

**THE FUNCTIONS and ROLES**

**OF THE**

**SPECIAL EDUCATION ADVISORY COMMITTEE**

**for the**

**State of Michigan**

**and the**

**State Board of Education**

Adopted: March 7, 1979

Last Revision: June 6, 2012

# THE FUNCTIONS and ROLES

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## **MEMBERSHIP (DELEGATE)**

**Appointed Delegates** and **Alternate Members** are nominated by a representing organization and approved by the State Board of Education.

## **TERM**

An Organizational Appointed Delegate term is for three years.

- Exceptions to the rule, as determined by the Executive Committee, may allow a member to be appointed by the State Board for a fourth year.
- In unexpected circumstances, events may occur during a three-year membership term prohibiting the appointed member from fulfilling his/her responsibilities and/or disqualify the member from representing the assigned constituency. Should this situation occur, the Executive Committee will recommend to the Department of Education the removal of the delegate.
- Subsequently, the Executive Committee will recommend that a replacement for the position be recommended to the State Board for approval.
- An individual appointed to replace a Committee member who has resigned or been removed will be appointed for the completion of the term vacated by the replaced member.
  - The partial fulfillment of a previous member's term – if one year or less- is not considered part of the term a member may serve. Upon completion of the partial term ( one year or less), and with the recommendation of the Executive Committee, the State Board may reappoint the individual for a full three-year term of membership (resulting in four consecutive years), provided the individual meets the requirements of the defined member rotation cycle.
  - If the replacement member is appointed to complete a term of two or more years, this member is not eligible for reappointment to a three year term because of the four-year consecutive term limit rule.

## **RESPONSIBILITIES**

- Regularly attend Committee of the Whole meetings.
- Sign-up and regularly attend subcommittee meetings (if any).
- In case of absence, notify alternate (if assigned) to attend the meeting.
- If alternate is unable to attend, contact SEAC recording secretary. For extended absences, contact SEAC recording secretary.
- Prepare for each meeting in advance.
- Be sensitive to diversity of the issues and other members around the table.
- Represent organization viewpoint versus personal opinion.
- Keep organization updated on SEAC activities/issues.
- Keep alternate updated on SEAC activities/issues.

## **ORGANIZATIONAL ALTERNATE MEMBERS**

### **TERM**

Alternate members are appointed for the subject term.

### **RESPONSIBILITIES**

- An alternate member must be prepared to represent his or her organization at any time the organizational delegate cannot.
- An alternate member only has the right to vote and fully participate in the proceedings of the Committee when his/her organization's delegate is absent.
- An alternate member who attends SEAC meetings regularly may be appointed to a SEAC subcommittee by the chairperson or executive committee.

## **MEMBER-AT-LARGE**

Member-At-Large is an individual who is nominated and appointed to the SEAC by the State Board of Education, not representing a specific organization.

### **TERM**

A Member-At-Large is appointed for a three-year term.

### **RESPONSIBILITIES**

- Regularly attend Committee of the Whole meetings
- Sign-up and regularly attend subcommittee meeting (if any).
- In case of absence contact SEAC recording secretary.
- Prepare for each meeting in advance.
- Be sensitive to diversity of the issues and other members around the table.

## **What It Means to Be on the Special Education Advisory Committee (SEAC)**

The SEAC is comprised of 25 organizational representatives, eight (8) members-at-large, and ex-officio state agency representatives as required by the IDEA. The organizational members and alternates are approved by the State Board of Education. Members at-large are appointed by the State Board of Education, and do not have a constituency or an alternate. Ex-officio representatives participate in deliberation and may have an alternate, but do not vote. A majority (51%) of the delegate members must be persons with a disability, or parents of children 26 years of age or under who have been identified as having a disability and who are currently receiving special education services under the Individuals with Disabilities Education Act 2004. The responsibilities of the members of the SEAC are identified below.

