

Procedures of the Special Education Advisory Committee (SEAC)

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Michigan Department of Education
Special Education Advisory Committee

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Procedures of the Special Education Advisory Committee (SEAC)

I.C.6. Process for Setting Annual Priorities

I.C.6. At the June meeting each year, the SEAC shall solicit annual priorities for the following year. At the Annual Transition Planning Meeting (June) the SEAC Committee of the 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)).

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 meetings:

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

In July/August the SEAC Executive Committee will ask the MDE to draft a list of state and national issues/trends that it sees impacting special education in the next 12-24 months.

II.A.1.a.iii Member Responsibilities

II.A.1.a.iii Regularly attend Committee of the Whole meetings.

During any given school year—

1. All organizational delegates and/or their alternates, members at large, and IDEA-required ex-officio members¹ are expected to attend all committee of the whole meetings including the annual retreat.
2. At the beginning of each school year, prior to any absences, the OSE confirms that current contact information is on file for each member, both email and phone.
3. The member is counted as attending a given meeting if either the delegate or the alternate is present in the room, or if either participates by phone.
4. The executive committee or membership committee mentor assigned to a new member should continue to support the new member mentee for at least three (3) months to help insure participation and engagement. This is especially important for members who start mid-year.
5. The two (2) absences² have occurred, the delegate and alternate are replaced.
6. After three (3) total absences, the OSE will send a letter to the organization, member and alternate clarifying that participation is important and that one additional absence during the school year will result in a request to change

¹ In Michigan, the IDEA- required State Advisory Panels § 300.168 members that are designated as ex-officio members include... (4) Representatives of institutions of higher education that prepare special education and related services personnel; (5) State and local education officials, including officials who carry out activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11431 et seq.); (7) Representatives of other State agencies involved in the financing or delivery of related services to children with disabilities; (10) A representative from the State child welfare agency responsible for foster care; and (11) Representatives from the State juvenile and adult corrections agencies.

² Neither the delegate nor the alternate is present in the room nor on the phone.

both the delegate and alternate. Members-at-large and IDEA-required ex-officio members will receive similar letters.

7. When four (**4**) absences have occurred, the delegate and alternate are replaced.
8. In addition, members (delegate or alternate) must be physically present for at least four) **4** meetings per school year to be reasonably engaged in the work. After the **5th** instance when the member (delegate or alternate) has not been physically present for the meeting, the member will receive a call from the membership committee, and the organization and member (delegate or alternate) will receive a clarifying letter reflecting that one additional instance where the member (delegate or alternate) is not present will result in a request to the organization to replace the delegate and alternate. Members-at-large and IDEA-required ex-officio members will receive similar letters.

II.A.3.a. Composition of the SEAC

II.A.3.a. The SEAC consists of member-at-large and members representing organizations.

Organizations may participate on SEAC whether their members are individuals or entities (e.g. schools or districts) as long as there is broad coverage across the state.

II.A.3.b.ii. Organizations Nominating Individuals for Appointment

II.A.3.b.ii. Organizations nominating individuals for appointment to the SEAC will be asked to submit nominees who are '**defined**' or individuals with disabilities or parents of children with disabilities currently receiving special education services on a rotating basis per the SEAC Procedures Manual. This will assure that the SEAC meets the IDEA 51% consumer requirement.

All SEAC appointments are for three years. The SEAC made a commitment to have all member organizations share the responsibility for complying with the 51% defined member requirement. There is a state legislative cap of 33 members. That is reflected in 28 organizational representatives and 8 members-at-large. In addition, there are several non-voting, Ex-Officio state agency representatives. The following SEAC Procedures guarantee that there will be at least **17** defined members each year to meet the 51% requirement.

- There are 19 organizations whose members are primarily school-based: administrative and school board organizations as well as direct service provider organizations (e.g. teachers, school psychologists, speech therapists). These organizations are expected to nominate a representative who meets the defined member criteria for one three year term during every 9 year period. That guarantees at least 6 defined members each year.
- There are 5 organizations whose members are primarily non-school based: families and advocates (e.g. Michigan Alliance for Families, the Autism Society of Michigan). These organizations are expected to consistently nominate a representative who meets the defined member criteria.
- There are 8 member-at-large seats. At any given time, 6 of the 8 must meet the defined member criteria.

