

**Wayland Special Education Parents Advisory Council**  
**Amended Bylaws, Amended May 04, 2023**

**Article I – Name of Organization**

The name of this organization shall be the Wayland Special Education Parent Advisory Council, also known as Wayland SEPAC.

**Article II – Purpose**

The purpose of the Wayland SEPAC is to foster the understanding of and respect and support for all students with special education needs who are enrolled in the Wayland Public Schools District (the “District”) or reside in Wayland pursuant to Chapter 71B of the Massachusetts General Laws and 603 CMR, 28.07 (4). The Wayland SEPAC’s business duties include, but are not limited to:

1. To fulfill all responsibilities as defined within 603 CMR, 28.07 (4) and any other applicable state mandates.
2. To promote an innovative educational environment in which students with special education needs have equal access to educational opportunities and a school environment where all children are encouraged to reach their potential.
3. To meet regularly with school officials, including the Director of Student Services, Superintendent, and School Committee, to participate in matters pertaining to the education, health, safety and wellbeing of students with special education needs and to advise and participate in the planning, development, implementation, and evaluation of the District’s special education programs. This includes parent/guardian and teacher training needs and the development of policy.
4. To promote a network for parents/guardians of students with special education needs in the District and to provide a forum to share information and discuss matters of interest and concern regarding these students.
5. To provide an educational forum for parents/guardians, students, educators and others in the community involved with the education, health, safety, and wellbeing of students with special education needs.
6. To promote and aid communication between parents/guardians of students with special education needs and the District.
7. To encourage communication between members of Wayland SEPAC and local, state and national organizations, councils, and groups.

**Article III – Membership**

General Membership shall be open to any resident of Wayland or person affiliated with the Wayland Public Schools.

Voting Membership shall be limited to parents/guardians of students with identified special education needs who are on a 504 or IEP and who attend school through the District. Voting membership responsibilities include voting in the annual nomination and election of the members of the Wayland SEPAC Board and voting on changes to the Bylaws. All other decisions may be voted on as described in Article VI (Elections/Voting/Quorum).

## **Article IV – Meetings**

1. The Wayland SEPAC shall plan to hold meetings at least every other month, from September through June. There shall be at least five (5) meetings annually per school year.
2. The Board may schedule additional meetings on an as-needed basis.
3. All meetings shall be announced to the Wayland SEPAC members and notice given to the community at least 48 hours in advance.
4. Minutes of all meetings shall be kept by one (1) of the Secretaries and retained as a matter of record
5. The Annual Meeting of the Wayland SEPAC shall be held each year in either May or June. The Officers of the Board will be elected at this meeting and voting will be conducted on other matters as specified in advance.
6. When the technology is available, connecting remotely to a meeting counts as being in attendance. The Chair will state the names of all attending in this manner and their attendance will be recorded in the minutes by the Secretary.
7. Voting may at times be conducted electronically.

## **Article V – Board Members and Duties**

The elected Board shall consist of the Chair (or two equal Co-Chairs), Vice Chair (or two equal Co-Vice Chairs), Secretary (or two equal Co-Secretaries), Treasurer (or two equal Co-Treasurers) and a minimum of three (3) but not more than ten (10) Board Members at Large, who may Chair Committees, including, but not limited to, the Events/Programming, Liaison/Outreach, Community Resources, Outreach/Public Relations and Technology Committees and support the work of the Wayland SEPAC in an official capacity.

The term of office shall be one year from July 1 to June 30. Officers may hold office for more than one term, but must be reelected at each annual election.

Officers may, on occasion, delegate any of their duties to another member of the Board.

Duties of the Board members:

### **Chair/Co-Chair**

- Set the agenda for all general Wayland SEPAC meetings
- Make the agenda publically available before each meeting
- Preside at all meetings of the Wayland SEPAC
- Represent Wayland SEPAC at public functions as appropriate or delegate a representative as needed
- Recommend the organization and monitor the function of committees and appoint committee members, in discussion with the Board
- Monitor and facilitate the activities of other Officers
- Monitor compliance with the Bylaws and the Department of Elementary and Secondary Education (DESE) Regulations
- Interface and act as liaison with district and school officials and representatives, including, but not limited to, the Director of Special Education, Director of Student

- Services, the Superintendent, and the School Committee
- Coordinate regular meetings with school officials to participate in the planning, development and evaluation of the District's special education programs
- Make an annual presentation to the School Committee
- Lead efforts to advise the District on matters that pertain to the education, safety, health and wellbeing of students with special education needs
- Bring parent feedback to the Wayland SEPAC Board and the Director of Special Education and, as appropriate, the Superintendent and the School Committee
- Report periodically to the Director of Special Education and/or Director of Student Services regarding Wayland SEPAC activities and needs
- Identify and pursue ways to collaborate with the District on common goals
- Oversee the creation and appropriate distribution of Wayland SEPAC informational material
- Oversee and coordinate communication between the Wayland SEPAC and its membership
- Oversee and coordinate the filing and recording of minutes of the Wayland SEPAC and its committees
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#### **Vice Chair/Co-Vice Chair**

