



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

*Special Education Advisory  
Council (SEAC) Bylaws*

**2023**

# SPECIAL EDUCATION ADVISORY COUNCIL (SEAC) BYLAWS

**Revised 2023**

**Dr. Tania May**  
**Assistant Superintendent of Special Education**

**Prepared by:**

- **Tammie Jensen-Tabor**, SEAC Executive Chairperson  
[tjensen-tabor@centralia.wednet.edu](mailto:tjensen-tabor@centralia.wednet.edu) | 360-709-7047
- **Jennifer Chong Jewell**, SEAC Executive Vice Chairperson  
[jchong@wapave.org](mailto:jchong@wapave.org) | 360-742-9827
- **Diana Marker**, SEAC Executive Member  
[diana@wacharters.org](mailto:diana@wacharters.org) | 206-658-4385



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# TABLE OF CONTENTS

Article I–Name.....	5
Article II–Commitments.....	5
Article III–Belief Statement.....	6
Article IV–Purpose.....	6
Article V–Membership Representatives and Expectations of the SEAC Members.....	6
Section 1: Membership representatives of the SEAC.....	7
Section 2: Expectations of the SEAC members.....	8
Section 3: Tenure of the SEAC members.....	8
Section 4: Attendance for the SEAC members.....	8
Section 5: Resignation by the SEAC members.....	8
Section 6: Travel reimbursement for the SEAC members.....	9
Article VI–Executive Committee and Their Duties/Elections.....	9
Section 1: Executive Committee nomination and election process.....	9
Section 2: Candidates of Executive Committee.....	9
Section 3: Vacant Executive Committee positions.....	9
Section 4: Executive Chairperson duties.....	9
Section 5: Executive Vice Chairperson duties.....	10
Section 6: Executive Member duties.....	10
Section 7: Charge of the Executive Committee.....	10
Section 8: Executive Assistant.....	10
Article VII–Meetings.....	10
Section 1: Regular meetings and meeting materials.....	10
Section 2: Meeting norms.....	11
Section 3: Locations of meetings.....	11
Section 4: Outcomes of each meeting.....	11
Section 5: Public Participation.....	11
Section 6: Quorum.....	12
Section 7: Accommodations for meeting participants.....	13
Article VIII–Workgroups.....	13
Section 1: Workgroup designation.....	13
Section 2: Workgroup responsibilities.....	13
Section 3: Workgroup chairperson.....	13

Section 4: Non-SEAC member approval for workgroups..... 13  
Article IX–Amendments to the Bylaws..... 14  
    Section 1: Bylaws amendment review..... 14  
    Section 2: Bylaws amendment two-thirds vote..... 14  
    Section 3: Proposed bylaws amendment(s)..... 14  
Article X–Parliamentary Procedures..... 14  
Legal Notice ..... 15

# SPECIAL EDUCATION ADVISORY COUNCIL (SEAC) BYLAWS

## Article I–Name

The name of this organization shall be the Special Education Advisory Council (SEAC). ([WAC 392-172A-07060](#) [Statutory Authority: [RCW 28A.155.090](#) and 34 CFR Part 300. WSR 13-20-034, § 392-172A-07060, filed September 24, 2013, effective October 25, 2013. Statutory Authority: RCW 28A.155.090(7) and 42 USC 1400 et. seq. WSR 07-14-078, § 392-172A-07060, filed June 29, 2007, effective July 30, 2007]).

## Article II–Commitments

The SEAC is established in order to help facilitate the provision of special education and related services to meet the unique needs of students eligible for special education services.

The SEAC shall provide policy guidance with respect to special education and related services for children with disabilities.

