**ESSENTIAL ITEMS TO INCLUDE IN SEPAG BY-LAWS**

**NAME:** List the full name of the local SEPAG

**PURPOSE:** Define the reason for the local SEPAG's existence

**THE SEPAG’S FUNCTIONS AND PROCEDURES AS OUTLINED IN REGULATIONS:**

a. Advise the local school district of needs in the education of children with disabilities;

b. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;

c. Submit periodic reports and recommendations regarding the education of children with disabilities to the director/supervisor of special education for transmission to the local school board of education;

d. Assist the local school district in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;

e. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board of education; and

f. Participate in the review of the local school district's annual plan.

**MEMBERSHIP**: Discuss eligibility for membership; how someone becomes a core member; define any other preferences, (i.e., geography, age range, language); define attendance requirements, include disciplinary procedures and procedures for removing from membership; and list responsibilities of members.

**OFFICERS**: List the offices and briefly describe the duties of the officers; describe the nominations and election process; state the length of the terms of office; when the term begins, and term limits if any; and how vacancies are to be filled.

**RELATIONSHIP OF THE SEPAG TO THE SCHOOL DISTRICT:** Describe the way that the SEPAG interacts with the school district; may include a flow chart of organizational structure.

**MEETINGS:** Define how often the local SEPAG meets; tell what business is to be conducted at the regular meetings and how agendas are established; outline procedures for public comment and responding to public comment; discuss the purpose of special meetings; define what constitutes a quorum for voting on issues at meetings; identify how the public will be notified of meetings, and describe the process for adding and canceling meetings.

**PARLIAMENTARY AUTHORITY:** State which parliamentary authority and which edition of the authority the SEPAG will use.

**DECISION MAKING:** Identify how decisions will be made (consensus or voting).

**AMENDING BYLAWS:** Describe the rules concerning how by-laws can be changed

**METHOD OF DISSEMINATING INFORMATION TO CONSTITUENTS AND THE PUBLIC**

**PROVISIONS FOR PERSONS WITH DISABILTIES**: Such as interpreter services and alternate formats.