calendar shall include dates, times and places where the meetings are being held.

Matters, which 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 the general meeting;

- a commitment of financial resources requires a simple majority of voting members present; and

- elections require a vote as described in Article V, elections.

Minutes of all Maynard Special Education Parent Advisory Council meetings shall be recorded and retained for public record.

Article VII: Subcommittees

Subcommittees shall be created as needed.

Article VIII: Amendments

These by-laws may be amended by a simple majority of the voting members at a general meeting, but by-laws changes may not be voted upon in the same meeting as they are proposed, unless a quorum (as described in article V) votes unanimously to approve the change.

Article IX: Parliamentary Procedure

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