



By-Laws

Article 1: Name of Committee

The name of the Committee shall be East Providence Local Advisory Committee For Special Education (EPLAC)

Article 2: Functions and Responsibilities (In accordance with Section 6.10.1 Local Advisory Committee on Special Education-Regulations of the Board of Regents for Elementary and Secondary Education)

The Committee shall advise the East Providence School District on matters concerning the needs of students, including:

1. Serve as an advocate, in partnership with parents, for students with disabilities to ensure that they receive the entitlements provided to them under state and federal laws;
2. Comment on improvement plans, including school support plans resulting from Part B compliance reports;
3. Comment publicly on the East Providence School district's compliance with State and Federal Laws pertaining to the education of students with disabilities;
4. Comment on applications for federal and state funds.
5. Present an annual report of activities and recommendations to the East Providence School Committee.

Article 3: Membership

- A. The advisory committee shall be composed of individuals involved in or concerned with the education of children with disabilities. Parents of students with

disabilities shall make up at least 51% of the committee membership. To the extent feasible, the committee shall be composed of the following people: 1. An individual with a disability

2. A special education teacher
3. A general education teacher
4. A public school administrator
5. Other members of the community at the discretion of the committee and the East Providence School Committee

B. Committee members shall be appointed by the East Providence School Committee for three year terms. At a scheduled November meeting, the committee shall approve a list of recommended members, and shall forward that list to the School Committee for consideration and appointments. The appointments shall be effective on the first day of January of the following year, for a period of three calendar years. The Committee may recommend the appointment of new or replacement members at any time it sees the requirement to do so.

C. The committee shall recommend the replacement of any appointed member who misses three (3) consecutively scheduled meetings, or misses three (3) out of any five (5) meetings.

D. If a member is unable to attend a scheduled meeting, she/he shall notify one of the Committee Co-Chairs.

E. Committee members shall serve without compensation, but may be reimbursed for reasonable and necessary expenses for performing duties, subject to the approval of the committee.

Article 4: Officers and their Duties

A. The officers of the Committee shall consist of two Co-chairpersons and a secretary.

B. The Officers shall be elected by the Committee from its membership to serve a term two (2) calendar years in the elected position. The regular election of Officers for a term shall occur at a scheduled November meeting during the second year of the preceding term. All members shall be notified at least 3 weeks prior to the election.

C. Duties

1. Co-chairpersons, The Co-chairpersons shall develop an agenda for each Committee meeting. One of the Co-Chairpersons should preside over the

meeting.

2. Secretary, The Secretary shall record attendance and minutes of all meetings. The Secretary shall ensure that all minutes that are approved by the Committee are delivered to the East Providence School Department for filing and availability for public viewing.

D. Term of Office. Officers elected in November shall hold office for the next two calendar years.

E. Vacancies. Any Vacancy of officers may be filled for the remainder of the Unexpired year by any member elected at a scheduled meeting, providing that The membership has received at least a three week's notice of the upcoming Election.

Article 5: Meetings

1. The advisory committee should meet as often as necessary to conduct its business, not less than 4 times annually.
2. Official minutes shall be kept of all committee meetings and be available for public review
3. All committee meetings and agendas shall be publicly announced prior to any meeting.
4. All meetings shall be open to the public
5. Quorum. A quorum shall consist of fifty one percent (51%) of the committee membership.

Article 6: Amendments

Amendments to these by-laws shall be proposed to the East Providence School Committee at any meeting of the Committee by a two-thirds ($\frac{2}{3}$) vote to those present. However, notice of intention to amend these By-laws must be given to the Committee membership at least ten (10) days prior to the meeting at which the vote is to be taken.

Recommended By the East Providence Local Advisory Committee for Special Education on

Secretary

Approved by the East Providence School Committee on _____

Signature Title