

OPERATING PROCEDURES FOR MEMBERSHIP COMMITTEE

(A STANDING COMMITTEE OF
THE STATE ADVISORY COUNCIL FOR SPECIAL EDUCATION)

Oregon Department of Education
Office of Student Learning & Partnerships

I. Introduction

The Bylaws of the State Advisory Council for Special Education (SACSE) identifies the Membership Committee as a standing committee of SACSE. The bylaws provide the following description:

“The purpose of the Membership Committee is to ensure sufficient council membership in accordance with federal and state requirements.”

The SACSE bylaws require each standing committee to be governed by operating procedures adopted by SACSE and reviewed at least once each biennium. The bylaws further provide the following:

- Persons other than members of SACSE may serve on standing committees
- Each committee shall be chaired by a member of the Council or have a member of the Council serve as a liaison
- Membership on committees shall include parents of individuals with disabilities or individuals with disabilities.

II. Function of the Committee

The function of the Membership Committee is to serve as a primary advisory group to SACSE and the Oregon Department of Education (ODE) related to SACSE membership.

The Membership Committee operates as follows:

- Review all membership applications received by ODE and make recommendations to ODE regarding those applications.
- Recruit members to SACSE that will represent the entire State and as many disability groups as possible in accordance with federal and state regulations.
- Monitor attendance of SACSE members at SACSE meetings and make appropriate recommendations based on the following guidelines:
 - ◆ SACSE Members will RSVP to the ODE support person no later than five days prior to each SACSE meeting.
 - ◆ SACSE Members may be excused from SACSE meeting attendance.
 - ◆ Members who miss two or more meetings a year may be removed from SACSE.
 - ◆ The Membership Committee will review attendance and make determinations and recommendations on a case by case basis.
 - ◆ Recommendations for removal will be presented to the Oregon Superintendent of Schools for action.

III. Accountability

The Membership Committee will report at each of the SACSE meetings about the work completed or in progress and make any recommendations to SACSE.

IV. Committee Membership

The Membership Committee shall be composed of the following members:

- One SACSE member appointed by the SACSE Chairperson to serve as Membership Chairperson
- At least two additional representatives of SACSE
- ODE will provide support staff to the Membership Committee

V. Committee Member Responsibilities

- The Membership Committee will make recommendations to SACSE for vacant positions on the Membership Committee. SACSE will approve appointments to the committee.
- Members will be appointed for a three year term with a maximum of two consecutive terms.
- Membership Committee members will participate in scheduled Membership committee meetings.
- Any committee member may resign membership to the Membership Committee by notifying the Membership Committee Chairperson.

VI. Meetings

- The Membership Committee will meet at least four times per year.
- A quorum will consist of a simple majority (more than half of committee membership).
- The Committee Chair will prepare draft meeting agendas for each meeting, and will provide members with information relevant to the agenda items. Any member may request additional items.
- Copies of agendas and meeting materials will be distributed to committee members prior to the meetings.
- Committee meetings may be conducted by teleconference when needed.

VII. Decision Making

- The method for decision-making ordinarily will be by consensus. Any proposed recommendations will be modified by discussion until consensus is reached.
- If consensus cannot be reached, a vote shall be taken. Decisions will be passed by majority vote.
- Anyone participating in the meeting may speak on any issue.
- Only committee members may initiate or amend proposals.
- Only committee members may vote.
- ODE representatives are not considered voting members of the committee.
- If a decision is required between meetings and it is not possible to assemble the committee, the committee chair may poll the members.
- Committee members have the responsibility to identify and declare possible or actual conflicts of interest and abstain from the decision process.