- Assist in developing the agenda for general Wayland SEPAC meetings as needed
- Preside at meetings of the Wayland SEPAC in the absence of the Co-Chair(s)
- Represent Wayland SEPAC at public functions as needed
- Monitor and facilitate the activities of other Officers
- Lead efforts to advise the District on matters that pertain to the education, safety, health and wellbeing of students with special education needs
- Oversee the creation and appropriate distribution of Wayland SEPAC informational material
- Oversee and coordinate communication between the Wayland SEPAC and its membership
- Oversee and coordinate the filing and recording of minutes of the Wayland SEPAC and its committees

#### **Secretary/Co-Secretary**

- Maintain an accurate attendance log
- Record, file, and post minutes of the Wayland SEPAC general meetings and coordinate the recording, filing, and posting of minutes for its committees
- Count and record all vote results and collect absentee votes where applicable
- Take meeting minutes
- Book meeting locations in accessible facility
- Maintain the email distribution list
- Responsible for informing the Massachusetts Department of Education and the Federation for Children with Special Needs of all newly elected officers' names and addresses
- Assist in Board matters as needed and available

#### **Treasurer**

- Manage and account for all funds used for Wayland SEPAC.
- Coordinate with the District on memberships to the Federation for Children with Special Needs and other pertinent organizations
- Verify and disburse expense reimbursements to Officers
- Provide a report of activity and funds balances quarterly at the general meeting, and with a consolidated year long report submitted each June
- Assist the Friends of Wayland SEPAC as needed
- Assist in other Board matters as needed and available

### **Events/Programming**

- Lead event planning for the Wayland SEPAC, including the scheduling of events for the following school year
- Lead event publicity
- Coordinate event logistics, including finding speakers, reserving space, coordinating refreshments, necessary supplies
- Submit proposed schedule of events for the following school year at annual meeting
- Recruit assistance and encourage involvement from the membership
- Work with other area SEPACs to collaborate on events as appropriate
- Assist in other Board matters as needed and available

### **Liaison/Outreach**

- Recruit parent/guardian liaisons from each school within the district, in the METCO program, and out of district placements, to serve as a point of contact for parents/guardians at each school, in the METCO program, and out of district placements
- Lead and organize liaison volunteers
- Provide liaisons with SEPAC updates and communications to share with the communities they represent
- Assist in other Board matters as needed and available

### **Community Resources**

- Responsible for gathering and disseminating important information on community and parent education resources
- Promote the sharing of information
- Pass on information about community events and resources to Wayland SEPAC members via the email list, news publications, SEPAC website and social media outlets
- Assist in other Board matters as needed and available

### **Technology/Research**

- Research, select, deploy and improve technologies used by Wayland SEPAC
- Oversee the management of the Wayland SEPAC website and social media channels, including any contracts/services needed to maintain these entities
- Assist in other Board matters as needed and available

### **Article VI – Elections/Voting/Quorum**

1. Officers of the Wayland SEPAC are elected by the voting membership and hold office until June 30<sup>th</sup> the next year.
2. A general election for all Offices will be held at the general meeting in either May or June. Nominations for Office shall be accepted at the general meeting preceding the designated election meeting in either May or June. Absentee candidates may only be nominated with their written permission.
3. Annual Board elections shall be held by ballot or roll call. Absentee electronic voting may be allowed at the discretion of the Board. In the event that no candidate receives a majority of votes, a run-off election between the two top vote getters will be held.
4. Decisions on business at general meetings may be made by a 2/3 majority of the voting membership present.
5. In the event of a vacancy of an Office or the need to elect a full or almost complete Board, as is the case when there has been a lapse in activity of a SEPAC, every effort shall be made to fill the positions in a timely fashion. The voting members will be

allowed to nominate themselves and express their interest in a position. The voting membership may then vote electronically or, if preferred, in writing. Voting may also take place at a general meeting if that is deemed practical. The term of the person or persons filling a vacancy in such a situation will end with the annual meeting in June of that school year and they will come up for reelection at that time.

6. A Wayland SEPAC Board member may resign at any time by giving notice in writing to the Chair/Co-Chairs.
7. Only voting members are eligible for membership in the Wayland SEPAC Board. The names and contact information for the members of the newly elected Board will be submitted annually in writing (electronically) to the District by July 1<sup>st</sup>.

#### **Article VIII – Committees**

Committees may be formed on an as-needed basis and will be chaired by a Board member. A committee shall consist of at least two (2) members. Membership in committees is open to any voting member. Committees are encouraged to take minutes at each meeting by a member of the committee and submit the minutes to the Board for record and dissemination.

#### **Article IX – Amendment of Bylaws**

These bylaws may be amended by a 2/3 majority vote at any general meeting, as long as the amendment is submitted in writing at least one (1) week in advance of the meeting and made available to the membership through recognized communication channels for comments.

Respectfully submitted by Katy Andruss & Courtney Conery.