

**New Hampshire's
State Advisory Committee
on the Education of Children/Students with Disabilities**

By-Laws

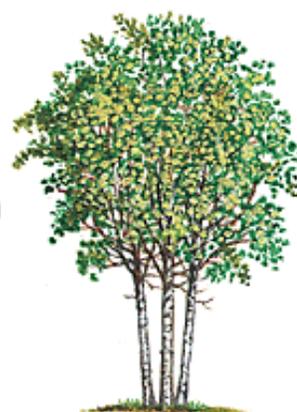
Adopted September 14, 2016



State bird
Purple finch



State flower
Purple lilac



State tree
White birch

State Advisory Committee on the Education of Children with Disabilities
NH Department of Education
101 Pleasant Street
Concord, NH 03301
Tel. (603) 271-3741
http://www.education.nh.gov/instruction/special_ed/sac.htm
Email: SAC_Chair@doe.nh.gov

Table of Contents

Article I – Authorizing Statutes	Page 1
Article II – Name	Page 1
Article III – Purpose	Page 1
Article IV – Duties and Responsibilities	Page 1
Article V – Membership	Page 2
<i>– includes Attendance and Resignation –</i>	
Article VI – Leadership	Page 5
Article VII – Department of Education Support to SAC...	Page 5
Article VIII – Committees / Committee Structure	Page 6
Article IX – Meetings and Procedures	Page 6
<i>– includes Snow dates, Special Meetings, Quorum & Votes –</i>	
Article X – Annual Report	Page 9
Article XI – Miscellaneous Provisions	Page 10
<i>– includes Amendments and Operative Date of By-Laws –</i>	

The following by-laws and operating procedures were adopted by a majority vote of the NH State Advisory Committee on the Education of Children/Students with Disabilities on September 14, 2016.

Article I – Authorizing Statutes

The Individuals with Disabilities Education Act (IDEA), §300.167 requires each State to “establish and maintain an advisory panel for the purpose of providing policy guidance with respect to special education and related services for children with disabilities in the State”. IDEA, §300.168 establishes the minimum membership requirements for each State’s Advisory Panel (SAP), and §300.169 lists the duties IDEA requires for each State’s SAP.

Additionally, NH’s State special education statute, RSA 186-C, in section 186-C:3-b includes state-specific requirements for NH’s State Advisory Panel, including the purpose, membership, terms, duties and meetings. The requirements in RSA 186-C:3-b are in compliance with the IDEA, while also reflecting and meeting the unique needs of NH’s special education system and children with disabilities.

Article II – Name

The name of New Hampshire’s State Advisory Panel is the NH State Advisory Committee on the Education of Children/Students with Disabilities (SAC).

Article III – Purpose

The purpose of NH’s State Advisory Committee on the Education of Children/Students with Disabilities, is described in RSA 186-C:3-b, I, in accordance with the provisions of 20 U.S.C. section 1412(a)(21) and 34 C.F.R. sections 300.167-300.169, is to advise the Commissioner of the NH Department of Education on issues relating to special education, and to promote communication and cooperation among individuals involved with students with disabilities. In addition, the committee shall review the federal financial participation and the level of state funding to determine their impact on the programs and delivery of services to children/students with disabilities, and carry out the duties and responsibilities listed in Article IV of these by-laws.

Article IV – Duties and Responsibilities

The duties of the SAC are listed in RSA 186-C:3-b,IV:

IV. The committee shall:

- (a) Advise the department of education regarding unmet needs within the state in the education of children/students with disabilities.
- (b) Provide an annual report to the governor and the state legislature on the status of education of students with disabilities in New Hampshire.
- (c) Comment publicly on the state plan and rules or regulations proposed for issuance by the state regarding the education of children/students with disabilities.
- (d) Assist the state in developing and reporting such information and evaluations as may assist the U.S. Secretary of Education in the performance of responsibilities under 20 U.S.C. section 1418 of the Individuals with Disabilities Education Act.
- (e) Advise the department of education in developing corrective action plans to address findings identified in federal monitoring reports.
- (f) Advise the department of education in developing and implementing policies relating to the coordination of services for children/students with disabilities.