To ensure consistent implementation of an equitable plan to meet the defined member requirement each year, the SEAC leadership annually updates and verifies a working chart of defined member representation.

II.B.2.a. Membership: Nominations

II.B.2.a. (Each organization set forth in section II-A-5 above shall submit to the State Board of Education the nomination for a member and an alternate to represent the respective organization for the three year term. Communications to organizations concerning appointment of individuals to serve on the SEAC should include the State Board's intent for diversity that is representative of the population of Michigan. The proposed appointee may need to meet the defined member criteria (a person with a disability or parent of a child with a disability under age 26 who is currently receiving special education services)

When a new delegate is nominated to begin a term representing an existing SEAC organization or new organization is applying for a vacant seat on SEAC, the organization will also verify that it has a current

- Mission statement
- Designed outreach areas
- Documentation of state areas served/or active members/chapters
- 501c non profit tax status
- Active website with clear guidelines about how to contact the organization.
- Active board of directors
- Annual report (e.g. to national org, to local affiliates or members, for taxes)

II.B.5.B.i.Filling Organizational Membership Vacancies

II.B.5.B.i. Cessation of an Identified Organization: If an organization represented on the SEAC ceases to exist or chooses to discontinue its affiliation with the SEAC, the Executive Committee follows established procedures to fill the vacancy. Following the identification of an organization, the Bylaws process to appoint members will be followed (II.B).

The process to recommend another organization to the State Board of Education will include:

Table 1: Filling Organizational Membership Vacancies

Responsibility	Action
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 and through SEAC membership 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.
OSE staff and SEAC Chair	Invite representative from each applicant organization to present information on their organization to the SEAC
SEAC members	Forward electronic announcement to organizations that appear to meet unmet representation.
SEAC Committee of the Whole	Hear presentations from each applicant organization. Vote on which organization to recommend to the State Board of Education for permanent membership at next meeting of SEAC.

When selecting a new organization, current SEAC members should consider a number of factors relative to what the organization can bring to the table:

- a. Attributes of the group that support the SEAC mission, goals and unmet needs.
- b. Organizations that are represented across much of the state. As a frame of reference, an organization's membership of 200 would reflect approximately 0.1% of the students with IEPs in Michigan.
- c. Online/tech/web presence.
- d. Regional reach and coverage if not statewide presence.
- e. Diversity, unique population served, area of specialty.
- f. Scope and practice affecting service to students receiving services under IDEA.

II.C.1.a. Executive Committee and Officers Nomination Process

II.C.1.a. By April of each year, the SEAC shall elect from its membership the Executive Committee and officers following established procedures

Table 2: Executive Committee Nomination Process

Month	Task	Process
February	Solicit Executive Committee nominations	<p>SEAC standing committees (if any) shall nominate members of their committees for the Executive Committee.</p> <p>A minimum of seven nominees are needed.</p> <p>The standing committees (if any) shall nominate members for the Executive Committee by considering the following criteria for representation on the Executive Committee:</p> <ol style="list-style-type: none"> 1. Term expiration dates 2. Monthly attendance records 3. Current Executive Committee members who are eligible and willing to serve 4. At least one 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 chair a standing committee (if any) for the following SEAC year. 5. SEAC Defined Members <p>The SEAC Executive Committee is responsible for:</p> <ul style="list-style-type: none"> • Establishing the agenda with the advice of the OSE, • Serving as leaders & spokespersons of the SEAC and its standing committees (If any),

Month	Task	Process
		<ul style="list-style-type: none"> • Directing & participating in discussion at meetings, • Facilitating the work of the SEAC, • Providing extra support & assistance to new SEAC members.
March	Voting Process	<p>At the February SEAC meeting:</p> <ul style="list-style-type: none"> • The Executive Committee members nominate recommended individuals • The SEAC Committee of the Whole members nominate additional individuals. • The nominees for the Executive Committee introduce themselves, identify their willingness to serve, and name the organizations they represent, if applicable. <p>After the February meeting and prior to the March meeting:</p> <ul style="list-style-type: none"> • The SEAC secretary emails the ballot to all SEAC members • SEAC delegates vote electronically for seven of the nominees for the Executive Committee.
April	Chair & Vice Chair Election	<ul style="list-style-type: none"> • Following the April meeting, the seven newly-elected Executive Committee identify their willingness to serve as chair & vice chair. • Confirmed prior to the mailing of the ballot. • The SEAC secretary emails 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 voting is completed prior to the start of the May SEAC meeting.

