



Preparing today's students  
for tomorrow's world.

## Monroe County Intermediate School District Parent Advisory Committee By-Laws

### Structure and Organization

#### A. Required duties:

1. All Monroe County Intermediate School District (MCISD) plans or any modification thereof shall be developed in cooperation with the Parent Advisory Committee (PAC) (as required by the Michigan Administrative Rules for Special Education (MARSE) Rule 133).
2. All plans will be reviewed in whole or in part at least quarterly each fiscal year with the representatives of each local school district and the Parent Advisory Committee (as required in Rule 133).
3. The signature of the Chairperson of the PAC will signify that the committee has been involved in the development of the plan as required in (Rule 135(b)).
4. If the PAC determines that the plan is not acceptable at the time of its submission to the Michigan Department of Education, the PAC may file objections to the plan in whole or in part (as required in Rule 136).
5. The PAC will receive copies of all deviation requests from constituent school districts and the MCISD (as required in Rule 34).

#### B. Optional Duties:

1. Additional duties may be determined in collaboration between the Chairperson or designee and the MCISD Director of Special Education, MCISD Planner/Coordinator, and/or other MCISD representative serving in an advisory capacity.

### Operational Procedures:

#### A. Officers:

1. The PAC officers shall consist of a Chairperson and a Vice Chairperson elected by a majority of the PAC members attending the first meeting of the school year. Elections shall be by written ballot or show of hands of the voting members.
2. Duties of the officers:
  - a. The Chairperson shall develop an agenda for the meetings, call meetings, preside at these meetings, and approve ad hoc meetings as deemed appropriate and necessary. The Chairperson, in conjunction with the PAC, will develop specific goals that he/she would like to see accomplished by the committee for the coming year.
  - b. The Chairperson shall sign documents relative to official committee functions indicating the PAC's approval or objection to the ISD Plan and other appropriate issues.
  - c. The Vice-Chairperson shall preside over meetings when the Chairperson is absent or fill the vacancy of the Chair.
  - d. Secretarial duties will be provided by the MCISD.
3. Terms of office:
  - a. Each officer shall be elected to serve for the current school year.
  - b. Terms will run from September 1 to August 31.

#### B. Memberships:

1. The membership on the PAC will be composed of a distribution of parents/guardians of children with disabilities currently enrolled in school with an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP). An attempt will be made to ensure all disabilities are represented.
  - a. Nomination must be approved by local school district board of education or PSA board of directors.
  - b. Nomination must be accepted and approved by MCISD Board of Education.
2. The membership may consist of eighteen (18) members representing the ten (10) local school districts and the Monroe County Intermediate School District as follows:

Airport	one member
Bedford	one member

Dundee	one member
Ida	one member
Jefferson	one member
Mason	one member
Monroe	one member
Summerfield	one member
Whiteford	one member
Monroe County Intermediate School District	five members
At Large	three members
Public School Academies	one member

3. Each school district may also appoint an alternate delegate who could serve in the absence of their appointed representative. It will be the responsibility of the appointed representative to inform the alternate of the absence. Alternates would be welcome to attend all meetings but may only vote in the absence of the designated member. Alternates would also have the first consideration for full PAC membership as openings arise.
4. Removal:
  - a. Any appointed member who has three consecutive unexcused absences from regular PAC meetings, may, at the discretion of the chairperson, be removed.
  - b. Excused absences: Absences from regular meetings are excused by calling the PAC voice mail, chairperson, or the MCISD Planner/Coordinator.
5. Resignations must be tendered to the PAC Chairperson who will notify the local school district and the MCISD by letter.
6. In the event of a resignation, a replacement will be appointed using selection procedure outlined in 1(a) and 1(b) above. If the local school district fails to nominate a person within thirty (30) days, the MCISD will attempt to appoint a member from that district.
7. The MCISD Director of Special Education, MCISD Planner/Coordinator, and/or other MCISD representative shall serve in an advisory capacity and attend all meetings.

**C. Meetings**

1. A minimum of four (4) meetings shall be held annually. Additional meetings may be held at the discretion of the PAC.
2. All meetings are to be open to the public and members of the audience may address the PAC at the discretion of the Chairperson.
3. Only official PAC members have voting privileges.
4. Voting will take place at PAC business meetings. A majority vote will pass.

**Amendments**

These By-Laws may be amended at any meeting of the PAC, in consultation with the MCISD Director of Special Education, MCISD Planner/Coordinator, and/or other MCISD representative serving in an advisory capacity.

Present By-Laws adopted on May 24, 2022.



**Addendum to Parent Advisory Committee By-Laws  
Michigan Administrative Rules for Special Education (MARSE)  
R 340.1838 Parent Advisory Committee, Rule 138**

- (1) A parent advisory committee shall be appointed by each intermediate school district board.
  - (a) The parent advisory committee and its officers shall consist only of parents of students with disabilities with at least 1 parent from each constituent local school district and public school academy unless no parent agrees to serve on the parent advisory committee to represent the constituent local school district or public school academy.
  - (b) Each constituent local school district board of education and each public school academy board of directors shall nominate at least 1 parent.
  - (c) The intermediate school district board of education may nominate additional members not to exceed 33 1/3% of the total parent advisory committee membership.
- (2) The intermediate school district board of education shall make every attempt to assure that all types of impairments and all identifiable organizations of parents of students with disabilities within the intermediate school district are represented on the parent advisory committee.
- (3) The intermediate school district board of education may recommend operational procedures for parent advisory committee review and adoption.
- (4) The intermediate school district shall secure or allocate fiscal and staff resources to the parent advisory committee to make it efficient and effective in operation.
- (5) The parent advisory committee is responsible for determining and documenting, in writing, the organizational structure of the committee, including all of the following:
  - (a) Officers and their responsibilities.
  - (b) Meeting times.
  - (c) Notice of meeting times.
  - (d) Voting procedures.
  - (e) Terms of office.
  - (f) Related matters.
- (6) The parent advisory committee shall participate in the development of the intermediate school district's plan or any modification of the plan for the delivery of special education programs and services as required by R 340.1833.
- (7) The parent advisory committee may provide advisory input on any matters that the committee deems appropriate to the improvement of special education services within the intermediate school district.