To fulfill the additional statutory requirements that involve SAC, the SAC will:

- Review due process hearing decisions and appeals of due process hearing decisions, including findings of fact, provided by the office of legislation and hearings in accordance with 34 CRF 300.513 and NH Chapter Ed 1123.21, after the deletion of personally identifiable information as set forth in 34 CFR 99. This requirement applies to due process hearings and appeals of due process hearings.
- Review the findings, remedies and sanctions recommended by the department, after receiving notification from the commissioner in accordance with RSA 186-C:5, VI Program Approval, Monitoring, and Corrective Action.
- Provide input to the department, in accordance with the process detailed in RSA 186-C:5, IX, when the department selects and contracts with an independent, nationally recognized organization in program evaluation and quality assurance to conduct the decennial evaluation of the effectiveness of the program approval and monitoring system, including whether [the department] is carrying out activities in RSA 186-C:5 in an efficient manner.
- Review findings reported by the department of education as part of the department's annual evaluation of the effectiveness of the alternative dispute resolution procedures, in accordance with RSA 186-C:23-b, IV.

Article V – Membership

NH's membership requirements for the NH State Advisory Committee on the Education of Children with Disabilities comply with the requirements in IDEA, §300.168, which states in (a), "The advisory panel must consist of members appointed by the Governor, or any other official authorized under State law to make such appointments, be representative of the State population and be composed of individuals involved in, or concerned with the education of children with disabilities, ..."

The composition of the SAC as provided in 20 U.S.C. §1412(a)(21)(B) and RSA 186-C:3-b,II:

II. The committee shall be composed of individuals involved in, or concerned with, the education of children with disabilities. A majority of the committee membership shall be composed of individuals with disabilities or parents of children with disabilities. The committee membership shall be as follows:

- (a) Individuals with disabilities or parents of children with disabilities, ages birth through 26, appointed by the governor.
- (b) Two members of the house education committee, appointed by the speaker of the house.
- (c) Two members of the senate education committee, appointed by the president of the senate.
- (d) One representative of a vocational, community, or business organization concerned with the provision of transition services to children/students with disabilities, appointed by the governor.
- (e) One state education official, appointed by the governor.
- (f) One local educational official, who shall be an administrator, appointed by the governor.
- (g) Two teachers, one of whom shall be a special education teacher, appointed by the governor. [IDEA requires the SAC to include "teachers"]
- (h) One representative of the department of health and human services involved in the financing or delivery of special education or related services to children with disabilities, recommended by the commissioner of the department of health and human services, and appointed by the governor.
- (i) One representative of the Disability Rights Center-NH, recommended by the Disability Rights Center-NH and appointed by the governor.

- (j) One representative of the Parent Information Center, recommended by the Parent Information Center and appointed by the governor.
- (k) Two individuals with disabilities who may have received special education services, one of whom may be a high school student, appointed by the governor.
- (l) One administrator of a public special education program, appointed by the governor.
- (m) One representative of an institution of higher education that prepares special education and related services personnel, appointed by the governor.
- (n) One representative of a private school approved for special education, appointed by the governor.
- (o) One representative of a chartered public school, appointed by the governor.
- (p) One individual representing children with disabilities who are home-schooled, appointed by the governor.
- (q) One representative from the department of corrections, and one representative from a county correctional facility, both of whom are responsible for administering the provision of special education or special education and related services, appointed by the governor. [IDEA, in §300.168(a)(11) requires the SAC to include "representatives from the State juvenile and adult corrections agencies"]
- (r) A state and a local educational official who are responsible for performing activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. section 11431, et seq, appointed by the governor.
- (s) A representative from the department of health and human services responsible for foster care, recommended by the commissioner of the department of health and human services and appointed by the governor.
- (t) One representative from the State juvenile agency [This requirement is in IDEA].

RSA 186-C:3-b, III establishes that State Advisory Committee members are appointed to staggered 2-year terms, and members may succeed themselves.

