

THE COLORADO SPECIAL EDUCATION ADVISORY COMMITTEE  
TO THE STATE BOARD OF EDUCATION  
BYLAWS

**ARTICLE I**

Name

Section 1           The name of the Committee shall be the Colorado Special Education Advisory Committee, hereinafter called the Advisory Committee.

**ARTICLE II**

Purpose

Section 1           The establishment of the Advisory Committee is required by the Individuals with Disabilities Educational Act (IDEA) as a condition for the State's eligibility for funding under the IDEA. The Advisory Committee is established by Colorado's Exceptional Children's Educational Act (ECEA). Under the ECEA, the Advisory Committee's explicit function is to —...assist the state board in the performance of its responsibilities for the implementation of this article. (20 U.S.C. 1412 (21); Colo. Rev. Stat. 22- 20-104(2)).

Section 2           The ECEA requires the membership of the Advisory Committee to be representative of the state population. Consequently, the Advisory Committee provides for statewide participation in decision making related to the education of exceptional children by receiving input and making recommendations to the State Board of Education. Through this activity, the Advisory Committee serves as a liaison between statewide populace and the Colorado Department of Education (CDE). Under the IDEA, the specific duties of the Advisory Committee are to: (a) advise the CDE of unmet needs within the State in the education of children with disabilities, (b) comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities, (c) advise the CDE in developing evaluations and reporting on data to the U.S. Department of Education, (d) advise the CDE in developing corrective action plans to address the findings identified in Federal monitoring reports under Part B of the IDEA, and (e) advise the CDE in developing and implementing policies relating to the coordination of services for children with disabilities. (20 U.S.C. 1412 (21) (D)).

**ARTICLE III**

Membership

Section 1           The membership of the advisory committee shall comply with federal and state special education laws and their implementing rules and regulations. (20 U.S.C. 1412 (a) (21) (B) and (C); Colo. Rev. Stat. 22-20-104 (2) (a)). The majority of members shall be individuals with disabilities or parents of children with

disabilities. The use of the terms —“disability” and —“parent” shall be consistent with the definitions contained in federal and state special education regulations. (1 CCR 301-8, 2220-R-2.02 and 2.07, Rules for the Administration of the Exceptional Children’s Education Act; 34 C.F.R. Secs. 300.7 and 300.20).

- Section 2 All members of the Advisory Committee shall be appointed by the State Board of Education with recommendations of the Advisory Committee as proposed by the Membership Subcommittee. Each new member must attend an orientation prior to becoming an active member.
- Section 3 Members may be appointed for successive terms, not to exceed three (3) terms nor more than six (6) years or until a replacement is appointed, but not longer than one additional year for a total of seven.
- Section 4 The term of appointment shall be for approximately two (2) years, commencing at the first official meeting following their appointment by The State Board of Education and terminating on the last day of the month in which new/renewal appointments are made, approximately two (2) years later.
- Section 5 Unexpired vacancies shall be filled by appointments of the Co-Chairs with the confirmation of the Executive Director of the Exceptional Student Services Unit of the Colorado Department of Education.

### Composition

- Section 1 The State Board of Education, upon the recommendation of the Advisory Committee, appoints members of CSEAC. Appointments to CSEAC must be representative of the State population and include individuals involved in, or concerned with the education of children/youth with disabilities including:
- Parents of children/youth with disabilities (ages birth through 26);
  - Individuals with disabilities;
  - Teachers;
  - State and local education officials including officials who carry out activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.);
  - Administrators of programs for children with disabilities; and
  - Representatives from:
    - Institutions of higher education that prepare special education and related services personnel;
    - Other state agencies involved in the financing or delivery of related services;
    - Private schools and public charter schools;
    - Not less than 1 representative of a vocational, community or business organization concerned with the provision of transition services to children with disabilities;
    - Division of Youth Corrections and the Department of Corrections; and
    - A representative from the Colorado Department of Human Services, Child Welfare Division.