The commitments of this organization shall be to:

- Prioritize anti-racism and anti-ablism in everything we do.
- Provide accessible solutions-taking into account the diverse needs of our communities.
- Maintain a living document with indicators and best practices on accessibility to inform council actions and communications.
- Use intentional language, recognizing individual preferences, such as but not limited to, person first and identify first language, in meetings and in written materials.
- Build partnerships across agencies and organizations to ensure the processes within education support the needs of the whole child.
- Engage invested partners throughout our schools and communities with a focus on those most impacted (including students and families).
- Review research and evidence-based practices.
- Make recommendations based on promising practices, examples, and research in our state and beyond.
- Leadership of the most impacted both by the SEAC members and seeking out and centering the voices of those experiencing intersectionality.

## Article III–Belief Statement

We believe that every student in Washington has the right to reach his or her full human potential. We believe that all students have the right to fully and meaningfully engage in their education and community and that the choices that we make have an impact on whether a student can thrive.

We will use our strength as a broad based and diverse constituency group to play an active and influential role in decisions affecting education policies, programs, and services. Our priorities are focused on building a strong public education system that is inclusive, equitable, proactive, and supportive of students, families, and educators.

## Article IV–Purpose

The function of the SEAC shall be:

- a) Advise the Superintendent of the Office of Superintendent of Public Instruction (OSPI), making recommendations on all matters related to special education and specifically advise the Superintendent of unmet needs within the state in the education of students eligible for special education services.
- b) Comment publicly on any rules or regulations proposed by the state regarding the education of students eligible for special education services.
- c) Advise the state in developing evaluations and reporting such information as may assist the state in its data requirements under section 618 of the Individuals with Disabilities Education Act (IDEA).
- d) Advise the state in developing corrective action plans to address findings identified in federal monitoring reports under Part B of the IDEA.
- e) Advise the state in developing and implementing policies relating to the coordination of services for students eligible for special education services.
- f) Review state due process findings and decisions.
- g) Waiver of non supplant requirement. The state must consult with the SEAC regarding provisions of Free Appropriate Public Education (FAPE).

## Article V–Membership Representatives and Expectations of the SEAC Members

The members shall be representative of the state population and composed of individuals involved in, or concerned with the education of students eligible for special education services (34 CFR § 300.168 (a)(b)).

## Section 1: Membership representatives of the SEAC

The membership of the council is appointed by the Superintendent of Public Instruction and shall include at least one representative of each of the following groups or entities:

- a) Parents of children, aged birth to 26, with disabilities;
- b) Individuals with disabilities;
- c) Educators;
- d) Institutions of higher education that prepare special education and related services personnel;
- e) State and local district officials who carry out activities under subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act;
- f) Local administrators of special education programs;
- g) State agencies involved in the financing or delivery of related services to special education students;
- h) Representatives of private schools and public charter schools;
- i) Not less than one vocational, community, or business organization concerned with the provision of transition services to students eligible for special education;
- j) A state child welfare agency employee responsible for services to children in foster care;
- k) State juvenile and adult corrections agencies;
- l) In acknowledgement that each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools, a representative who has the expertise and experience to support the group in examining the ways current policies and practices result in disparate outcomes for our students receiving special education services.
- m) Other individuals or groups as may hereafter be designated and approved by the Superintendent.

A majority of the members of the council shall be individuals with disabilities or parents of students eligible for special education services who are not also employed by a school district, educational service district, or the office of the superintendent of public instruction. ([WAC 392-172A-07060\(b\)](#))

The membership for a) and b) in Article V, Section 1, may be composed of as many at-large members as needed to meet the membership requirement as stated in Article V, Section 1, who will be required to submit an application to the Superintendent that addresses their knowledge and experience in the education of children and youth with disabilities.

The SEAC shall advise the Superintendent to advertise at-large positions as necessary to meet the membership requirements of this council.

## **Section 2: Expectations of the SEAC members**

The SEAC members need to:

- Be committed to quality education for children eligible for special education services;
- Have a history of association with special education programs;
- Have the capability to gather concerns from, and to report back to, organizations or constituencies which are involved in the various aspects of the provision of special education services;
- Possess a broad view of the system of special education services; and
- Be available to actively participate in three Special Education Advisory Council meetings each school year.

