

# APPENDIX C

## Bylaws of the Program Committee

## **Ontario-Montclair School District**

### **BYLAWS PROGRAM COMMITTEE FOR SPECIAL EDUCATION**

#### **ARTICLE I NAME**

The name of this organization shall be the Ontario-Montclair School District Program Committee for Special Education, referred to hereafter as Program Committee.

#### **ARTICLE II DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Program Committee include the following:

- Review information provided at the monthly State SELPA meetings.
- Discuss and review any necessary changes in development or implementation of special education programs based upon information from State SELPA meetings.
- Discuss and review any necessary changes in Ontario-Montclair School District SELPA (SELPA) and/or Ontario-Montclair School District (District) policies and procedures based upon information from State SELPA meetings.
- Make recommendations for any actions or information to present to the SELPA Executive Director.
- Prepare the initial draft of each annual service plan.

#### **ARTICLE III MEMBERSHIP**

3.1 Composition. The Program Committee shall be composed of the SELPA Executive Director, a Special Education Director I, a Special Education Director II, a Program Specialist, a Resource Specialist Program Teacher, a Special Day Class teacher, a Behavior Specialist, a Speech/Language and Hearing Specialist, an Occupational Therapist, a site administrator, a School Psychologist, and an Instructional Aide/Paraprofessional.

3.2 Appointment for Membership. For the District positions noted in Section 3.1, where more than one District employee is eligible for membership, the SELPA Executive Director shall select one eligible member from the eligibility list for each position. The SELPA Executive Director will then present the selections to the District Board of Trustees (Board) for appointment at a regularly scheduled Board meeting.

3.3 Term of Committee Membership. The term of office for a Program Committee member shall be two years. There are no term limits.

3.4 Voting Rights. All members will have voting rights. Each voting member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Program Committee. In order to ensure active committee participation, absentee ballots shall not be permitted.

3.5 Resignation. Any member may resign by filing a written resignation.

## **ARTICLE IV** **OFFICERS**

4.1 Officers. The officers of the Program Committee shall be a Chairperson, Vice-Chairperson, and Secretary.

4.2 Election and Term of Office. The officers of the Program Committee shall be elected annually, from voting members, and shall not serve for more than two consecutive terms. Except for the initial year, the last meeting before the end of the school year shall be designated the annual meeting for the purpose of nominating and electing Program Committee officers.

4.3 Removal. Any officer may be removed by a two-thirds vote of all voting members sitting on the Program Committee whenever, in the judgment of the Program Committee, the best interests of the Program Committee would be served thereby.

4.4 Resignation. Any officer may resign by filing a written resignation.

4.5 Vacancy. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall, by special election, be filled by the Program Committee, from among its members, for the unexpired portion of the term.

4.6 Duties.

(a) The Chairperson shall:

(i) preside at all meetings of the Program Committee;

(ii) prepare agendas for Program Committee meetings with the SELPA Executive Director;

(iii) coordinate with the SELPA Executive Director to ensure appropriate notice to the public of up-coming Program Committee meetings;

(iv) appoint committees as agreed upon by the membership;

(v) act as liaison with District Administration and staff;

(vi) be responsible for implementation of Program Committee decisions;

- (vii) assume other responsibilities as directed by the Program Committee;
  - (viii) be an ex-officio voting member of all special committees;
  - (ix) have signatory authority on behalf of the Program Committee; and
  - (x) act as spokesperson for the Program Committee.
- (b) The Vice-Chairperson shall:
- (i) preside at meetings in the absence of the Chairperson;
  - (ii) be responsible for execution of the bylaws;
  - (iii) assume other duties as directed by the Chairperson;
  - (iv) be an ex-officio voting member of all special committees; and
  - (v) act as liaison with the District Administration and staff.
- (c) The Secretary shall:
- (i) maintain membership and attendance records;
  - (ii) seek Program Committee approval prior to public distribution of materials;
  - (iii) record, or cause to be recorded, accurate, concise, and permanent minutes of the Program Committee meetings;
  - (iv) attend to correspondence;
  - (v) act as Treasurer as the need arises;
  - (vi) maintain a current list of Program Committee members, including dates of initial membership and end of membership;
  - (vii) maintain a current list of Program Committee Officers, including date of appointment and date of the end of term;
  - (viii) enter all amendments to the bylaws onto the master copy thereof;
  - (ix) assist with the preparation and distribution of agendas for Program Committee meetings, as requested; and
  - (x) assume other responsibilities as directed by the Chairperson.

## **ARTICLE V**

### **COMMITTEES**

5.1 Special Committees. The Program Committee may from time to time establish and abolish, by majority vote of the voting members, such special committees as it may require. No special committee may exercise the authority of the Program Committee.

## **ARTICLE VI**

### **MEETINGS**

6.1 Number of Meetings. The committee shall meet as frequently as deemed necessary, but shall have no less than two (2) regularly scheduled meetings each year.

6.2 Meeting Calendar. An annual meeting calendar for all regularly scheduled meetings shall be developed at the penultimate meeting of the school year, and approved at the final meeting of the school year, for the following school year. The annual meeting calendar shall establish the date, time, and location of each regularly scheduled meeting.

6.3 Meeting Agenda. The meeting agenda shall be prepared, posted, and distributed to all members prior to the meeting. The meeting agenda shall specify the date, time, and location of the meeting and shall contain a brief general description of each item of business to be conducted or discussed at the meeting. Items to be included on an upcoming meeting agenda must be submitted to the Chairperson at least ten days prior to the meeting.

6.4 Notice of Meetings. All regularly scheduled meetings shall have prior public notice and be open to the public. Public notice shall be sent to each school requesting posting.

6.5 Place of Meetings. The Program Committee shall hold its meetings in readily accessible barrier-free facilities provided by the District.

6.6 Quorum. A quorum shall be at least one-half of the membership of the Program Committee. Meetings may not be held with less than a quorum present.

6.7 Decisions of the Program Committee. All decisions of the Program Committee shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance. A majority vote shall be defined as more than one-half of the total votes of a quorum.

6.8 Minutes. Minutes shall be recorded, or caused to be recorded, by the Secretary and posted on the Program Committee website in draft form as soon as possible following a meeting.

6.9 Conduct of Meetings. All meetings of the Program Committee shall be conducted in accordance with Robert's Rules of Order, or in accordance with an appropriate adaptation thereof.

6.10 Format. All meetings shall be open to the public.

6.11 Special Meetings. Special Meetings can be called as needed by the Chairperson or two members of the Program Committee.

## **ARTICLE VII**

### **ACCOUNTABILITY AND RESPONSIBILITY**

The Program Committee shall act in an advisory capacity. The recommendations of the Program Committee shall be directed to the SELPA Executive Director. The responsibility for action on any recommendations shall rest with the Board.

The SELPA Executive Director shall provide each Program Committee member with a copy of the currently-approved Local Plan. The SELPA Executive Director shall also provide each Program Committee member with a copy of any proposed amendments or revisions to the currently-approved Local Plan.

## **ARTICLE VIII**

### **AMENDMENTS**

Recommendations for proposed amendments to the bylaws require a two-thirds vote of the Program Committee members present. The recommendations are then forwarded to the SELPA Executive Director and are subject to approval by the Board. Amendments to the bylaws do not require an amendment or revision to the Local Plan.

## **ARTICLE IX**

### **RATIFICATION**

Recommendation for ratification of the bylaws requires a two-thirds vote of the Program Committee members present. The recommendation is then forwarded to the SELPA Executive Director and is subject to approval by the Board.