

OPERATING PROCEDURES FOR EXECUTIVE COMMITTEE

Oregon Department of Education Office of Student Learning & Partnerships

I. Introduction

The Bylaws of the State Advisory Council for Special Education (SACSE) identifies the Executive Committee as a standing committee of SACSE. The bylaws provide the following description:

“The purpose of the Executive Committee is to review the bylaws annually, review and set the agenda for each meeting of the council, and any other administrative functions. Executive Committee members are the Council’s Officers (Chairperson, Chair-Elect, and Past Chair) and one Council representative.

The SACSE bylaws require each standing committee to be governed by operating procedures adopted by SACSE and reviewed at least once each biennium. The bylaws further provide the following:

- Persons other than members of SACSE may serve on standing committees
- Each committee shall be chaired by a member of the Council or have a member of the Council serve as a liaison
- Membership on committees shall include parents of individuals with disabilities or individuals with disabilities.

II. Function of the Committee

As stated above, the function of the Executive Committee is to review bylaws, set and review the agenda for each meeting, review the minutes of the previous meeting to ensure accuracy of reporting, carry out administrative functions on behalf of SACSE, and to act on SACSE’s behalf between meetings.

The Executive Committee operates as follows:

- Review all bylaws at least on an annual basis and make recommendations for change
- Plan and evaluate SACSE meetings and recommend changes as needed
- Meeting at least one time prior to each scheduled SACSE meeting
- Preparing an Executive Committee Report for each SACSE meeting
- Handling emergency matters requiring immediate Council attention prior to the next regularly scheduled SACSE meeting
- Make sub or Ad Hoc committee assignments
- Construct and review proposed agenda items

- Review minutes of previous meeting
- Call additional SACSE meetings as necessary to conduct the business of SACSE
- Prepare the SACSE annual report for the Superintendent of Public Instruction

III. Accountability

The Executive Committee will report at each of the SACSE meetings about the work completed or in progress and make any recommendations to SACSE.

IV. Committee Membership

The Executive Committee shall be composed of the following members:

- SACSE Chair
- SACSE Vice Chair
- SACSE Immediate Past Chair
- One Council representative
- The Assistant Superintendent for Student Learning & Partnerships is an ex-officio member of the Executive Committee.

VI. Meetings

The Executive Committee will meet prior to each regularly scheduled SACSE meeting and with enough time to ensure an agenda is prepared and submitted to the SACSE members at least two days prior to the regular meeting.

VII. Decision Making

The Executive Committee will only make recommendations regarding items to be put before SACSE. It will have no powers of enacting or changing bylaws, policies, or actions without the consent of SACSE.