

AMADOR COUNTY SELPA GOVERNING BOARD BYLAWS

Article I. Definition and Purpose

Section 1. Amador County SELPA is designated as a necessary small SELPA shall administer local plans and shall administer the allocation of funds.

Section 2. The Governing Board's purpose is

- a. Exercise authority over, assume responsibility for, and be fiscally accountable for special education programs operated by the SELPA;
- b. By approving the Local Plan, authorize and actively support the implementation of the plan, ensuring that key program or staffing decisions are made by a majority vote of the SELPA Governing Board, such as staffing, program or core curriculum changes, program location changes, etc., which affect the delivery of special education services to students and families;
- c. Enter into agreements, by majority vote, with other agencies participating or potentially participating in the plan, for purpose and delivery of services and programs;
- d. Review and approve revisions of the Amador County SELPA Local Plan by majority vote and submission to the ACUSD and ACOE Board of Trustees and the CDE for approval;
- e. Collaborate in the governance and administration of the Amador County SELPA and the Amador County SELPA Local Plan, including but not limited to staffing assignments and decisions, the approval and provision of standards-aligned curriculum, and the approval and amendment of procedures;
- f. Appoint/approve the election of members of the Community Advisory Committee (CAC).

Section 3. The Amador County SELPA Governing Board serves the Amador County Unified School District and the Amador County Office of Education.

Section 4. The Amador County SELPA Governing Board shall not participate in or take a position with respect to the election or appointment of a candidate for any public office.

Article II. Composition of Membership

Section 1. The Amador County SELPA Governing Board shall be composed of the following ~~five (5)~~ **seven (7)** members:

- ~~a. Director of Special Education/SELPA~~
- ~~b. Assistant Superintendent of Business Services/Chief Business Official~~
- ~~c. Assistant Superintendent of Human Resources~~

- d. Amador County Unified School District (ACUSD) Superintendent
- e. Amador County Office of Education (ACOE) Superintendent
- f. ACOE/ACUSD Board of Trustees President
- g. ACOE/ACUSD Board of Trustees Clerk
- h. ACOE/ACUSD Board of Trustees Member
- i. ACOE/ACUSD Board of Trustees Member
- j. ACOE/ACUSD Board of Trustees Member

Section 2. Each member shall have the right to cast one vote on issues considered by the Governing Board.

Article III. Meetings

Section 1. Amador County SELPA Governing Board members meet as frequently as deemed necessary but no less than quarterly each year between the months of July and June.

Section 2. The Amador County SELPA Governing Board meetings shall be open to the public. Agendas and related documents shall be posted according to the Brown Act.

Section 3. There shall be a portion of the Amador County SELPA Governing Board meeting designated as PUBLIC COMMENT, provided for input from the community at large. Community input will be limited to three (3) minutes for each speaker per each agenda item unless invited by the President to exceed the three-minute limit.

Article IV. Officers

Section 1. Officers of the Governing Board shall be nominated and elected annually by the members present at the first meeting of the school year, and these officers shall serve for a term of one year. The elected officers of the SELPA Governing Board shall be the Board President and Secretary, each elected annually from the Governing Board Membership. The Board President shall appoint a Parliamentarian and such other officers as shall be deemed desirable.

Section 2. The duties and responsibilities of the officers shall be:

- a. President
 - i. The President shall preside at all meetings of the Governing Board.
 - ii. All correspondence written on behalf of the Amador County SELPA Governing Board shall be reviewed and approved by the President prior to dissemination.
- b. Secretary

- i. Maintain minutes of all Governing Board meetings and submit to AC SELPA Governing Board for approval.
- ii. Ensure that all notices are duly given in accordance with the provisions of the bylaws and Brown Act requirements.

Article III. Voting

Section 1. All actions at the Amador County SELPA Governing Board meeting shall be taken by a majority vote of the members present, with a minimum of ~~three~~ **four** voting members to constitute a quorum.

Section 2. Voting shall be done by a show of hands or voice.

Section 3. Each Amador County SELPA Governing Board member in attendance shall have the right to cast one vote on matters before the Governing Board.

Article IV. RULES OF ORDER

Section 1. The rules contained in the current edition of “Robert's Rules of Order Newly Revised” shall govern the Amador County SELPA Governing Board in all cases in which they are applicable and in which they are not in conflict with any special rules of order.

Section 2. All Amador County SELPA Governing Board members shall encourage a positive atmosphere during any Amador County SELPA event. Amador County SELPA members shall conduct themselves in a professional manner that encourages positive dialog between all persons present in person and/or on a conference call.

Article V. Amending Bylaws

Section ~~Article~~ 1. These bylaws may be amended at any regular Amador County SELPA Governing Board meeting with a ~~two-thirds (2/3)~~ **majority** vote of those present, provided that a written notice has been given to all members at least ~~one (1) week~~ **72 hours** prior to the meeting.