

Mississippi Special Education Advisory Panel

By-Laws

Article I: Name of Organization

The name of this self-governed organization shall be the Special Education Advisory Panel also known as SEAP.

Article II: Purpose of the SEAP

Section 1. The principal purpose of this Panel shall be to promote the education of children and youth with disabilities.

Section 2. The mission of the Special Education Advisory Panel shall be to promote the education of children and youth with disabilities. The panel shall provide advice and guidance to the Mississippi Department of Education, Office of Special Education, regarding the education and related services of children and youth with disabilities in local educational agencies. The advice and guidance shall include input from citizens and constituent groups.

Article III: Functions

(a) **General.** The SEAP shall:

1. Advise the SEA of unmet needs within the State in the education of children with disabilities;
2. Comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities;
3. Advise the SEA in developing evaluations and reporting on data to the Secretary under section 618 of the Act;
4. Advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Individuals with Disabilities Education Act (IDEA); and
5. Advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities.

(b) **Advising on eligible students with disabilities in adult prisons.** The advisory panel also shall advise on the education of eligible students with disabilities who have been convicted as adults and incarcerated in adult prisons, even if, consistent with §300.600(d), a State assigns general supervision responsibility for those students to a public agency other than an SEA. (Authority: 20 U.S.C. 1412(a)(21)(D))

Article IV: Procedures

Specific procedures will include the following:

1. The advisory panel shall meet bi-monthly to conduct its business.
2. By July 1 of each year, the advisory panel shall submit an annual report of panel activities and suggestions to the SEAP. This report must be made available to the public in a manner consistent with other public reporting requirements of Part B of the Act.
3. Official minutes must be kept on all panel meetings and must be made available to the public on request.
4. All advisory panel meetings and agenda items must be announced enough in advance of the meeting to afford interested parties a reasonable opportunity to attend. Meetings must be open to the public.
5. Interpreters and other necessary services must be provided at panel meetings for panel members or participants. The State may pay for these services from funds under §300.620.
6. The advisory panel shall serve without compensation but the State must reimburse the panel for reasonable and necessary expenses for attending meetings and performing duties. The State may use funds under §300.620 for this purpose. (Authority: 20 U.S.C. 1412(a)(21))

Article V: Administrative Year

The administrative year shall be July 1 through June 30.

Article VI: Terms of Membership

Section 1. The membership shall be composed of persons concerned with the education of children and youth with disabilities as required by State and Federal regulations. Membership shall include, but not be limited to:

parents of children with disabilities (ages birth through 26);

individuals with disabilities;

teachers;

representatives of institutions of higher education that prepare special education and related services personnel;

State and local education officials, including officials who carry out activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.);

administrators of programs for children with disabilities;

representatives of other State agencies involved in the financing or delivery of related services to children with disabilities;

representatives of private schools and public charter schools;

not less than 1 representative of a vocational, community, or business organization concerned with the provision of transition services to children with disabilities;

a representative from the State child welfare agency responsible for foster care; and

representatives from the State juvenile and adult corrections agencies.

Special rule--A majority of the members of the panel shall be individuals with disabilities or parents of children with disabilities (ages birth through 26).

Section 2. A majority of the members of the Panel shall be individuals with disabilities or parents of children with disabilities.

Section 3. A term of office shall be for four (4) years with eligibility for re-appointment. The State Superintendent of Education shall have the authority to remove a member before the appointment has expired due to noncompliance with attendance requirements.

Section 4. The following procedures are followed to fill vacancies on the SEAP.

- a) The SEA will distribute nomination forms to all interested parties.
- b) All nomination forms will be received by the SEA.
- c) The State Superintendent will make final recommendations to fill vacancies on the SEAP to the State Board of Education for approval.

Section 5. Recommendations for appointments to the Advisory Panel should be made by June 30 of each year. Perspective members should be appointed in July.

Section 6. Membership on the panel requires consistent attendance at regular meetings. An attendance report will be generated during May of each year. When a member has missed more than 50% of the meetings, a recommendation will be made to the State Superintendents to replace the member. If the member has had extenuating circumstances, which justify absences from meetings, he/she may petition the State Superintendent in writing to remain on the Panel.

Article VII: Officers of the Special Education Advisory Panel

Special Education Advisory Panel officers shall include a chairperson, a co-chairperson-elect and a past-chairperson.

Article VIII: Nominations and Elections

To be elected to an office, one must be an Advisory Panel member for at least one year.

The chairperson-elect shall be elected by a simple majority of the full panel.

The co-chairperson-elect will serve a term of one year. After serving in this capacity for one year, the co-chairperson-elect automatically assume the position of chairperson.

The chairperson will serve a term of one year. After serving in this capacity for one year, the chairperson automatically assumes the position of past-chairperson.

The past-chairperson will serve a term of one year.

The election will be held annually in June. New officers will begin service in August of each year.

Article IX: Meetings

Section 1. Regular meetings of the Panel shall be held bi-monthly with the exception of July.

Section 2. Dates for the regular meetings of the administrative year shall be established during the last meeting of the previous year.

The chairperson, with input from the entire panel and the facilitation of the SEA, shall set the agenda for each meeting. The chairperson may request the SEA to provide information based upon agenda items.

Section 3. A simple majority (1 more than half) of the panel membership shall constitute a quorum for the transaction of business in any meeting of the Panel. Meetings can be held even if a quorum is not present.

Article X: Committees

The Panel may establish committees to carry out the responsibilities of the Panel and to accomplish its purpose as stated in the federal law.

Duties and responsibilities of each committee shall be adopted by the Panel in the form of a resolution, which shall be entered into the minutes of the Panel meeting. Persons other than members of the Advisory Panel may serve on its committees. Each committee shall be chaired by a member of the Advisory Panel. Membership on each committee shall include parents of individuals with disabilities or individuals with disabilities.

Article XI: Rules of Order

Robert's Rules of Order are the meeting procedures for this organization.