State Advisory Committee members serve without compensation, but the Department of Education must reimburse the members for reasonable and necessary expenses for attending meetings, such as travel reimbursement.

Openings on the SAC occur each year as members' terms expire or they are no longer able to serve. SAC members recruit and nominate members to fill vacancies. Additionally, individuals interested in being nominated for membership on the State Advisory Committee may contact NH Department of Education or the Chairperson of the State Advisory Committee. SAC requests that prospective members identify the legislatively mandated membership category they are seeking to fill. As deemed necessary by the SAC Chair, a membership committee may be formed to solicit recommendations for individuals to fill vacant positions on the SAC, and to develop materials and an orientation process for new members.

SAC requests that prospective nominees attend one SAC meeting before deciding whether they wish to be nominated. Prospective members must provide a copy of their resume to the Chair of SAC prior to being nominated. If the individual remains interested, he/she may then be nominated at the following SAC meeting. After being nominated, prospective members may briefly discuss their background, experiences and interest in serving on the SAC. SAC members then vote whether to support the individual's nomination, after which the individual's required information (i.e. name, contact information, and other information as may be required by the Governor) shall be forwarded to the Governor for appointment. Assigned administrative support from the NH Department of Education shall submit nominations to the Governor's office and track / follow-up on appointments and membership status.

Each prospective member whose nomination has been approved by the Governor will receive a letter from the Governor's office notifying them that they have been appointed to the SAC by the Governor. The SAC Chair and the NH Department of Education shall also be notified of the member's appointment.

SAC members who are representing the general court (members of the House and Senate Education committee members) are appointed by their leadership (Speaker of the House or President of the Senate). The appointment timeline is dependent upon NH's election cycle and legislative calendar. SAC recognizes that the members of the general court who serve on SAC have significant obligations that will require them to miss some SAC meetings or parts of the meetings. For that reason, any SAC member who is representing the House or Senate Education committee, who is absent from a SAC meeting shall not be considered in determining a quorum for conducting SAC business.

The SAC Chair and/or Vice Chair will meet with new members to provide them with an overview of the SAC's duties, responsibilities and procedures. Additionally, the SAC Chair and/or Vice Chair will provide new members with an orientation packet that includes a welcome letter, SAC by-laws and other materials as determined by the SAC. SAC will offer in-person, video or web-based trainings and/or orientations at the discretion of the SAC Chair, based on input by the SAC membership.

Attendance – Attendance at SAC meetings is one of the important responsibilities of SAC members. Attendance includes in-person attendance at meetings, or if the option is made available, participation in the meeting through audio- or video-conferencing.

The SAC depends on the active participation of its membership in order to carry out our duties (described in the legislation) and activities related to the priorities identified by members; without a quorum of members, SAC cannot effectively fulfill its duties and responsibilities. Additionally, many members represents a specific stakeholder group. When the member is not in attendance, that stakeholder group is deprived of a voice on SAC.

If a SAC member has an unavoidable absence, he/she is responsible to notify the SAC Chair or Department of Education designee, unless the emergency nature of the absence prevents such notification. The notification may be made in-person, by telephone, or through electronic means (i.e. text or email). Any absence related to a member's illness, a family or work obligation, or for student members, school obligations, or if a SAC member contacts the SAC Chair or Department of Education designee to request an excused absence, the member's absence shall be considered to be an excused absence. All other absences shall be considered to be unexcused absences.

Three consecutive unexcused absences shall be considered to be "excessive absences". When a member has excessive absences, the SAC Chair shall send the member a letter thanking him/her for his/her service, reminding the SAC member that attendance is an essential component to the SAC functioning effectively, and asking the SAC member to please advise the SAC whether they will be able to attend future meetings, or if their other responsibilities now require make it necessary for them to resign from SAC. A sample resignation letter (see next page) may be included as a resource to a member who determines that he/she needs to resign.

If a SAC member who represents an organization or agency, has excessive absences, the SAC Chair retains the right to notify the organization/agency and request that they recommend a representative to the SAC who is able to commit the necessary time to serve on SAC.