II.C.2.b.ii. Parliamentary Resource

II.C.2.b.ii. The Vice-Chairperson shall: Serve as 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.

IV.B.1., IV.B.2. & V.C.1. Parliamentary Procedures shall be observed by the SEAC and its committees in the conduct of its business and regular meetings. The Vice Chairperson of the SEAC serves as the parliamentary resource.

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

Table 3: Parliamentary Procedures

In Order to Introduce the Following:	Possible Language	Can Speaker be interrupte	Second to Motion	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 questions point of privilege."	Yes	No	No	No	No Vote	No
Temporarily Suspend	"I move that to table the motion."	No	Yes	No	No	Majority	No
End debate and amendments	"I move the previous questions."	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

In Order to Introduce the Following:	Possible Language	Can Speaker be interrupte	Second to Motion	Can Motion be Debated?	Amendment Allowed?	Is a vote needed?	Can a vote be reconsidered?
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

IV.D.2.b. & h. Guidelines for Receiving Public Comment

IV.D.2.b. & h. All persons wishing to address the SEAC must declare their intent on appropriate forms prior to the beginning of the portion of the meeting devoted to public participations. h. Items identified during the public participation will be reviewed at the end of the meeting when the committee discusses future agenda considerations.

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:

Table 4: Guidelines for Public Comment

Person Responsible	Action
Presenter(s)	Complete SEAC "Request to Address the Meeting" form in advance on the day of the meeting (Visit the SEAC website to access the SEAC Visitor Registration form (seac.cenmi.org/wp-content/uploads/2012/03/VisitRegistrationForm_2-1-18.pdf))
SEAC Delegates	May ask questions/clarification of presenter(s)
SEAC Chair	<ul style="list-style-type: none"> • Acknowledge presenter and ask for additional public comment. If no public comment, the meeting continues according to the approved agenda. • 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"> ○ For information only, no further action necessary ○ Refer information/presenter to a current Department initiative ○ Refer information to a Standing Committee (if any) ○ Request a SEAC ad hoc committee be formed, with a specified outcome ○ Place topic on future agenda, with a specified outcome

V.C. Voting Procedures

V.C.1 & 2.

Voting will follow appropriate parliamentary procedures. If a delegate determines, or a majority of the SEAC determines that his or her vote on a matter before the SEAC is a conflict of interest, the delegate may be prohibited from voting on the matter being considered.

At the recommendation of the Chairperson and with a majority vote of the SEAC, the Chairperson may request that his/her organization's alternate representative be seated at the table and vote on behalf of the organization. In such instances, the Chairperson will not be allowed to cast a vote.

Votes will be by roll call. A record of individuals voted will be maintained by the OSE. This applies also to online voting-designating the organization or member-at-large name as part of submitted vote.

VI.B. Reimbursement

VI.B.1, 2, 3 & 4

Reimbursement of Expenses

1. The state shall reimburse SEAC at-large members for reasonable and necessary expenses for attending meetings and performing duties and functions. Organizational members and alternates shall not be reimbursed for any such expenses unless the organization can establish to the satisfaction of the Director of the Office of Special Education that it will no longer be able to participate due to the organization's severe economic situation.
2. Reimbursement for expenses incurred, other than normal expenses related to the expense of attending SEAC meetings, require prior approval of the Director of the Office of Special Education.
3. The State Board will reimburse each SEAC member eligible under Paragraph 1 above for reasonable travel and meal expenses which result from attendance at scheduled SEAC meetings. This does not apply to those At-Large members who receive reimbursement for their travel from their employer, institution, or

organization. In those circumstances in which the distance traveled is of extreme length and requires overnight accommodations, lodging may be reimbursed if funds are available. Unless otherwise approved by the State Superintendent or his/her designee, all reimbursement must be limited to one meeting per month.

