

**PROCEDURES**

**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

## SEAC Procedures

### Table of Contents

	<b>Page</b>
Attendance	1
Executive Committee Nomination Process	2
Process for Setting Annual Priorities	5
Filling Organizational Membership Vacancies	7
Guidelines for Receiving Public Comment	8
Request to Address the Meeting	9
Parliamentary Resource	10
Parliamentary Resource Chart	11



## Attendance

1. In order to maintain your status as a SEAC delegate or alternate attendance is required at each meeting.
2. Individual delegates are expected to maintain a relationship with an alternate to fulfill delegate's position when absent.
3. A RSVP is required for each scheduled SEAC meeting. Members shall do this on the SEAC website  
<http://seac.cenmi.org/Meetings/ScheduleInformation.aspx>
4. SEAC monthly attendance records shall be provided by the OSE.

## Executive Committee Nomination Process

<i>January</i>	<b>Task</b>	<b>Process</b>
	<i>Solicit Executive Committee nominations</i>	<p><i>SEAC standing committees (if any) shall nominate members of their committees for the Executive Committee.</i></p> <p><i>A minimum of seven nominees are needed.</i></p> <p><i>The standing committees (if any) shall nominate members for the Executive Committee by considering the following criteria for representation on the Executive Committee:</i></p> <ol style="list-style-type: none"> <li><i>1. Term expiration dates</i></li> <li><i>2. Monthly attendance records</i></li> <li><i>3. Current Executive Committee members who are eligible and willing to serve</i></li> <li><i>4. At least <u>one</u> member of each of the SEAC standing committees (if any) who is eligible and willing to serve on the Executive Committee must also be willing to <u>chair</u> a standing committee (if any) for the following SEAC year.</i></li> <li><i>5. SEAC Defined Members</i></li> </ol> <p><i>The SEAC Executive Committee is responsible for:</i></p> <ul style="list-style-type: none"> <li><i>• Establishing the agenda with the advice of the OSE-EIS,</i></li> <li><i>• Serving as leaders &amp; spokespersons of the SEAC and its standing committees (If any),</i></li> <li><i>• Directing &amp; participating in discussion at meetings,</i></li> <li><i>• Facilitating the work of the SEAC,</i></li> <li><i>• Providing extra support &amp; assistance to new SEAC members.</i></li> </ul>

February	Executive Committee Slate of Nominations/Voting Process	<p>At the February SEAC meeting:</p> <ul style="list-style-type: none"> <li>• The Executive Committee provides to the SEAC the Slate of Nominations listing all SEAC members who were nominated by the standing committee (if any)</li> <li>• The SEAC Chair asks the SEAC members for any write-in nominations.</li> <li>• The nominees for the Executive Committee introduce themselves, naming the organizations they represent, if applicable.</li> </ul> <p>After the February meeting and prior to the March meeting:</p> <ul style="list-style-type: none"> <li>• The SEAC secretary mails the Executive Committee Nomination Ballot to SEAC Delegates.</li> <li>• SEAC delegates vote for seven of the nominees for the Executive Committee and return their ballots to the secretary before the start of the March SEAC meeting.</li> </ul>
March	Executive Committee Election Results	<p>The SEAC Chair designates four SEAC members to count the votes. In case of a tie vote, the SEAC secretary will mail a new ballot of the candidates involved in the tie vote to SEAC delegates for them to return before the April meeting</p>

April	Chair & Vice Chair Election	<ul style="list-style-type: none"> <li>• At the April meeting, the seven newly-elected Executive Committee members submit nominations for Chairperson and Vice Chairperson.</li> <li>• Confirmation of willingness of nominated individuals will be confirmed prior to the mailing of the ballot.</li> <li>• The SEAC secretary mails the ballot for Chairperson and Vice Chairperson to the seven (7) newly elected Executive Committee Members to vote for one Chairperson and one Vice Chairperson. The ballots are returned to the secretary before the start of the May SEAC meeting.</li> </ul>
May		<ul style="list-style-type: none"> <li>• The SEAC chair designates four SEAC members to count the votes and provides the Executive Committee Election results to the SEAC.</li> </ul>

## Process for Setting Annual Priorities

In July/August the SEAC Executive Committee will:

1. Ask MDE to draft a list of state and national issues/trends that it sees impacting special education in the next 12-24 months.

At the Annual Transition Planning Meeting (June) the SEAC as a whole will:

Identify areas of interest/need for SEAC to focus on, for the year, that fall under the seven functions of the SEAC. Listed below are the seven functions:

1. Advise the State Educational Agency of unmet needs within the state in the education of children with disabilities;
2. Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities;
3. Advise the State Educational Agency in developing evaluations and reporting on data to the secretary under section [34 CFR 300.169(c)].
4. Advise the State Educational Agency in developing corrective action plans to address findings identified in federal monitoring reports under this part; and
5. Advise the State Education Agency in developing and implementing policies relating to the coordination of services for children with disabilities.
6. Receive findings and decisions of all hearings related to special education (34 CFR 300.513(D)(1)).
7. By July 1 of each year, submit an annual report of its activities and suggestions to the State Educational Agency (34 CFR 300.169(c)).