SAC recognizes that SAC members who represent the House or Senate Education committees have responsibilities related to their general court duties that may impede their ability to attend some SAC meetings, and they are therefore not subject to these "excessive absence" procedures.

Resignation – A SAC member who decides to resign is responsible to submit their resignation in writing. A brief letter (see sample below) may be sent by email, with “attention SAC Chair” in the subject line, to: Barbara.Raymond@doe.nh.gov or by mail to the SAC Chair to:

State Advisory Committee on the Education of Children/Students with Disabilities
NH Department of Education
101 Pleasant Street
Concord, NH 03301.

Sample resignation letter: Dear SAC Chair, I am currently unable to commit the necessary time to serve on the State Advisory Committee on the Education of Children/Students with Disabilities. I understand that SAC depends on the active participation of its membership in order to carry out its duties and priorities. I am, therefore, tendering my resignation, effective upon receipt of this letter, and am requesting that a replacement be appointed to the SAC. Sincerely, [your name]

The SAC Chair shall forward any resignations he/she receives to the assigned administrative support from the NH Department of Education, who shall forward the resignation to the Governor’s office.

In the event that a member vacates her/his position, by excessive unexcused absences, or by resignation, the SAC Chair shall direct the Bureau support staff member assigned to SAC to notify the Governor’s office of the vacancy.

Article VI – Leadership

In accordance with RSA 186-C:3-b, III (b): A Chairperson shall be selected by a majority of the committee members on an annual basis. The election of the Chair shall be held at the June meeting. Prior to the September retreat, the newly elected SAC Chairperson shall select a Vice Chair and 2nd Vice Chair. The Chair, with the assistance of his/her Vice Chair(s), shall plan and organize the September retreat, and run all SAC meetings, beginning with the September retreat.

The Chair shall preside at all meetings, plan and organize meetings with the assistance of the Vice Chair(s), including preparing the agenda and reviewing draft minutes prior to their transmittal to the full SAC membership, and signing all official correspondence/documents on behalf of the SAC. The SAC Chair or Vice Chair, or another SAC member who has been designated by the SAC Chair, shall provide public comment from the SAC on the state plan and any rules or regulations proposed for issuance by the state regarding education of children/ students with disabilities. The public comment shall be based on positions affirmed by majority vote of the SAC at a regular or special meeting.

The Vice Chair shall assist the Chair in carrying out his/her duties, and shall serve in the absence of the Chair. If the Chair and Vice Chair are both absent, the 2nd Vice Chair shall serve as acting Chair.

Article VII – Department of Education Support to SAC

Administrative support is provided to the State Advisory Committee by the NH Department of Education, Bureau of Special Education. Minutes of each SAC meeting are prepared and published in accordance with timeliness under State law. Minutes are first sent to the SAC Chair and Vice Chair for initial review, and then sent to all SAC members at least one week in advance of each regular meeting, along with the agenda that has been provided by the SAC Chair / Vice Chair(s). Minutes and agendas may be sent electronically and/or by mail. Minutes are approved by the SAC prior to publication on the DOE’s website. SAC minutes are available to the public.

The designated Bureau support staff member shall assist in organizing SAC meetings under the direction of the SAC Chair, take and prepare minutes for review and distribution, notify members of meeting times and locations, disseminate minutes and other official documents to members after obtaining approval from the SAC Chair, process/forward nominations and resignations of SAC members to the Governor upon the request of the SAC Chair, and carry out other duties necessary for the efficient operation of the committee, as requested by the SAC Chair and/or Vice Chair.

The Administrator/State Director of the NH Bureau of Special Education shall provide the SAC with Bureau updates at meetings, relevant information at and between meetings, arrange for or facilitate presenters from the NH Department of Education or Bureau of Special Education or Department of Education on requested topics, and assist the SAC in being well-informed on issues related to their duties and responsibilities. While the SAC appreciates the support it receives from the Bureau of Special Education staff, the SAC operates as an independent entity with its composition and responsibilities mandated by statute. Bureau staff is available to clarify the DOE's procedures; explain programs and/or initiatives; provide technical assistance, administrative support, statistical data, and other background information and documentation requested by the SAC.

