

# ALABAMA SPECIAL EDUCATION ADVISORY PANEL BY-LAWS

Amended October 15, 1997

## **Article I**

### Name and Offices

1. **Name**

Alabama Special Education Advisory Panel

2. **Offices**

Since the Panel members meet only on a periodic basis, no offices will be established. Persons wishing to contact Panel members may write to their address or may contact the State Department of Education, Special Education Services, P.O. Box 302101, Montgomery, Alabama 36130-2101 or telephone (334) 242-8114.

## **Article II**

### Membership

1. **Required Members**

The Panel is composed of individuals with disabilities, teachers, state and local education agency officials, special education program administrators, parents of children with disabilities, representatives of institutions of higher education, other state agencies involved in financing and/or providing services to students with disabilities, representatives of private schools, at least one representative of organizations concerned with transition services, and representatives of juvenile and adult corrections agencies. A majority of the Panel is composed of parents of children with disabilities and individuals with disabilities.

2. **Optional Members**

The State Department of Education may expand the Panel to include additional persons in the groups listed above or representatives of other groups concerned with the education of students with disabilities.

3. **Length of Term**

The members of the Panel shall be appointed by the State Superintendent of Education to a three-year term of service. To ensure consistency in Panel functions, the three-year terms will be staggered so that only approximately one-third of the members' terms will be ending each year. Special appointments may be made for less than three years.

4. **Extended Membership for**

The State Department of Education may request that the

**Chairperson**

Chairperson, whose three-year term has ended, serve for one additional year as an ex-officio member of the Panel.

**5. Resignation of Members**

Any member of the Panel may resign by providing written notice to the State Department of Education.

**6. Removal of Members**

The removal of a member will require an affirmative vote of two-thirds of the full Panel membership. A member may be required to resign for failure to render reasonable assistance in carrying out the purposes of the Panel either through neglect, refusal to participate, or actions detrimental to the education of students with disabilities. Any member proposed to be removed shall be entitled to at least a five-day notice in writing by mail of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Panel at the meeting.

**7. Compensation and Expenses**

Panel members shall not receive any salary for their services. However, the State Department of Education, Special Education Services, will provide reimbursement for travel, per diem, and other necessary expenses incurred in conjunction with attendance at Panel meetings.

**Article III**

**Officers**

**1. Chairperson**

The Panel shall elect a Chairperson to conduct meetings and direct the business of the Panel. The election of the Chairperson shall occur at the last scheduled meeting of the year. Any person elected must have served on the Advisory Panel for at least one year prior to consideration. He/She will serve as a facilitator and will refrain from voting except to break a tie. The term of office for the Chairperson shall be for one year.

**2. Vice-Chairperson**

The Panel shall elect a Vice-Chairperson to serve in the absence of the Chairperson. The election and term of office shall be the same as the Chairperson.

**3. Secretary**

The State Department of Education, Special Education Services, shall provide a secretary to keep official minutes of meetings. This person is not considered as a member of the Panel.

## **Article IV**

### Meetings

1. **Regular Meetings**

The State Department of Education, Special Education Services, will determine the dates, times, and location of regularly scheduled meetings.
2. **Special Meetings**

Special meetings may be called by the Chairperson to conduct business that cannot be held over to a regularly scheduled meeting.
3. **Public Notice and Involvement**

All Panel meetings, regular and special, shall be publicly announced prior to the meeting. Meetings shall be open to the public.
4. **Inservice Training for Members**

The Panel may meet to receive inservice training on current information regarding the education of students with disabilities. Since no business will be conducted, such meetings will not be publicly announced nor will official minutes be kept.
5. **Quorum**

The action of the majority of the Panel members present at a scheduled meeting shall represent the full membership and shall constitute a quorum.
6. **Minutes**

Official minutes of meetings shall be developed, maintained, and made available to the public upon request.
7. **Interpreters and Other Necessary Services**

Interpreters and other necessary services shall be provided at Panel meetings for Panel members or the public upon request.

## **Article V**

### Duties

1. **Advisory Panel Functions**

The function of the Panel is to collect comments from the public regarding the provision of services to students with disabilities and make recommendations to the State relative to unmet needs in the education of students with disabilities, comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities, advise the State regarding the development of evaluations and the reporting of data to the United States Secretary of Education, advise the State in the development of corrective action plans to address findings identified in federal monitoring reports, and advise the State in the development and

implementing policies relating to the coordination of services for children with disabilities.

2. **Advisory Member**  
**Functions**

Members of the Panel will attend meetings and engage in other activities necessary to fulfill the functions of the Panel.

**Article VI**  
Amendments

The by-laws of the Special Education Advisory Panel may be amended, altered, and repealed only by affirmative vote of a majority of the Panel members present at a regular meeting.