

THE WEST ORANGE SPECIAL EDUCATION PARENT ADVISORY COUNCIL (WOSEPAC) BYLAWS

ARTICLE I: NAME

The name of this organization shall be the West Orange Special Education Parent Advisory Council, also known as WOSEPAC.

ARTICLE II: OBJECTIVE

The West Orange Special Education Parent Advisory Council exists to fulfill the requirements of the New Jersey Administrative Code 6A:14-1.2(h):

Each Board of Education shall ensure that a special education parent advisory group is in place in the district to provide input to the district on issues concerning students with disabilities.

WOSEPAC will work collaboratively with all parents/guardians of children with special education needs and district staff as a liaison to the West Orange Board of Education to

- Advocate for the continual improvement of the district's special education programs.
- Provide direct input to the BOE and district administration on policies, programs and practices that impact students with special needs and their parents.
- Promote the welfare of our children and youth with special needs in the school and the community.
- Develop resources for parents/guardians related to the education and social development of their children with special needs.
- Engage parents/guardians in the improvement of the district's special education programs and services in order to improve individual student performance.
- Promote the incorporation of a life skills curriculum throughout the education of special needs students.
- Improve communication and collaboration between students, staff, administrators, educators, parents and the community to better serve students with special needs.

ARTICLE III: POLICIES

Section A: This organization shall be non-sectarian and non-partisan.

Section B: This organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

Section C: This organization may cooperate with other educational groups subject to the approval of the West Orange Special Education Parent Advisory Council members or its Executive Committee.

Section D: This organization shall offer to the Board of Education and administration such constructive suggestions that will promote the interests of students with special needs within the district.

Section E: This organization shall not serve as an advocate for any particular individual or case but shall advise the district on systemic issues concerning students with special needs. Should any Council Member participate on behalf of a particular child, they must disclose to the child's parents and the child study team that they are a Council Member and that their actions are not related to or deemed to be the position of WOSEPAC. Said Council Member should also make such disclosure to WOSEPAC's Executive Committee.

Article IV – MEMBERSHIP

Section A: The Council will be comprised of parent voting members including school liaisons, WOSEPAC officers, and one or more community representatives, with representation as follows:

- At least one parent, if possible, from each of the district schools;
- At least two parents, if possible, with a student in Out of District placement;
- At least two, if possible, at large parent members and/or community representatives.

Ex-officio non-voting members of the Council will include at least one representative from each of the following groups:

Child Study Team Member

Paraprofessional

Special Education Teacher

General Education Teacher

Administrator (Principal, Director of Special Services or Supervisor of Special Education)

Superintendent

Board of Education Member

The names of the Council members shall be provided to the Board of Education, for informational purposes, once a year after WOSEPAC's annual election.

Section B: Voting council members shall not serve more than two (2) years in the same position unless there are no interested candidates. In no case shall they serve more than six (6) years in a row. However, they may serve after a two (2) year hiatus from the council. Elections shall be held in late April or early May to effectuate a smooth transition.

Section C: All council members should strive to attend as many meetings as possible but in no case shall miss more than one half (1/2) of the council meetings.

Article V – Officers and Their Election

Section A:

1. The Executive Committee of this organization shall be the Chairperson, a Co-Chairperson, a Recording Secretary, a Corresponding Secretary, and Standing Committee Chairs. The Executive Committee may or may not serve as School Representatives at their own discretion.
2. The Executive Committee shall be elected annually and begin their terms July 1. If there is but one nominee for an office, the Recording Secretary shall cast the elective ballot of the organization for the nominee.
3. If there is more than one nominee for an office, a majority vote of two thirds of the voting Council members present shall elect the person for an office.

4. The Executive Committee shall assume their official duties as of July 1, and shall serve a term of one (1) year or until their successors are elected.

Article VI – DUTIES OF COUNCIL MEMBERS

Section A: Chairperson/Co-Chair

1. Preside at all meetings of WOSEPAC
2. Coordinate all meetings and ensure information is given to the Director of Special Services
3. Act as a liaison between WOSEPAC and the Director of Special Services
4. Act as a liaison between WOSEPAC and the Board of Education
5. Set the agenda for each meeting
6. Oversee creation and distribution of WOSEPAC correspondence
7. Coordinate and monitor the functions of committees

Section B: Recording Secretary

1. Record the minutes of WOSEPAC meetings
2. Present the minutes to be voted on at subsequent WOSEPAC meetings
3. Maintain an accurate attendance log, WOSEPAC member list and parent list
4. Maintain the WOSEPAC bylaws and make available as needed at all meetings

Section C: Corresponding Secretary

1. Receive, distribute and create WOSEPAC correspondence, as directed by the Chair or Co-Chair
2. Create and send out notifications of all meetings and agendas, as directed by the Chair or Co-Chair

Article VII – MEETINGS

Section A: Regular meetings of the Council shall be held as designated by the Council, unless otherwise directed by the Chair or Co-Chair.

Section B: A minimum of five (5) members of the Council shall constitute a quorum for the transaction of business in any general meeting of this group.

Article VIII – STANDING COMMITTEES AND SPECIAL COMMITTEES

Section A: Standing Committees

1. The Council shall have standing committees as deemed necessary to promote the objectives, interests and management of the Council.
2. Standing committee chairs shall be appointed by the Executive Committee and shall be drawn from the Council.
3. The chairs of all standing committees shall work in collaboration with the WOSEPAC Chair or Co-Chair.

Section B: Special Committees

1. Special Committees shall be created where deemed necessary for a specific purpose.
2. Special Committee chairs shall be appointed by the Chair, Executive Committee or Council.

3. Special Committees shall fulfill their obligations as directed by the Executive Committee and shall cease to exist upon completion of their purpose.

Article IX – AMENDMENTS

- Section A: Amendments to these bylaws may be proposed at any WOSEPAC meeting and developed by the Council.
- Section B: Such amendments can be adopted at any subsequent meeting of this organization by a two-thirds (2/3) vote of the council members present and voting.