Article VIII – Committees / Committee Structure

NH's State Advisory Committee is comprised of members who meet Federal and State statutory requirements. A Chair is elected each year at the last meeting of the year (June). A Vice Chair and 2nd Vice Chair are selected by the Chair prior to the Annual SAC Retreat that is held in September. Additional information may be found in Article VI – Leadership.

As determined by the SAC Chair, utilizing input from the SAC membership, subcommittees may be established to focus on priority areas that have been identified by the SAC, or to address short-term needs, such as membership. Subcommittees that are formed shall have a stated purpose, duration and potential outcomes. When subcommittees are formed, each subcommittee shall appoint a Chair and shall identify a subcommittee member to take notes at subcommittee meetings and to report back to the full SAC. Any subcommittee may invite members of the general public to participate in subcommittee meetings. Subcommittee meetings, as with all SAC meetings, are public meetings, and open to the general public. Subcommittee Chairs are responsible for providing meeting notes and a summary of the work of the subcommittee to the SAC Chair for inclusion in the SAC Annual Report.

Article IX – Meetings and Procedures

The NH State Advisory Committee meets at least quarterly, as required by IDEA. Meeting notices are posted on the NH Department of Education's website and published in the House and Senate legislative calendars during the legislative session. The schedule for SAC meetings and minutes for previous meetings are posted on the Department of Education's website on SAC's dedicated webpage at http://www.education.nh.gov/instruction/special_ed/sac.htm. Information may also be obtained by contacting the NH Department of Education, Bureau of Special Education at (603) 271-3741.

The September meeting of the State Advisory Committee is held in the form of an annual retreat. Aside from the annual retreat, regular meetings of the SAC are held from 4:30 to 7:00 pm, unless otherwise noted.

All meetings are open to the general public, and, with the exception of the September Retreat, are held at the NH Department of Education, Londergan Hall, 101 Pleasant Street, Concord, NH, unless otherwise noted. The NH Department of Education and any alternate location in which a SAC meeting is held shall be an accessible site. Accommodations for persons with disabilities shall be provided by the NH Department of Education upon request. Requests for accommodations may be directed to the SAC Chair or Department of Education designee. A minimum 14-day notice is requested if a SAC member, guest, or member of the general public who will be attending a SAC meeting requests an interpreter.

Snow dates: Regular SAC meetings scheduled during the winter months have a planned snow date, which is the following Wednesday, at the same time and location as the regularly scheduled meeting. Meetings are cancelled due to weather if the Concord, NH school district cancels school or evening activities due to inclement weather. In the event that a meeting is cancelled, designated Department of Education staff will notify SAC members by email. If a meeting that has been rescheduled needs to be cancelled again due to inclement weather, no meeting will be held that month.

Meeting agendas for regular SAC meetings include:

- welcome and introductions of members and guests;
- review and approval of minutes from the prior meeting;
- public comment;
- announcements and correspondence to the SAC;
- current events and new or emerging issues;
- an update/report from the State Department of Education, Bureau of Special Education;
- presentations by the Bureau or other invited guests, as requested by SAC members to assist the committee in the fulfillment of its responsibilities;
- old business and new business; and
- as applicable, meetings of and/or reports from subcommittees.

Public Comment: The SAC appreciates the input the general public provides by commenting on the committee's priorities and/or other issues they wish to bring to the committee's attention. In addition to speaking at a SAC meeting during the part of each SAC meeting set aside for public comment, interested persons may also provide written input to the SAC, either by letter or email. Telephone messages may be relayed through the Bureau of Special Education. The State Advisory Committee respectfully requests that persons wishing to comment publicly at a SAC meeting please follow the guidelines below:

- Be factual and objective; please do not mention a student and/or school staff by name; and
- Limit comments to no more than five minutes. For issues needing more extensive discussion, requests may be made to add it to the agenda at a subsequent SAC meeting.
- The SAC appreciates hearing about positive experiences, "success stories", and best practices, as well as concerns with the status of the education of children with disabilities, new or emerging needs, or situations that may warrant further consideration;
- Please note that the SAC is not able to intervene in situations having to do with individual students, but to the extent these issues may have broad implications for children with disabilities (even if limited to a specific age or disability group, geographic area, or topic), the SAC appreciates the public's assistance in making the SAC aware of the issue(s).