## **Section 3: Tenure of the SEAC members**

It is intended that the members of the SEAC shall be appointed for a three-year term, commencing with the corresponding month of their initial appointment. However, in order to maintain a reasonable balance in expiration of terms, the Superintendent may establish shorter or longer terms of membership, at the Superintendent's discretion.

## **Section 4: Attendance for the SEAC members**

All members of the SEAC are expected to attend meetings for the length of their tenure in order to represent their constituency, organization, or agency and to enhance the effectiveness of the SEAC. If they are unable to attend, they must contact the SEAC Executive Assistant at [SEAC Email Address](#) as soon as possible.

Members who are absent two times, with or without prior notice during the twelve-month (July 1 through June 30) period, may be contacted by the Executive Chairperson to determine their continuing interest in membership.

If a member misses three meetings in a twelve-month (July 1 through June 30) period, the Executive Committee will make a recommendation to the Superintendent that said member should be replaced.

## **Section 5: Resignation by the SEAC members**

A member may resign by notifying the Superintendent and the SEAC Executive Chairperson, in writing, and the Superintendent will advertise to fill the vacancy before the next regularly scheduled meeting using the process described in Article V, Section 1, 2, and 3.



## **Section 6: Travel reimbursement for the SEAC members**

Council members shall be reimbursed at the current state per diem rates for travel (parking, mileage, baggage), meals, and lodging expenses while attending approved functions for the SEAC. Other necessary expenses related to the SEAC members' responsibilities, as determined by the Superintendent or his/her designee, may be reimbursed.

## **Article VI–Executive Committee and Their Duties/Elections**

### **Section 1: Executive Committee nomination and election process**

Every third year, during the next to the last regularly scheduled meeting of the SEAC. The Executive Chairperson shall take nominations and elect for the position of Executive Chairperson, Executive Vice Chairperson, and Executive Member (know as the Executive Committee) for a three-year term beginning July and running through June 30 of the third year. Only seated members shall be able to vote or cast ballots. At the time of election, a minimum of one member of the Executive Committee shall be a person with a disability, or a parent of a child with a disability, as define by IDEA, and one will be a local administrator of special education programs at the time of the election.

### **Section 2: Candidates of Executive Committee**

Candidates shall have been members of the SEAC at least one year before assuming an office.

### **Section 3: Vacant Executive Committee positions**

In the event of a vacancy in an officer position, the membership shall elect a member to that vacant position a the next regularly scheduled meeting.

### **Section 4: Executive Chairperson duties**

The duties of the Executive Chairperson shall be to convene and preside at all regular and special meetings, appoint committees and workgroups, and ad hoc chairpersons, assign issues, and activities to committe4es and workgroups, facilitate the generation of annual priorities, serve as the official SEAC spokesperson to other assemblies, establish the preliminary agenda with the advice of the Assistant Superintendent of Special Education and other Executive Committee members, to be responsible for developing the SEAC's year-end annual report by July 1, and to perform other duties as required by the Superintendent in order to promote the purpose of the organization.

## **Section 5: Executive Vice Chairperson duties**

The duties of the Executive Vice Chairperson shall be to preside over all regular and special meeting sin the absence of the Executive Chairperson, to report on the bylaws as needed, serve as a parliamentary resource, and perform such other duties as requested by the Executive Chairperson.

## **Section 6: Executive Member duties**

In the event that both the Executive Chairperson and Executive Vice Chairperson are absent, the Executive Member will chair the meeting. The Executive Member's duties include attending meeting so the Executive Committee and participate in activities of the Executive Committee.

## **Section 7: Charge of the Executive Committee**

The charge of the Executive Committee is to set an agenda for the SEAC meetings. The Executive Committee will consist of the Executive Chairperson, Executive Vice Chairperson, and the Executive Member. Executive Committee members may be required to attend additional meetings to fulfill their duties.

