

**PARENT ADVISORY COMMITTEE  
of the  
BERRIEN REGIONAL EDUCATION SERVICE AGENCY**

**REVISED BYLAWS**

**ARTICLE I**

**Name - Mission - Responsibilities**

Name - The name of the organization is Parent Advisory Committee of the Berrien Regional Education Service Agency.

Mission - It is the mission of the Parent Advisory Committee (PAC) of the Berrien Regional Education Service Agency (RESA) to serve as a communication link between parents, the RESA, and local school districts. The PAC supports parents of children with disabilities by working to increase understanding of the education of students with disabilities and ensure channeling of discussions so that effective programming for students with disabilities may be found.

Responsibilities - The responsibilities of the PAC are outlined in the following Revised Administrative Rules for Special Education, Michigan Department of Education Office of Special Education and Early Intervention Services:

- Rule 340.1831, (1) – (5), "Plan and modification submission"
- Rule 340.1832 (1) (a) - (n), "Content area"
- Rule 340.1833 (1), "Cooperative Development and Review"
- Rule 340.1845 (a) (b), "Plan Signatures"
- Rule 340.1836 (1) – (4), "Objections to Plan; Procedures"
- Rule 340.1837 (1) (a)-(c), (2), "Approval of intermediate school district plans"
- Rule 340.1838 (1) (a) -(c), (2) – (7), "Parent advisory committee"

A function of the PAC is participation in the development of the RESA's plan for implementing programs and services in Berrien County. All RESA plans, or amendments to such, shall be developed in cooperation with the PAC. It shall be the responsibility of the PAC liaison to ensure that PAC members are provided with individual copies of the current RESA plan and proposed amendments and/or revisions.

Prior to submission of the Plan to the RESA Board, the PAC President shall be asked to sign the Plan endorsement page, indicating that the PAC has been involved in the development of the Plan. If the committee feels it has not been cooperatively involved in the development of all sections of the Plan, the PAC President may be directed by vote of the membership to file an objection.

By the end of November each year PAC will review the RESA delivery of services and determine areas requiring further discussion or review so that the PAC's advice and perspective can be provided to the RESA toward improving the delivery of services to students.

The PAC may choose to be involved in these other related activities:

- gather information in order to enhance awareness of services
- communicate information to parents within their representative area
- act as liaison, upon request, to the RESA or local boards and administration and regularly report activities of the PAC to these bodies
- communicate information to local educational agencies
- advocate and represent the needs and desires of handicapped persons and their families in development and evaluation of RESA services
- increase public information regarding handicaps
- take positions on legislation and millage requests pertaining to handicapped persons
- organize and help local districts sustain PAC
- attend IEPT meetings with parents in a supportive role, if requested
- attend inservice training

## **ARTICLE II**

### **Membership**

Members - Membership shall consist of up to two parents of disabled students from each constituent school district of the RESA. Members shall be nominated by their respective boards of education and appointed by the RESA Board. "At large" members may, upon recommendation from the PAC, be appointed by the RESA Board to assure that a variety of disability areas are represented. Such "at large" members must be parents of disabled students or representatives of organizations that serve disabled students.

Nominations - By April 15, the PAC liaison shall notify constituent school district superintendents that they need to nominate the parent of a disabled child for the RESA PAC. It is the responsibility of the local superintendent to assure that the local Board of Education nominate a qualified parent by July 1. The local superintendent shall seek recommendations from local agencies, parent groups, and school personnel.

The RESA Board will divide the sixteen constituent districts into two groups: one group's term shall begin in odd years and the other in even years to assure a continuation of experienced membership from year to year.

Term Limits - Members shall serve a two-year term, commencing on September 1 of the year they are appointed by the RESA Board. The term shall end on August 31, two years after the appointment.

Resignation, Removal, and Vacancies of Members - Any member may resign by submitting a letter of resignation to the PAC President or the RESA Board.

The committee may, by the majority vote of the members present at any meeting, recommend to the RESA Board the removal of any member for acts not conducive to the best interest of the PAC. Such recommendation, together with the reasons therefore, shall be transmitted in writing to the RESA Board by the President.

Any membership vacancy shall be attempted to be filled by the appropriate local district board nomination to the RESA Board for the unexpired portion of the term.

### **ARTICLE III**

#### **Officers**

Number - The officers of the PAC shall consist of President, Vice President, and Secretary. No PAC member may hold more than one office simultaneously.

Elections - Officers shall be selected at the May meeting. Nominations will be accepted from the floor. The Secretary is responsible for recording the nominees for each office and presenting the names for each office to the committee during the election process. Elections of all officers will be done by secret, written ballot and voted on in the following order: President, Vice President, Secretary. Votes for each office will be counted by two members not nominated for office.