## **ARTICLE IV**

### **Meetings**

- Section 1           The time and place of regular meetings shall be determined annually by the Executive Committee in conjunction with the Colorado Department of Education. The annual schedule of regular meetings shall be at least five meetings each year, with the summer meeting serving as the Annual Planning meeting.
- Section 2           Members of the Advisory Committee shall be notified by first class mail or electronic mail of the time and place of regular meetings at least ten (10) days prior to the time of the meeting.
- Section 3           Minutes of each meeting shall be sent by first class mail or electronic mail within two weeks of the meeting. All documents distributed at each meeting will be sent to each absent member by mail or electronic mail within two weeks of the meeting.
- Section 4           Members must attend and remain for the duration of at least three of the five regularly scheduled meetings during one 12-month period and may not be absent for more than two (2) consecutive meetings without just cause. Such absences may result in termination as a member of the Advisory Committee.
- Section 5           A quorum for regular meetings shall consist of thirty percent (30%) of the Advisory Committee. Formal decision-making shall require a majority vote of the quorum.
- Section 6           Either of the Co-Chairs may invoke Robert's Rules of Order (Revised) as necessary to the conduct of meetings.

## **ARTICLE V**

### **Officer, Terms and Duties**

- Section 1           Elected Officers of the Advisory Committee shall be two Co-Chairs and one Co-Chair-elect. One of the two Co-Chairs each year must be a member who is a parent representative, as defined in Article III, Section I of these Bylaws.
- Section 2           A Co-Chair-elect shall be elected by a majority of members present at the Annual Planning meeting.
- Section 3           Each Co-Chair shall serve for a two-year term commencing at the beginning of the Annual Planning meeting the year following their election as Co-Chair-elect.
- Section 4           The Co-Chairs shall call and preside at all meetings and shall appoint all standing subcommittees and task forces as may be determined.
- Section 5           The Co-Chair-elect shall serve in the absence of a Co-Chair.
- Section 6           The Co-Chair-elect shall become the Co-Chair of the Advisory Committee at the Annual Planning meeting the year following election as Co-Chair-elect.

- Section 7                   The Executive Committee of the Advisory Committee shall consist of the Co-Chairs, the Co-Chair-elect, the Chairs of the standing subcommittees and the immediate Past Chair/Co-Chairs of the Advisory Committee.
- Section 8                   The standing subcommittees shall be (1) Membership Nomination, (2) Public Policy and Legislative, (3) Bylaws and Procedures, (4) Communications, and (5) State Performance Plan. All members of the Advisory Committee shall be members of at least one subcommittee.
- Section 9                   The Co-Chairs have the authority to appoint Ad Hoc Committees for specific time-limited purposes.
- Section 10                  Secretarial services shall be provided by the Colorado Department of Education and a secretary shall be present at all regular meetings.
- Section 11                  Additional non-voting representatives from the Colorado Department of Education, Exceptional Student Services Unit may be present at all regular meetings.

## **ARTICLE VI**

### **Amendments**

- Section 1                   Amendments must be submitted in writing to the members at least fifteen (15) days prior to the scheduled regular meeting.
- Section 2                   These Bylaws may be amended by majority vote of the members present at that regular meeting.

This edition of the Bylaws was compiled from the versions published March 7, 1982; the amendments published in the minutes of the meeting of March 23, 1983; the amendments adopted at the meeting of August 15, 1984; the amendments adopted at the meeting of February 19, 1986; the amendments adopted at the meeting of February 8, 1995; the amendments adopted at the meeting of May 8, 1996; the amendments adopted at the meeting of January 22, 1998; the amendments adopted at the meeting of January 21, 1999; the amendments adopted at the meeting of January 13, 2000; the amendments adopted at the meeting of September 23, 2004; the amendments adopted at the meeting of April 21, 2005 and the amendments adopted at the meeting of November 18, 2010.