At the October subcommittee meeting (if any), each subcommittee will:

1. Review the identified priorities/needs.
2. Confirm that the priorities/needs still exist.
3. Target expected outcomes by May of the following year.
4. Prioritize the outcomes.

By November, the subcommittees (if any) will report back to the SEAC as a whole on their targeted outcomes.



At the April/May Meeting

1. Have subcommittee chairs (if any) prepare written report(s).
2. Provide reports to all members of SEAC before the June meeting.

At the June SEAC meeting, the SEAC as a whole will:

1. Review the reports of the subcommittees (if any) and the current year work.

## Filling Organizational Membership Vacancies

If an organization represented on the SEAC ceases to exist or chooses to discontinue its affiliation with the SEAC, the process to recommend another organization to the State Board of Education will include:

<b>Responsibility</b>	<b>Action</b>
Executive Committee	Survey SEAC membership to identify areas of unmet representation and possible organizations that would meet that representation.
Executive Committee	Disseminate announcement through the CEN publications to alert groups of the opening.
Executive Committee	Review responses based on, but not limited to, disability area, balance of administrators, providers, and parents; educational trends; expertise missing on the SEAC; and IDEA requirements.
Executive Committee	Mail applications to organizations that appear to meet unmet representation.
Executive Committee	Review applications and forward top three to the SEAC membership.
SEAC Chair	Invite representative from top three applicants to present information on their organization to the SEAC (five minutes during Public Comment period).
SEAC Whole	Hear information presented by top three applicants at first meeting of SEAC.
SEAC Whole	Vote on which organization to recommend to the State Board of Education for permanent membership at second meeting of SEAC.

## Guidelines for Receiving Public Comment

According to SEAC By-laws, the Executive Committee will consider information given during public comment and determine follow-up action, if necessary. The process will include:

<u>Person Responsible</u>	<u>Action</u>
Presenter(s)	<ul style="list-style-type: none"> <li>• Complete SEAC "Request to Address the Meeting" form in advance on the day of the meeting (See Page 10 of these procedures.</li> <li>• Following By-laws regarding Public Participation (IV.E.), presenter has 5 minutes to comment</li> </ul>
SEAC Delegates	<ul style="list-style-type: none"> <li>• May ask questions/clarification of the presenter(s)</li> </ul>
SEAC Chair	<ul style="list-style-type: none"> <li>• Acknowledge presenter and ask for additional public comment. If no public comment, the meeting continues according to the approved agenda.</li> </ul>
SEAC Chair	<ul style="list-style-type: none"> <li>• Near the end of the meeting, during "Future Agenda Considerations", the Chair will address any public comment received. Possible follow-up action may include:               <ul style="list-style-type: none"> <li>- For information only, no further action necessary</li> <li>- Refer information/presenter to a current Department initiative</li> <li>- Refer information to a Standing Committee (if any)</li> <li>- Request a SEAC ad hoc committee be formed, with a specified outcome</li> <li>- Place topic on future agenda, with a specified outcome</li> </ul> </li> </ul>

**Reminder:** Each SEAC delegate is responsible for taking information back to their individual organizations.

## State Special Education Advisory Committee

### Request to Address the Meeting

Date \_\_\_\_\_

I would like to speak to the State Special Education Advisory Committee at this meeting.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Email Address** \_\_\_\_\_

I want to speak about (subject) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization Represented (response optional) \_\_\_\_\_

\_\_\_\_\_

**Organization Website** \_\_\_\_\_

Official Spokesperson for the Organization?    Yes     No

## **Parliamentary Resource**

### Vice-Chairperson's Role as a Parliamentary Resource

1. The Vice-Chairperson provides support to the Chair in formulating responses to parliamentary inquiries regarding the Chair's rulings on points of order. The Chair has the freedom to accept or ignore the advice of the Vice-Chair as Parliamentary Resource. One of the Executive Committee members may serve as the Parliamentary Resource.
2. The Vice-Chairperson keeps track of the time when members or visitors are allotted a specific timeframe in which to speak.
3. The Vice-Chairperson will have a working knowledge of parliamentary procedures prior to the first SEAC meeting and will provide an orientation to the committee.

Parliamentary Procedure:

This table provides an abbreviated guide to how one can make motions in a meeting.

In Order to Introduce the Following:	Possible Language	Can Speaker be interrupted?	Second to Motion Needed?	Can Motion be Debated?	Amendment Allowed?	Is a Vote Needed?	Can a Vote be Reconsidered?
Introduce Business	"I move that"	No	Yes	Yes	Yes	Majority	Yes
Call an intermission	"I move that we recess for..."	No	Yes	No	Yes	Majority	No
Complaint about Environmental conditions	"I rise to question <b>point of privilege.</b> "	Yes	No	No	No	No vote	no
Temporarily suspend	"I move to table the motion."	No	Yes	No	No	Majority	No
End debate and amendments	"I move the previous question."	No	Yes	No	No	2/3	Yes
Postpone discussion for a specific time frame	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Examine something more carefully	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority	Yes
Adjourn meeting	"I move that we adjourn."	No	Yes	Yes	Yes	Majority	No

