



By-Laws: Acton and Acton-Boxborough Special Education Parent Advisory Council

As amended [May 14, 2008](#)

Article 1: Name

The name of this organization shall be:

The Acton and [Acton-Boxborough Special Education Parent Advisory Council](#)

Article 2: Purpose

The purpose of this Organization shall be:

1. Improve communication among parents/guardians, staff, administrators (both within and outside of the district), and the School Committee on special education issues.
2. Serve as a resource and support network for parents/guardians of children with special needs regarding procedures, educational, and non-educational issues.
3. [Advise the Acton and Acton-Boxborough Regional School Committees/districts on issues related to the education and safety of special education students and participate regularly in the planning, development and evaluation of the districts' special education programs.](#)
4. Serve as advocates for equal educational opportunities for all special needs children.

Article 3: Membership

1. General membership shall be open to the public.
2. Voting memberships shall be any general member who is a parent or a guardian of a child, either residing in or attending school in Acton or Boxborough. Voting membership is required to vote in annual officer elections and all other business that comes before any [Acton or AB SpEd PAC](#) meeting.

Article 4: Executive Board

Section 1: Membership

1. Officers of the PAC shall be the Chairperson, Secretary and Treasurer. All positions may be shared by two individuals except the Chair, which can be shared by three individuals.
2. The Executive Board shall consist of voting and non-voting members. The voting members will include all officers of the PAC, one chairperson of one standing committee, and one Past PAC Chairperson. Non-voting members may include representatives from each of the following: Special Education Administrations, Local School Committees, and Regional School Committees.

Section 2: Duties

Duties of officers of the Executive Board shall be as follows:

1. **Chairperson(s)**
 - a. Preside at all meetings of the organization and meetings of the Executive Board.

- b. Execute and supervise responsibilities related to contracts and agreements in the organization's behalf, and sign any such contracts and agreements on behalf of the Executive Board.
 - c. Oversee the functioning of the PAC committees, special projects, and events.
2. **Treasurer(s)**
 - a. Preside over financial matters that may arise and report at all meetings.
 3. **Secretary(s)**
 - a. Keep the minutes of the meetings of the Executive Board and of general PAC meetings.
 - b. Maintain the organization's records, including a current membership list.
 - c. Keep and disseminate minutes.
 4. **Standing Committee Chairpersons** (Program Development, Parent Support, Resource/Information, Legislative Issues, Liaison Coordinator)
 5. **Standing Committee Chairpersons**
 - a. Recruit members and hold committee meetings, as necessary.
 - b. Provide annual objectives to the Executive Board at the beginning of the year.
 - c. Report committee activities to the Executive Board and the full membership.
 6. **Past PAC Chairperson**
 - a. Advise PAC Chairperson(s) on ongoing issues of organizational concern.
 - b. Provide continuity and support to the PAC Chairperson(s).

Article 5: Elections

All voting Executive Board members shall be elected at the Annual meeting in the Spring. However, a special election may be held at any time during the year if an officer position becomes vacant.

Article 6: Meetings

Section 1:

A schedule of meetings shall be determined and published by the Executive Board.

Section 2:

At any PAC meeting, five voting members must be present to constitute a quorum for business requiring a vote.

Section 3:

In accordance with the School Committees' policy, File BDFB, the Director of Pupil Services and the SpEd PAC Chairperson will meet quarterly to discuss planning, development and evaluation of the districts' special education programs. Other staff, SpEd PAC Board members and the School Committee liaisons(s) may also be included at these meetings.

Section 4:

The SpEd PAC may upon invitation present formally to the School Committee two times a year to:

- Report to the School Committee on the goals of the Special Education Parent Advisory Council for the upcoming year; and
- Report to the committee on the progress on the goals of the Special Education parent Advisory council during the year.

The Special Education Parent Advisory Council presentations to the School Committees shall be made at the September or October meeting and the June or July meeting, subject to the Special Education Parent Advisory Council's consultation with the Chair of the respective School Committees.

Article 7: Amendments

These By-Laws may be amended by a vote of two-thirds of the voting membership present at any Business Meeting, provided that written notice of the proposed amendments is given prior to the meeting.