

Dedham SEPAC Bylaws revision 6/9/15

Article V. Voting and Election

- Elections
 1. Nominations will occur every two years in April, starting in 2016.
 2. Elections will occur every two years in May, starting in 2016.
 3. If there is a resignation from a board member, once the resignation has been accepted, a new election will take place for a new board member to serve out the remainder of term.

- Procedures for elections
 1. Voting is only open to Voting members as referred to in Article III
 2. Members have to be present to vote.
 3. For each election a neutral voting proctor will be chosen, and voting members will write their votes on paper. Proctor will collect and tally votes.

- Nominations for Positions - Publicity for nominations must take place through a communication method that at least 2/3 of the voting membership has access to. The communication method, if electronic, must be advertised at the beginning of each school year to the general membership offering the opportunity to each potential participant to elect to participate in the form of communication that will disseminate the nomination.

- Voting - Additionally, a nomination can take place on an ongoing basis for any open position. All nominations must be made at a SEPAC meeting that is open to the general membership. Voting will take place at a subsequent meeting that occurs at least 15 days after the nomination. This will give voting members an opportunity to be aware of the nomination and to cast an informed vote.

Publicity of all Nominations and Elections shall be done in no less than two (2) of these ways to reach as many people as possible. All Nominations for and Elections must be posted for at least 15 days prior to the actual election.

1. Sent to Local Press
2. Connect-Ed voicemail message
3. Posted on the SEPAC Web page and through the listserv. (electronic)
4. Distribution through school directly to families (paper or electronic)

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Article VI. Officers of SEPAC

Executive Board

Officers of the SEPAC shall be the President, two Vice Presidents, Secretary, and Treasurer. The Board shall consist of a minimum of 5 parents of children in the district. Each member upon election, shall annually sign the Code of Business Conduct to be held on file with Secretary.

Duties of the Executive Board

1. President and Vice Presidents

- President is expected to attend all meetings of the organization and meetings of the Executive Board. Vice President shall preside at executive board meetings in absence of President.
- Execute and supervise responsibilities related to contracts and agreements on the organization's behalf, and sign any such contracts and agreements on behalf of the Executive Board.
- Oversee the functioning of the SEPAC, ad-hoc committees, special projects, and events.
- Secure annual membership to MASSPAC as a resource for the benefit of all families of children with special needs in Dedham.
- Oversee the duties of the Secretary and Treasurer, including the monitoring of SEPAC central account with the District.
- Coordinate the approval and dissemination of monthly flyer for meeting to the superintendent.
- Coordinate and communicate with Special Education Administration and School Committee to encourage collaboration and information sharing.
- Meet with the School Committee to report on the goals of the SEPAC for the upcoming year, to report on the progress toward the goals during the year, and to inform the School Committee about parent concerns and views regarding the education of children.
- Contact speakers for upcoming meetings, confirm speakers, and provide speaker agreements to the secretary for materials follow up.

2. Secretary

- Keep the minutes of the meetings of the Executive Board and of general SEPAC meetings.
- Maintain the organization's records which includes monthly sign in sheet from meetings, board meeting notes, and notes from monthly meetings, in addition to all other communication.
- Keep and disseminate minutes at next meeting and post minutes on the website/listerv for review of those who could not attend the meeting.
- Coordinate speaker needs including copies of presentation, equipment needs, and special requests.

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- Maintain the resource files with current information, copies, and dissemination at table during meetings.
- Maintain the SEPAC listserv disseminating information according to policy set forth by Executive Board.

3. Treasurer

- Preside over all financial matters which includes oversight of Friends of PAC and District accounts that may arise.
- Request two signers at all times on Friends of PAC account held at Dedham Savings Bank.
- Report on financial matters at all meetings as requested, with a written report issued to the board in September and May of each year.
- Upon dissolution of the SEPAC, the remaining assets at District account are to be used exclusively for educational purposes.
- Upon dissolution of the SEPAC, the remaining assets at Dedham Savings Bank account are to be given to the District Accounting Office to be used exclusively for educational purposes.