1. Be on time and attend all regularly scheduled meetings, or if it is not possible due to extenuating circumstances, send a designated alternate if you have one. If you anticipate not being able to attend a meeting, inform the SEAC recording secretary regarding your need to be absent and the designated alternate (if applicable) who will attend in your place. Members-at-large contact the SEAC recording secretary in case of absence.
2. As requested, read, study or respond to assigned materials that may be necessary to fully understand topical issues or provide background information pertinent to SEAC issues.
3. In addition to attending the SEAC meetings of the whole, all members are expected to actively participate in a subcommittee (if any), including attending sub-committee meetings (if any) and carrying out work that the subcommittee undertakes as part of its function. This work may require some additional time outside of meetings to prepare materials or investigate issues.
4. Remember that organizational representatives represent a constituency, and advise (inform, counsel, recommend, suggest or guide) on a particular policy issue rather than advocate for an individual position.
5. Organizational representatives should maintain a 2-way communication between the SEAC and the constituency represented. Specifically, you should regularly advise your constituency concerning the SEAC agendas and issues the SEAC is reviewing. You should seek your constituency's input regarding these issues so that you are confident that you are adequately representing your constituency.

These communications can take the form of sharing the SEAC agendas and meeting summaries, and seeking input through regular channels (such as staff meetings) within the constituency you represent. Keeping the alternate updated on the SEAC activities and issues is also a responsibility.

6. Ex-officio members have a primary responsibility to inform the SEAC of issues from their agencies which impact Special Education, and provide information from their agency's perspective on issues before the SEAC, and to advise their agencies of the activities of the SEAC.

## **What It Means to Be on the (SEAC) Executive Committee**

To help prospective Executive Committee members understand the responsibilities they assume when making this commitment, here are some of the tasks:

1. Be available to meet and plan the Annual Transition Planning Meeting.
2. Help facilitate the Annual Transition Planning Meeting.
3. Be available to stay after the SEAC Committee of the Whole meeting for debriefing and/or be available via a conference phone call the day after the SEAC meeting to debrief.
4. Mentor new SEAC members, possibly throughout the year.
5. Make a commitment of time and effort; the committee needs to be a priority.
6. Chair or co-chair one of next year's subcommittees (if any), including completion of the final report submitted to the SEAC Chairperson for the End of Year Report.
7. Meet at a time agreed upon by the Executive Committee before each Committee of the Whole meeting.

## Organizational Rotation of Defined Membership\* March 2012 (Based on Actual Membership)

(\*to meet 51% of persons with or parents of children with disabilities. If a parent, the child needs to be under 26 years of age and currently receiving special education services.)

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
AFTMi	X	X				X	X	X		
ACMH			X	X	X				X	X
CEC						X	X	X		
LDAM	X	X				X	X	X		
<b>MACED VACANT!</b>		<b>XA</b>	<b>XA</b>	<b>XA</b>	<b>XA</b>		X	X	X	
MASCD	X	X	X				X	X	X	
MAASE		X	X	X				X	X	X
MAISA		X	X	X				X	X	X
MAISEA	X	X	X	X	X				X	X
MALSEA	X				X	X	X			
MANS		x	X	X				X	X	X
MAPSA					X	X	X			
<b>MASA</b>				<b>0 (x)</b>	<b>0 (x)</b>	<b>0 (x)</b>				X
MASB		X	X	X				X	X	X
MASP				<b>0 (x)</b>	<b>0 (x)</b>	<b>0 (x)</b>	X	X	X	
<b>MASSP VACANT!</b>				<b>XA</b>	<b>XA</b>	<b>XA</b>				X
<b>MASSW</b>	X	X	<b>0 (x)</b>	<b>0 (x)</b>	<b>0 (x)</b>	X	X	X		
MATCEI	X	X	X				X	X	X	
MEA					X	X	X			
MSLHA	X	X	X	X				X	X	X
MTSA			X	X	X				X	X
TOTALS	8	11	10	8	6	7	11	13	12	10
<p>1. 6 out of 8 at-large members = 6 defined members                  2. 4 standing members = 4 defined members                  (Arc, Autism, Michigan Alliance for Families, <b>State PAC- no longer exists</b>)                  3. 21 rotating organizations = 7 to 14 defined members</p> <p>This would allow 17-24 members in a given year to meet the definition of a defined member (person with a disability or parent of a child under age 26 with a disability who is currently receiving special education services).</p> <p><b>For 2010-2014, the active SEAC membership has been 31 members instead of 33 as legislated. Two organizations (MASSP and MACED had ongoing vacancies as designated on the chart by XA.) Three organizations that were on the defined rotation failed to nominate a defined member (x) as designated on the chart by O for a non-defined member.</b></p> <p style="text-align: center;">(x)</p>										