



**PART III. PARENT ADVISORY COMMITTEE¹
LENAWEE INTERMEDIATE SCHOOL DISTRICT PARENT ADVISORY COMMITTEE
BY-LAWS**

(As amended May 15, 1991, November 11, 1997, March 10, 2013)
(Edited February 2, 2004²)

ARTICLE I - NAME

Section I. The name of this organization shall be the Lenawee Parent Advisory Committee, the LPAC.

ARTICLE II - PURPOSE

Section 1. The LPAC shall function on a continuous, active basis to assist the intermediate and constituent school districts in the provision of a free appropriate public education for all eligible disabled persons within its jurisdiction. To facilitate this assistance, the LPAC shall be actively involved in the development and quarterly review of the Lenawee ISD Plan for the Delivery of Special Education Programs and Services and shall provide input and action as a functional component of the Lenawee ISD Program Development Model. The membership shall be expected to act as the "Voice of the People" by reflecting parental/child interests when concerns and issues arise.

ARTICLE III - AUTHORIZATION

Section 1. The LPAC is an advisory committee appointed by the Lenawee ISD Board of Education. The Michigan Special Education Code (Rules), as amended, mandates the creation and continuation of this organization.

ARTICLE IV - OFFICERS AND DUTIES

Section 1. LPAC officers shall consist of a Chairperson, Chairperson-Elect, and Secretary Officers are elected to serve a one year term.

Section 2. Duties of the officers shall be as follows:

A. Chairperson: The Chairperson shall be the executive officer of the LPAC and shall exercise general supervision and control over business and affairs of the LPAC. The Chairperson shall sign documents, contracts or other instruments as the authorized official representative of the LPAC. The Chairperson shall suggest an amount of funds to be annually allocated for the LPAC from the Lenawee ISD's Special Education Budget. The Chairperson shall co-approve any expenditure from the annual LPAC allocation with the Assistant Superintendent for Special Education. Such allocated funds shall be separate from any value of services provided to the LPAC. Standard business office procedures of the Lenawee ISD shall be followed pertaining to this annual allocation. In addition, the Chairperson shall assist the Special Education Department in developing the agenda for the meetings of the LPAC; call all such meetings; preside over such meetings; and appoint sub-committees as the need arises. In general, the Chairperson shall perform all duties incident to the office of Chairperson.

B. Chairperson-Elect: The Chairperson-Elect shall perform the duties of the Chairperson in the absence of the Chairperson, or in the event of the Chairperson's inability or request not, to act. When so doing, the Chairperson-Elect shall have all powers of and be subject to all the responsibilities placed upon the Chairperson.

¹Part III refers to the original location of the By Laws in the Lenawee ISD Plan for the Delivery of Special Education Programs and Services.

²The word "disabled" replaced 'handicapped' when edited in February 2004.

The Chairperson-Elect shall succeed the Chairperson in event the Chair is vacated by resignation, removal, or expiration of office. As directed by the LPAC, the Chairperson-Elect shall attend Lenawee ISD Board of Education meetings so as to keep the LPAC informed of board actions. In general, the Chairperson-Elect shall perform all duties incident to the office of Chairperson-Elect.

C. Secretary: The Secretary shall record the minutes of all meetings of the LPAC; shall see that all notices are duly given in accordance with the LPAC By-Laws; shall see that communications with staff, administration, and parents be kept up to date in accordance with the LPAC By-Laws; shall keep a register of the addresses and telephone numbers of all members of the LPAC; shall be responsible for the roll call of attendance at all meetings; shall be the custodian of all LPAC records and documents; and shall report all absences to the LPAC on a regular basis. The Secretary shall, in general, perform all duties incident to the office of Secretary. At the discretion of the LPAC, an Acting Secretary may be appointed by the Assistant Superintendent for Special Education.

D. In the event that a vacancy occurs in the office of Chairperson, the Chairperson-Elect shall serve the unexpired term. If the Chairperson-Elect shall decline the office, the Secretary shall serve the unexpired term. If the Secretary and the Chairperson-Elect decline the office of Chairperson, an election shall be held in accordance with election procedures as specified in these By-Laws. The successor shall be elected by a plurality vote of the legal votes cast by the LPAC at the next meeting at which a quorum is present as prescribed in these By-Laws: and shall serve the unexpired term.