## **Section 8: Executive Assistant**

The Assistant Superintendent of Special Education for OSPI shall appoint an individual to act as Executive Assistant to the SEAC. The Executive Assistant shall maintain accurate minutes of all regular meetings, shall be responsible for electronically distributing the agenda an any other data or reports that will be presented at the meeting at least two weeks prior to each regular meeting, shall notify members of matters concerning special education services where appropriate, and shall be responsible for maintaining an up-to-date record of attendance. Copies of all pertinent information shall be transmitted to the Council members, the Superintendent, standing committee members, and other interested parties as appropriate.

# **Article VII–Meetings**

## **Section 1: Regular meetings and meeting materials**

The SEAC shall hold regular meetings at least three times in each schoolyear or as often as necessary to conduct business. The SEAC members at the last scheduled meeting of the current school year will suggest calendar dates for meetings for the ensuring school year. Meetings shall be held in various geographical areas of the state, promising practices and include a virtual option for every meeting. Members shall receive an agenda, any information necessary to act on the agenda items, and the minutes of the previous meeting at least two weeks in advance of each regularly scheduled meeting.

## Section 2: Meeting norms

To conduct effective SEAC meetings, members are expected to:

- Commit to a continuous path of improvement to model best practices for accessibility
- We recognize and honor the diversity of disability, acknowledging that disabilities may or may not be apparent to others.
- Use and respect identity language that supports individual preferences, including both identity-first and person-first language.
- Arrive prepared for the meeting, be present, actively participate, and limit side conversations.
- Begin and end meetings on time while staying on-task.
- Strive for a balance of work that identifies what needs improvement and what works well.
- Have the courage to disagree respectfully while teaching and learning from one another.
- Allow for a thorough conversation that is respectful while honoring different realities and experiences to be added to the conversation. Be accountable for your impact on others.
- Listen to understand and assume positive intent.
- Be responsible to speak for and seek out perspectives from, those not in the room.
- Always protect confidentiality.
- Practice self-care.

## Section 3: Locations of meetings

Meetings shall be held in various geographical areas of the state, promising practices and include a virtual option for every meeting.

## Section 4: Outcomes of each meeting

Minutes will be taken which reflect the decisions made at each meeting. The SEAC members, at the request of the Executive Chairperson, may provide additional formal written input that can be used or disseminated by the Superintendent.

## Section 5: Public Participation

All meetings of the SEAC shall be subject to the [RCW 42.30 Washington State Open Public Meetings Act](#). Only the SEAC members may initiate or amend proposals and motions, and only the SEAC members may vote. The Executive Chairperson is a voting member of the SEAC. Public participation will be permitted in the following manner:

- Meetings of the SEAC shall be open to the public.
- Materials shall be made publicly available to the extent possible

- At a SEAC meeting, the segment following the last item prior to lunch on the agenda of the first day will be reserved for comments from the public.
- All persons wishing to address the SEAC must declare their intent on appropriate forms prior to the beginning of the portion on the meeting devoted to public participation.
- Persons wishing to address the SEAC will be asked to identify themselves as to name and address, and indicate the organization to which they belong, if any. In those instances, in which a person is representing an organization, the presenter should indicate whether the presentation represents the official views of the organization.
- The public participation segment of the meeting will have a limitation of 30 minutes. Each presentation will be limited to three minutes. The Executive Chairperson has discretionary powers to adjust the time as the situation warrants.
- Persons who may wish to address the committee on topics for which a hearing has been planned, or may be scheduled in the near future, should be so informed of the fact by the Executive Chairperson, and it should be indicated that such a hearing might be the appropriate forum for the expression of views.
- In those instances, in which more than three persons wish to present their views to the SEAC and represent a single organizational unit or a consortium-type organizational unit, such presentation shall be limited to one spokesperson with ten minutes of opportunity, or up to three presenters, of three minutes each.
- All written statements should be given to the SEAC Executive Assistant in order that they may be made available to the members of the committee. Lengthy written statements that may not have been completely presented within the time limitation will be made available to the Executive Assistant who will reproduce them for the information of the SEAC.
- Items identified during the public participation will be reviewed at the end of the meeting when the SEAC discusses future agenda considerations.