4. This policy is to be submitted to each member of the SEAC at the initial meeting following appointment and also to all existing SEAC members.
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Non-State Employee Travel Guidelines

- I. Meal Reimbursement—Allowed meal reimbursement rates/times supported by itemized receipts:
 - Breakfast - \$8.50 - Travel must commence prior to 6:00 a.m. and extend beyond 8:30 a.m.
 - Lunch - \$8.50 – Travel must commence prior to 11:30 a.m. and extend beyond 2:00 p.m.
 - Dinner - \$19.00 – Travel must commence prior to 6:30 p.m. and extend beyond 8:00 p.m.
 - The amount of reimbursement will be the amount of the actual meal expense, as noted on the receipt, or the allowed meal rate, whichever is less. (Receipt cannot include alcoholic beverage charges or bartender fees).
 - Original Itemized, dated receipts must be included with the non-state employee travel expense voucher. Copies will not be permitted. The receipt should be cash register generated and include the place, date, time of the purchase, and amount paid to verify the correct reimbursement amount. Credit card statements or summary credit card slips are not acceptable in lieu of a receipt.
 - The meal must be purchased within the starting and ending time of travel. For example, items purchased at a grocery store the night before travel occurs are not reimbursable. Only single meal items consumed during the meal period are acceptable. Bulk quantity items such as bags of apples, loaves of bread, cases of water, etc. will not be allowed.
 - For full-day meals (breakfast, lunch and dinner) with an over-night stay, the meals and receipts will be considered in total (not

individually) and cannot exceed the total meal reimbursement for the day (\$36.00).

- The actual amount paid for food, non-alcoholic drink, sales tax and tip is reimbursable up to the allowable meal rate. If the tip amount is not printed on the receipt, a handwritten notation of the amount of the tip is acceptable.
- Meal reimbursement requests made by a non-state employee cannot include the purchase of a meal intended for someone other than the non-state employee. Only the actual amount expended, up to the allowable rate, will be reimbursed for the non-state employee.

II. Mileage Reimbursement

- Mileage reimbursement for SEAC members will be at the premium rate, currently \$.545 per mile, based on MapQuest roundtrip destinations city to city.

III. Child Care Reimbursement

- Request for childcare reimbursement form must be submitted with an accompanying non-state employee travel voucher and a signed original invoice from the childcare provider for each request that is made.

IV. Non-State Employee Travel Reimbursement Policy

- The SEAC bylaws state that the Reimbursement Policy must be presented to each new SEAC member at the initial meeting following their appointment to the SEAC as well as existing SEAC members.
- Requests for expense reimbursement beyond normal expenses related to attending SEAC monthly meetings must be approved by the State Director of Special Education. The questions below pertain to monthly meetings of the Special Education Advisory Committee.

V. Q & A Question and Answer

Q. What are the normal and necessary expenses?

A. If travel distance from home/office to the meeting site is more than 50 miles one way.

Q. What constitutes extreme distance or length of travel?

A. The definition of extreme distance or length of travel means if you travel over 50 miles (one way) or it is necessary to leave your point of origin (home or office) before 7:00 a.m. the day of the meeting.

Q. What is the frequency of allowable travel expenses?

A. Unless otherwise approved by the State Superintendent or his/her designee, all reimbursements must be limited to one meeting per month.

Q. If child care incurred as a result of attending SEAC meetings an allowable expense?

A. Yes

VI. At-Large Members

- The State Board shall reimburse SEAC At-Large members for reasonable and necessary expenses for attending meetings and performing duties and functions related to the SEAC. For those circumstances in which the distance traveled is of extreme length and requires overnight accommodations, lodging and meal expenses may be reimbursed. However, this does not apply to those At-Large members who receive reimbursement for travel from their employer, institution, or organization.

VII. Organizational Members

- Organizational members and alternates shall not be reimbursed for expenses unless the organization can establish to the satisfaction of the State Director of Special Education that it will no longer be able to participate in the SEAC meetings due to the organizations' severe economic situation.

To obtain a copy of the SEAC Application for Reimbursement form, contact Ashley Reed at 517-241-7140 or reeda@michigan.gov.