E. In the event that a vacancy occurs in the office of Chairperson-Elect or Secretary, an election shall be held in accordance with election procedures as specified in these By-Laws to fill the position(s). The successor shall be elected by a plurality vote of the legal votes cast by the LPAC at the next meeting at which a quorum is present as prescribed in these By-Laws; and shall serve the unexpired terms.

F. The Chairperson, Chairperson-Elect, and/or Secretary may be removed from office for non-function of duties by a vote of the voting LPAC members-(simple majority 50% + 1).

ARTICLE V - MEMBERSHIP

Section 1. Members of the LPAC shall be parents of students with a disability who are eligible for special education programs and/or services in the Lenawee ISD. Membership shall be on a rotating basis of three (3) year terms.

Section 2. Member defined; members as used in these by-laws shall include primary and alternate members.

Section 3. The LPAC shall consist of a minimum of twelve (12) members or equal to the number of school districts within the Lenawee ISD, which shall be selected in the following manner:

A. Local Education Agency: Each of the eleven (11) local and LISD public school boards of education shall nominate one (1) primary representative for the LPAC at least two (2) months prior to their district's primary representative's expiration date, and shall submit that nomination in writing to the Lenawee ISD Board of Education.

B. The Lenawee ISD Administration shall nominate a sufficient number of persons to assure that all types of impairments and all identifiable organizations of parents of persons with disabilities are represented on the LPAC at least two (2) months prior to their representative's expiration date or, for new organizations, at least two (2) months prior to the first LPAC meeting of the school year. "Identifiable organizations of parents of persons with disabilities" shall be defined for this article to include only organizations with formal by-laws granting primary membership privileges to parents of disabled persons that exist independent of the Lenawee ISD or its constituent school districts, and are affiliated with other state, national, or international organizations of parents of persons with disabilities.

C. Alternate Members: Each local district and member organization shall nominate an individual (or couple) to serve as an alternate member of the Lenawee Parents Advisory Committee, for appointment by the

Lenawee Intermediate School District Board of Education. The nominee shall meet the same qualification requirements as the primary representative and shall serve a term of office in the same manner. Alternate members shall be entitled and encouraged to attend all meetings. Alternate members shall have the right to vote when the primary member is unable to attend or asks the alternate member to vote instead. When the primary and alternate members are in attendance at the same meeting, the primary member shall have the voting rights.

D. Any interested person may submit recommendations for potential nominee to either the ISD or local education agency's board of education.

E. At a timely meeting of the Lenawee ISD Board of Education, the Board shall act on all nominations, placing one parent from each local education agency and other parents nominated by the Lenawee ISD administration to the LPAC to fill the expired terms of the committee members.

Section 4. The Assistant Superintendent for Special Education shall assist the Board of Education in assuring that the LPAC represents all handicapping conditions and all identifiable organizations of parents of persons with disabilities. Further, the Lenawee ISD Board of Education shall insure that no more than three (3) members of the LPAC are parents representing a single impairment category.

Section 5. The Assistant Superintendent for Special Education and/or designated staff shall serve as ex-officio LPAC members, shall provide assistance to the officers as needed, and shall have no voting rights.

Section 6. Members in Good Standing: A member in good standing shall be defined as those that have been appointed to the committee by action of the Lenawee ISD Board of Education.

Section 7. Termination of Membership: Continued LPAC membership is contingent upon attendance and excused absences. Members must contact (call or email) the special education office if they cannot attend a meeting. Three unexcused consecutive absences from regularly scheduled meetings during the school year will result in termination. After a LPAC member has had an unexcused absence from two (2) consecutive regularly scheduled meetings of the LPAC, they shall be notified in writing by the Secretary of said absence. One (1) more consecutive absence will result in initiation of termination procedures at the end of the school year. The local educational agency and the Lenawee ISD Boards of Education shall be notified of this occurrence in the form of a recommendation for termination of membership by the LPAC Secretary. Replacements for those terminated members shall be as prescribed in Article V. Section 2, shall be acted upon by the Lenawee ISD Board of Education for approval and shall serve the unexpired term.