Officers shall be elected by a simple majority vote of eligible voting members who are present at the May meeting.

Term Limits - Officers will serve a one-year term.

Vacancies - In case any office of the PAC becomes vacant for any reason, a majority of members present shall elect an officer or officers to fill such vacancy for the unexpired portion of the term.

President - The responsibilities of the President shall include:

- presiding at all meetings
- appointing, when necessary, subcommittees to carry out committee functions
- working with the PAC liaison in the development of an agenda for meetings
- casting a vote in all matters brought before the membership
- reporting to the membership problems with excessive absences
- signing documents relating to official committee functions, such as the RESA Plan or other modifications thereof, and other issues.

Vice President - At the request of the President, or in the event of his or her absence or disability, the Vice President shall perform the duties and exercise the powers of the President.

Secretary - The Secretary shall attend and keep charge of such books, documents, and papers as the members may determine and shall attend and keep the minutes of all the meetings of the members. Copies of such records shall be maintained at the RESA. In the absence of the Secretary, the President shall designate a member to record the minutes. Copies of all minutes shall be mailed to the RESA who will distribute to all members promptly after each meeting. It shall also be the duty of the Secretary to keep attendance and report all absences in the minutes. In the event a member is unable to attend a meeting, notification of absence is to be made to the PAC liaison or one of the PAC officers.

Removal - Officers may be removed for the same reasons and by the same procedure as members may be removed.

## **ARTICLE IV**

### **Meetings**

Regular Meetings - The PAC shall hold regular meetings at the Berrien RESA Administrative Center during the months of September, October, November, January, March, April, and May. Regular meetings shall not be scheduled during June, July, August, December, and February. The time and date of regular meetings will be at the discretion of the PAC.

Special Meetings - A special meeting may be called by the President or by any three regular members of the PAC at such times and places as indicated in the call for a special meeting. Reasonable notice of a special meeting shall be given to all members.

Voting - All business of this committee shall be decided by a simple majority of the quorum.

Quorum - A quorum shall be deemed to exist when no less than five districts are represented. For purposes of determining a quorum, an "At large" member shall be counted as a "district." A quorum shall be required for the PAC to hold elections, take formal action on the ISD Plan, and to amend the bylaws. Any other issues may be passed by a majority of the voters in attendance.

Attendance - The PAC wants to encourage attendance at meetings and each PAC member is expected to attend ALL meetings and functions. If a representative cannot attend a meeting or function, it is his/her responsibility to contact one of the PAC officers, the PAC liaison, or the other parent representative of their local school district. Any member who misses two consecutive, unexcused meetings will be asked by the PAC President

their intent to continue on as an active member of the PAC. In the event that the representative misses four or more meetings/functions in a one-year time frame, the PAC President will notify him/her and his/her local district in writing. This provision may be waived at the discretion of the PAC upon review of special circumstances. In the event a rep does not respond, the PAC officers will review full membership/privilege status and decide by majority vote whether to recommend to the RESA Board termination of appointment.

Open to Public - All meetings of the PAC shall be open to the public.

Business at Meetings - The President and/or RESA administrative representative shall prepare an agenda for each meeting. Such other business may be brought before the meeting as determined by the president or any member.

Members shall not use the PAC general meetings as a forum for airing or solution of any individual parent/student problems or conflicts with local school district staff, programs, and services, or the Berrien RESA and its programs and services, and/or any administrative issues.

All meetings shall be conducted in accordance with *Roberts Rules of Order*.

## ARTICLE V

### **Subcommittees**

The PAC President may establish subcommittees on an as-needed basis. Required, ongoing subcommittees, such as the PAC Awards subcommittee and PAC Website subcommittee, will be appointed annually at regularly scheduled meetings. Any monies spent or needed for the committee shall go through the Berrien RESA administration.

The PAC President shall appoint a chairperson to each subcommittee. The chairperson's responsibilities include:

- Establishing a meeting date and time with the PAC liaison.
- Organizing and carrying out the activity.
- Giving an oral report, or assigning a person from the committee to do so, at the next general meeting

When any special committee has fulfilled their purpose, a written description of activities shall be turned over to the officers within 10 days, and the committee shall dissolve.

## **ARTICLE VI**

### **Counsel**

The committee may designate attorneys or other counsel to represent it in all its affairs.

## **ARTICLE VII**

### **Amendments**

These bylaws may be altered, amended, or repealed by a simple majority of the quorum, provided that the action is proposed at a regular or special meeting of the PAC and adopted at a subsequent regular or special meeting.

Any member may propose amendments to these bylaws. Any proposed amendment must be submitted under New Business at the regular monthly meeting and will be taken under advisement by the PAC. Any amendment must be in writing.