



By-Laws

Roseville City School District Special Education Parent Advisory Committee

Article I: Name of Organization

The name of this organization shall be the **Roseville City School District Special Education Parent Advisory Committee**, also known as **Roseville SEPAC**.

Article II: Mission Statement

The mission of the Roseville SEPAC is to assist the Roseville City School District in providing high-quality, appropriate supports and services for all children with special needs. To that end, the committee works to:

- Promote and support an innovative environment where children with special needs have equal access to educational opportunities.
- Create a network for parents of children with special needs and create a forum to share information and discuss matters of interest and concern regarding those children.
- Promote and increase communication and programs within the educational system (including educators and peers) and the greater community, that encourage understanding, acceptance, and inclusion of children with special needs. “People-First” language will be used and encouraged in all SEPAC meeting & communications.
- Collaborate with the school community to continually improve the educational opportunities that promote optimal outcomes for children with special needs.

Article III: Terms of Membership

General membership shall be open to any resident of the Roseville City School District (RCSD) or any person affiliated with the RCSD public schools including teachers, administrators, school board members, and school staff. Voting membership shall be any general member who is a parent or guardian of a child with special needs.

Article III: Officers of Roseville SEPAC

Officers of the Roseville SEPAC must be voting members. They are elected by the voting membership and hold office for one year, beginning in June and ending in May. The Roseville SEPAC officers may or may not also be Roseville City School District parent representatives to the Placer County SELPA Community Advisory Committee (CAC).

Officer Responsibilities are as follows:

Co-Chairperson: There will be two Co-Chairpersons to equally share the responsibilities of:

1. Set the Agenda for each General Meeting.
2. Preside at all meetings of the Roseville SEPAC.
3. Recommend the organization of subcommittees and monitor their functions.
4. Act as a liaison with the Roseville City School Board and Administration.
5. Represent the Roseville SEPAC with additional organizations, as needed.

Co-Vice Chairperson: There will be two Co-Vice Chairpersons to equally share the responsibilities of:

1. Preside at meetings in the absence of the Chair(s) or at the request of the chair(s).
2. Assist the Chair(s) as appropriate and perform responsibilities as requested by the chair.

Recorder:

1. Coordinate (in conjunction with the chair) communications between the Roseville SEPAC and its membership.
2. Coordinate the recording and filing of Roseville SEPAC minutes.

Election of Officers:

Elections shall be the first order of business at the May meeting. Elections shall be decided by a simple majority of the attending voting membership and by submitted absentee ballots. New officers shall take office immediately following their elections.

Executive Committee:

The Executive Committee shall be selected by majority vote of the officers, with the goal of having a diverse group of parents in regards to type of disability/learning disorder and ethnicity/race. The committee will be comprised of all the officers, one parent of a child with

special needs from each elementary and middle school in the RCSD, one from a Placer County classroom, one receiving services from a Non-Public Agency (NPA), one receiving services from a Non-Public School (NPS), and one home-schooler.

Article VI: Meetings

General Meetings shall be held at least semi-annually. Notices will be posted at the RCSD Office, the RCSD website, if possible, and other means available. The date and location will be decided upon by the Officers.

Minutes of all Roseville SEPAC meetings shall be recorded and retained for public record. The SEPAC recorder will request & coordinate that they be posted on the District website.

Article VII: Subcommittees

Subcommittees shall be created or dissolved by the Officers as needed.

Article VIII: Amendments

These by-laws may be amended by a simple majority vote of the voting members at a general meeting, but by-law changes may not be voted upon in the same meeting as they are proposed.

Article IX: Procedures

Robert's Rules of Order (latest revision) are the default procedure for the Roseville SEPAC. This organization is not governed by the Brown Act.