ARTICLE VI - ELECTIONS

Section 1. For electing the officers as prescribed in Article IV, the procedures shall be as follows:

A. A nominating committee shall be appointed by the Chairperson at least thirty (30) days prior to the elections meeting, which shall consist of at least two (2) members. The Chairperson may not be a member of the nominating committee.

B. The duties of the nominating committee shall be to seek one or more candidates for each elected office to present to the membership for their vote at the last committee meeting of the school year.

C. Written notice shall be made informing all members of the candidates seeking office prior to the last committee meeting of the school year.

D. Nominations for offices may be taken at the last committee meeting of the school year from the floor.

Section 2. Voting procedures for electing the officers shall be as follows:

A. Voting shall be by roll call vote for all officers that have two or more candidates. For all offices that have one (1) candidate the vote will be on a motion to elect the full slate of officer nominees.

B. The Chairperson shall count the votes and declare the winner, the candidate that receives a plurality of votes cast, abstentions not to be counted as legal votes cast.

C. For those districts that have couples representing them (husband and wife) they shall hold one (1) vote if both or either person is present.

ARTICLE VII - MEETINGS

Section 1. The LPAC shall meet a minimum of four (4) times per year. Additional or special meetings may be called at the discretion of the Chairperson.

Section 2. LPAC meetings shall be open to the public. Any person shall be permitted to address the LPAC regarding an appropriate agenda item. Individuals desiring to appear on the printed agenda for purposes of addressing the LPAC shall notify the Secretary no later than fifteen (15) days prior to the date of the meeting. Members in good standing are exempted from this requirement and may address the LPAC at the prescribed agenda item.

Section 3. Meetings shall follow a prescribed agenda (format) containing, but not limited to the following items:

- a. Call to Order
- b. Membership Roll Call
- c. Approval of Previous Meeting's Minutes
- d. (Approval and Additions to the Agenda) Officer's Reports
- e. Presentations
- f. Items Requiring Action
- g. Information Items
- h. Public Comments
- i. Announcements
- j. Adjournment

Section 4. Notices of meetings shall be given as soon as possible by the Secretary. Notice shall include a listing of items for discussion and/or action. PAC meeting agenda will be sent to members five (5) days prior to the meeting

Section 5. A copy of the minutes of each meeting shall be sent to the members of the LPAC, members of the Lenawee Superintendents Association, the Chairperson of the Program Development Advisory Committee, and the Secretary of the Lenawee ISD Board of Education.

Section 6. Quorum at the meetings: at all meetings, members in attendance at the meeting shall constitute a quorum except when action is needed on PAC bylaws, special education county plan or election of officers. In these three instances a quorum must consist of 30% of members in good standing.

Section 7. Annual Organizational Meeting: The annual organizational meeting shall be held at the last regularly scheduled meeting of the school year, at which time the next year's calendar shall be established.

ARTICLE VIII - VOTING RIGHTS AND PROCEDURES

Section 1. Only members in good standing may vote at LPAC meetings. Each member shall hold one (1) vote on each business item. For those members that are husband and wife representatives, they shall hold only one (1) vote if both or either person is present.

Section 2. All decisions and action on all issues brought before the LPAC shall be determined by either roll call vote, (show of hands), or secret ballot vote. The Chairperson shall vote only to break a tie vote. All votes must be recorded and entered into the minutes.

Section 3. A majority vote (50% + 1) of the votes cast (abstentions shall not be counted as legal votes cast) shall be required to receive approval or pass any business item by the LPAC.

ARTICLE IX - PARLIAMENTARY PROCEDURE

Section 1. ROBERTS RULES OF ORDER shall govern the proceedings of all regular and special

meetings of the LPAC, except as provided in these By-Laws.

ARTICLE X - AMENDMENTS

Section 1. These By-Laws, or any Article, or Section thereof, may be amended by a two-thirds (2/3) vote of the membership present and in good standing at any meeting at which a quorum is present; provided however, that written notification of such proposed amendment or amendments has been sent to each LPAC member and ex-officio member not less than thirty (30) days prior to the time of consideration.

Section 2. By-Laws shall be reviewed at the annual organizational meeting.