Persons or organizations requesting to make public comments or a presentation that exceeds the five minute limit for public comment are directed to make a written request to the SAC Chair at least 14 days in advance of the SAC meeting at which they wish to comment/present. The request should include a brief description of the topic on which the individual/organization plans to present, and the amount of time being requested. The SAC Chair has the authority to determine whether the request is related to a topic/issue that is consistent with the duties and responsibilities of SAC.

If the Chair agrees that it is appropriate to provide an extended period for the individual/organization to give public comment or a presentation, an additional 10 minutes of public comment time may be provided to the individual or organization. The individual/organization may also request that the SAC Chair or any SAC member make a motion to include a presentation by the individual/organization as an agenda item at a regular SAC meeting. A majority vote by SAC members present at the meeting when the motion is made would allow the presentation by the individual/organization to be included as an agenda item at a future SAC meeting. The SAC chair has the discretion to set a time limit for each agenda item, including special presentations. If the request for extended time is not granted, the individual/organization may provide public comment in accordance with the guidelines SAC has established for public comment (see above).

Special Meetings: A special meeting of the SAC may be called by the Chairperson when it is necessary in order to fulfill one or more of the duties and responsibilities of the SAC. A special meeting may not be called if the action for which the special meeting is being called could be conducted at the next regularly scheduled SAC meeting. SAC members shall be given a minimum of 7 days' notice before any special meeting is held.

Quorum: Attendance by a simple majority of the SAC membership shall constitute a quorum. A quorum must be present for regular or specially called meetings for the transaction of business. In accordance with Article V of these by-laws, SAC members who are representing the House and Senate Education committees shall not be considered in determining a quorum for conducting SAC business.

Votes: SAC will attempt to reach consensus on agenda items and other issue raised by members. Each member will have the opportunity to participate in discussions and to share information and resources to inform the SAC on any issue.

Any action or recommendation taken by SAC shall be based on majority vote of SAC members in attendance. SAC members may only vote on issues at SAC meetings in person, or if the option is available, by audio- or video-conferencing during the meeting. Voting by proxy is not allowed. Motions may be made by any SAC member. A motion must be seconded by another SAC member, after which the Chair will open the floor to discussion. The Chair will then direct the SAC to vote on the motion, with each SAC member having one vote. The motion and the results of the vote will be included in the minutes of the meeting. Whenever possible, members will be notified of an issue that will lead to a vote, and provided with relevant supporting documentation, prior to the SAC meeting at which the vote will be held. Voting shall be done by secret ballot upon request of any SAC member.

Minutes are taken at each SAC meeting; after being reviewed by the SAC Chair or Vice Chair minutes are distributed in draft form by email to each SAC member and approved at the next meeting. Hard copies of draft minutes are provided at the SAC meeting. Approved minutes are posted on the NH Department of Education's website on the designated SAC web page. Hard copies of the approved minutes are available from the Bureau of Special Education upon request.

When SAC utilizes subcommittees to fulfill its duties and to focus on identified priority areas, each SAC member is expected to serve on one subcommittee, based on their interests, expertise and concerns. SAC members who represent the House and Senate Education committees, who contribute substantial amounts of time in service to the State of NH as members of the General Court are not required to serve on a subcommittee. Instead, all SAC members rely on information provided by our members from the General Court to inform their work on the subcommittees.

At the end of each SAC meeting in which subcommittees have met, a representative selected by the subcommittee "reports out", providing an opportunity for the full SAC to ask questions and offer ideas or resources. At the end of each year, subcommittees are asked to submit a written report of the status of the subcommittee's work and recommendations.

