

APPENDIX C

Bylaws of the Program Committee

Ontario-Montclair School District

**BYLAWS
PROGRAM COMMITTEE
FOR SPECIAL EDUCATION**

**ARTICLE I
NAME**

The name of this organization shall be the Ontario-Montclair School District Program Committee for Special Education, referred to hereafter as Program Committee.

**ARTICLE II
DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Program Committee include the following:

Review information provided at the monthly State SELPA meetings.

Discuss and review any necessary changes in development or implementation of special education programs based upon information from State SELPA meetings.

Discuss and review any necessary changes in Ontario-Montclair School District SELPA (SELPA) and/or Ontario-Montclair School District (District) policies and procedures based upon information from State SELPA meetings.

Make recommendations for any actions or information to present to the SELPA Executive Director.

Prepare the initial draft of each annual service plan.

**ARTICLE III
MEMBERSHIP**

3.1 Composition. The Program Committee shall be composed of the SELPA Executive Director, a Special Education Director I, a Special Education Director II, a Program Specialist, a Resource Specialist Program Teacher, a Special Day Class teacher, a Behavior Specialist, a Speech/Language and Hearing Specialist, an Occupational Therapist, a site administrator, a School Psychologist, and an Instructional Aide/Paraprofessional.

3.2 Appointment for Membership. For the District positions noted in Section 3.1, where more than one District employee is eligible for membership, the SELPA Executive Director shall select one eligible member from the eligibility list for each position. The SELPA Executive Director will then present the selections to the District Board of Trustees (Board) for appointment at a regularly scheduled Board meeting.

3.3 Term of Committee Membership. The term of office for a Program Committee member shall be two years. There are no term limits.

3.4 Voting Rights. All members will have voting rights. Each voting member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Program Committee. In order to ensure active committee participation, absentee ballots shall not be permitted.

3.5 Resignation. Any member may resign by filing a written resignation.

ARTICLE IV **OFFICERS**

4.1 Officers. The officers of the Program Committee shall be a Chairperson, Vice-Chairperson, and Secretary.

4.2 Election and Term of Office. The officers of the Program Committee shall be elected annually, from voting members, and shall not serve for more than two consecutive terms. Except for the initial year, the last meeting before the end of the school year shall be designated the annual meeting for the purpose of nominating and electing Program Committee officers.

4.3 Removal. Any officer may be removed by a two-thirds vote of all voting members sitting on the Program Committee whenever, in the judgment of the Program Committee, the best interests of the Program Committee would be served thereby.

4.4 Resignation. Any officer may resign by filing a written resignation.

- (vii) assume other responsibilities as directed by the Program Committee;
 - (viii) be an ex-officio voting member of all special committees;
 - (ix) have signatory authority on behalf of the Program Committee; and
 - (x) act as spokesperson for the Program Committee.
- (b) The Vice-Chairperson shall:
- (i) preside at meetings in the absence of the Chairperson;
 - (ii) be responsible for execution of the bylaws;
 - (iii) assume other duties as directed by the Chairperson;
 - (iv) be an ex-officio voting member of all special committees; and
 - (v) act as liaison with the District Administration and staff.
- (c) The Secretary shall:
- (i) maintain membership and attendance records;
 - (ii) seek Program Committee approval prior to public distribution of materials;
 - (iii) record, or cause to be recorded, accurate, concise, and permanent minutes of the Program Committee meetings;
 - (iv) attend to correspondence;
 - (v) act as Treasurer as the need arises;
 - (vi) maintain a current list of Program Committee members, including dates of initial membership and end of membership;
 - (vii) maintain a current list of Program Committee Officers, including date of appointment and date of the end of term;
 - (viii) enter all amendments to the bylaws onto the master copy thereof;
 - (ix) assist with the preparation and distribution of agendas for Program Committee meetings, as requested; and
 - (x) assume other responsibilities as directed by the Chairperson.

ARTICLE V

COMMITTEES

5.1 Special Committees. The Program Committee may from time to time establish and abolish, by majority vote of the voting members, such special committees as it may require. No special committee may exercise the authority of the Program Committee.

ARTICLE VI

MEETINGS

6.1 Number of Meetings. The committee shall meet as frequently as deemed necessary, but shall have no less than two (2) regularly scheduled meetings each year.

6.2 Meeting Calendar. An annual meeting calendar for all regularly scheduled meetings shall be developed at the penultimate meeting of the school year, and approved at the final meeting of the school year, for the following school year. The annual meeting calendar shall establish the date, time, and location of each regularly scheduled meeting.

6.3 Meeting Agenda. The meeting agenda shall be prepared, posted, and distributed to all members prior to the meeting. The meeting agenda shall specify the date, time, and location of the meeting and shall contain a brief general description of each item of business to be conducted or discussed at the meeting. Items to be included on an upcoming meeting agenda must be submitted to the Chairperson at least ten days prior to the meeting.

6.4 Notice of Meetings. All regularly scheduled meetings shall have prior public notice and be open to the public. Public notice shall be sent to each school requestie shall b

