

SpEdPAC

Special Education Parent Advisory Council



[By-Laws](#)

ARTICLE IV – ORGANIZATIONAL STRUCTURE Section 1

The BPS SpedPac at its Annual Meeting shall elect a:

1. Chairperson
2. Vice-Chairperson
3. Recording Secretary
4. Treasurer
5. Minimum of three (3) but no more than eight (8) Members-at-Large,
6. Two (2) alternate Members-at-Large.

These individuals collectively shall constitute the BPS SpedPac Executive Board who serve in their respective roles on a voluntary basis. The two (2) alternate Members-at-Large shall have voting rights only when necessary to constitute a quorum of the Executive Board.

ARTICLE IV – ORGANIZATIONAL STRUCTURE Section 2

A. The Chairperson shall preside over general meetings of BPS SpedPac ,and Executive Board meetings and perform other duties consistent with the office. The Chairperson is also empowered to appoint a special committee within BPS SpedPac or necessary designees to committees working with the District to deal with specific tasks or problem areas.

B. The Vice-Chair shall support the Chairperson at general meetings and chair meetings of the Executive Board, if needed, and will perform others duties consistent with the 4 office.

C. The Recording Secretary shall record the proceedings of the BPS SpedPac and ensure that the minutes are distributed and once approved preserved. The Secretary shall keep an accurate record of all PAC motions, votes, and official business.

D. The Treasurer shall manage the funds provided by the District, collected, or donated for the BPS SpedPac. Any account books of the council shall be maintained in the council office. The Treasurer shall be accountable for all receipts and disbursements; therefore, the Treasurer shall regularly examine any information and/or account books pertaining to such transactions. The Treasurer shall present a financial report to the council at council meetings.

ARTICLE IV – ORGANIZATIONAL STRUCTURE Section 2 continued

E. The Members-at-Large are considered members of the Executive Board of the BPS SpedPac and shall attend meetings on an ongoing basis and have full voting rights, subject to the limitations set forth in Section 1 above. The role for the Members-at-Large will be determined on an on-going basis at Executive Board meetings based on the current needs of the BPS SpedPac to ensure that there is a distribution of responsibilities among the Executive Board as a whole to support the needs of children with disabilities and their parents throughout the District. All members of the Executive Board must agree that any position of the BPS SpedPac represented to the District and other third parties has been reviewed and approved previously by a majority of the Executive Board members.

Please note that the role definitions in our by-laws are flexible. Any parent who is willing and able to join and share their knowledge and expertise is welcome. The more voices we have, the more we can accomplish.

We need your help!

Thank you to the 2019-20
SpEdPAC Board!!

**Special shout out to Carolyn Kain for her 11
years of extraordinary service!**