When a subcommittee recommends the SAC take action, the action may take the form of:

- further study and research by a subcommittee;
- discussion and analysis by the full committee;
- requests for additional data from the NH Department of Education or other state departments, agencies and/or organizations;
- solicitation of public comment (could be through a forum, survey or other format); or
- written communication, which may include an inquiry, request or recommendations, to the State Board of Education or to the commissioner of the NH Department of Education.

In addition to subcommittees, State Advisory Committee members serve as liaisons between the SAC and other advisory groups, upon request by the NH Department of Education or as determined by the SAC Chair.

Members of the State Advisory Committee bring feedback, issues and concerns from the stakeholder groups they represent to the SAC. The committee is then able to discern if the issue is one that falls under the SAC's purview, or if there may be another, more appropriate agency/organization to which the individual/group raising the issue may be referred. If the committee decides that the issue is relevant to SAC's statutory responsibilities and the priorities that have been identified by the year, a follow-up plan may be developed.

The SAC relies on data, including the IDEA Determination letter and NH's State Performance Plan (SPP) and Annual Performance Reports (APR), to inform its understanding of the current status of special education in New Hampshire, as well as to aid the SAC in its selection of priorities. A summary of the APR and a copy of the Determination Letter are provided to SAC each year.

A standing agenda item is an "Update from the Bureau" where the Administrator for the NH Bureau of Special Education or other staff as designated, depending on the topic, provide an update on relevant projects, programs, grants, initiatives, reports, proposed rules or other items related to SAC's responsibilities, at each SAC meeting. Annually, the Bureau will report to SAC, as part of its update, or as separate presentations, on topics, including:

- NH's SPP/APR and the State's Determination letter,
- The status of complaints and due process hearings, and
- Federal monitoring reports.

Article X – Annual Report

Each year, the SAC develops and provides an annual report to the Governor and the State legislature on the status of education of children with disabilities in New Hampshire. The annual report outlines the activities and any recommendations made by the SAC during the previous operating year (September through June).

The annual report is drafted by the SAC Chair and Vice Chair, utilizing input from SAC members, following the June meeting. The report includes:

- Purpose, duties and responsibilities of the SAC;
- Status of special education in NH, including the SPP/APR determination letter;
- Membership (a list of members with contact information, the membership category each represents, and attendance information is included in the report's appendices);
- An overview of SAC's activities, accomplishments and recommendations for the period covered by the report; and
- Handouts and supporting documentation.

The draft annual report is sent electronically to members prior to the SAC meeting where the membership votes whether to accept it. Once the SAC membership votes to accept the annual report, it shall be sent, in accordance with NH Statute, to the Governor and State Legislature. A copy shall also be provided to the Commissioner of the NH Department of Education and the Administrator of the State Bureau of Special Education. The SAC annual report is made available to the public on the SAC's dedicated webpage on the NH Department of Education's website. Each SAC annual report, as well as meeting minutes and agendas, shall be maintained on the Department's website for a period of no less than 3 years.

Article XI – Miscellaneous Provisions

Amendments and Operative Date of By-laws: These by-laws may be amended at a regular SAC meeting by a majority vote of the SAC membership. Proposed revisions shall be submitted in writing to the SAC Chair at least 30 days before the revisions may be placed on the agenda for a regular SAC meeting. Proposed revisions shall be transmitted electronically, or through the mail to any SAC member who does not have access to email with, or prior to the sending of the agenda for the meeting at which the proposed revisions shall be discussed and voted upon. At the discretion of the SAC Chair, or at the request of the majority of SAC members in attendance at the meeting, the proposed revision(s) to the by-laws may be discussed at the meeting, but final discussions and the formal vote to amend the by-laws may be deferred to the next SAC regular SAC meeting.

These by-laws, and any amendments to the by-laws, shall go into effect immediately after their adoption by the SAC.

These by-laws and any subsequent amendments to the by-laws shall be posted on the NH Department of Education's website.