

Nevada Department of Education Special Education Office

Nevada Special Education Advisory Committee (SEAC) Committee Bylaws Recommendations

The following are recommendations for the Special Education Advisory Committee regarding possible changes to the current March 2017 Bylaws. These are just recommendations, the final decision on revising, deleting, or adding any bylaws would be a collaboration between the State Special Education Director, Executive Committee, and following Article VIII in the existing bylaws.

BYLAWS RECOMMENDATIONS

- 1) Lead in paragraph- a paragraph could be added to introduce the purpose of the bylaws.
- 2) Add an “Authority” Article that outlines the authority for having an Advisory Committee. For example: “The Nevada Special Education Advisory Committee is established in accordance with 34 Code of Federal Regulations of the Individuals with Disabilities Education Act (IDEA), (C.F.R.) Section 300.167-169. Also, by the Nevada State Special Education Regulations and State Open Meeting Requirements.”
- 3) Create a new “Purpose” that is consistent with the purpose of the IDEA. “The purpose for the Committee is providing policy guidance with respect to special education and related services for children with disabilities in the State. CFR 300-167.”
- 4) Article III-Functions-There are two functions that are missing that are listed in IDEA:
 - a. The SEA after deleting personally identifiable information must; provide the Advisory Committee with the Due Process Hearing (DPH) findings and decisions and make those findings and decisions available to the public. CFR 300.513(d) and 300.514(c).

b. Waiver of nonsupplant requirement. The State must consult with the Advisory Committee regarding provisions of a Free Appropriate Public Education (FAPE). CFR 300.164 (c)(4).

- 5) Membership-Section 4. The current bylaws do not specify how many terms a Committee member can serve.
- 6) Quorum- There is no mention in the bylaws of what constitutes a quorum to operate and conduct business.
- 7) Proxy members- Some Committees have a provision to appoint a certain number of Proxy members who would represent members who cannot attend a meeting. A proxy could attend and represent a member, but would not be a voting member. The Proxys would be part of the annual orientation and given other Committee resources.
- 8) Orientation of members-recommend adding a Section regarding an annual orientation and priority setting for Committee members. This is usually done in August or September of each year.
- 9) Sub-Committees- The current bylaws have a provision for Task Forces to address certain topical issues that might come up. Many Committees allow the use of sub-committees for bylaws and membership requirements.
Possible Sub-Committees:
 - Executive Committee
 - Bylaws Sub-Committee
 - Membership Sub-Committee
- 10) Meeting Procedures- a suggestion to create an Article entitled “Meeting Procedures”, this section could address how many meetings each year, quorum requirements, public comment procedures, committee member meeting expectations, Roberts Rules of Order, and virtual participation.
- 11) Annual Report- There is currently no mention of a Committee Annual Report and when it is due.
- 12) Bylaws Amendment Process- Amendments to these bylaws may be made by a majority vote at a regularly scheduled Committee meeting, provided that copies of the proposed changes have been disseminated for review and comment at least 30 days prior to the meeting.