*Note to Public Participants:*

- All documents distributed for the meetings are part of the public meeting and therefore, shall be considered public documents.
- The presentations made by the participants during the public participation should take into consideration the rules of common courtesy. The presenters should keep in mind that all statements made at a public meeting become a matter of public record. It is the responsibility of the presenter that all statements made are accurate and based on facts.
- Confidentiality should be observed regarding discussion of people's names and employment.

## **Section 6: Quorum**

A quorum shall consist of a simple majority (more than half) of the SEAC membership. A quorum shall be required to adopt any resolutions or motions and to vote at the SEAC meetings.

## **Section 7: Accommodations for meeting participants**

The SEAC will provide interpreters and other necessary services at the SEAC meetings, providing notice of such need is submitted by the requestor no later than ten business days before the scheduled meeting to the [SEAC Executive Assistant](#).

## **Article VIII–Workgroups**

### **Section 1: Workgroup designation**

As necessary, workgroups shall be formed by the SEAC to carry out tasks and responsibilities as designated. The Executive Committee will help determine workgroup membership and consider the representation of stakeholders included in each workgroup.

### **Section 2: Workgroup responsibilities**

The duties and responsibilities of each workgroup shall be assigned by the SEAC in the form of an adopted motion, which shall be entered into the minutes of the SEAC meeting. The SEAC members speak “to” the SEAC, not “for” the SEAC. The SEAC Executive Chairperson serves as an ex-officio member of all workgroups. Committees must:

- Provide the SEAC with committee goals, strategies, and work product expectations for the year.
- Provide committee recommendations.
- Provide specific and substantive recommendations for action by OSPI.
- Be based on factual information and advise a specific action to be taken.
- Submit to the SEAC for review and discussion, all recommendations and suggested amendments, and then vote on final recommendations.

### **Section 3: Workgroup chairperson**

A member of the SEAC shall chair each such workgroup. Membership may consist of members of the SEAC, as well as stakeholders.

### **Section 4: Non-SEAC member approval for workgroups**

Participation of non-SEAC members on workgroups must receive formal approval from the Executive Committee.

# Article IX–Amendments to the Bylaws

## Section 1: Bylaws amendment review

The bylaws shall be reviewed by the SEAC as needed.

## Section 2: Bylaws amendment two-thirds vote

The bylaws of the SEAC may be amended or revised by the affirmative vote of at least two-thirds.

## Section 3: Proposed bylaws amendment(s)

The text of proposed amendment(s) shall be distributed to all members at least two weeks prior to the vote.

# Article X–Parliamentary Procedures

In matters of parliamentary procedures not covered by these bylaws, the provisions of *Robert's Rules of Order* shall prevail.

 7-19-23  
\_\_\_\_\_  
Executive Chairperson sign here and date

Jen Chong Jewell July 19, 2023  
\_\_\_\_\_  
Executive Vice-chairperson sign here and date

 7/19/23  
\_\_\_\_\_  
Executive Member sign here and date

# LEGAL NOTICE



Except where otherwise noted, this work by the [Office of Superintendent of Public Instruction](#) is licensed under a [Creative Commons Attribution License](#).

*Alternate material licenses with different levels of user permission are clearly indicated next to the specific content in the materials.*

*This resource may contain links to websites operated by third parties. These links are provided for your convenience only and do not constitute or imply any endorsement or monitoring by OSPI.*

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162 or P.O. Box 47200 Olympia, WA 98504-7200.*

*Download this material in PDF [SEAC Bylaws 2023](#). This material is available in alternative format upon request. Contact the Resource Center at 888-595-3276, TTY 360-664-3631.*