

Old Bridge Special Education Parent Advisory Group  
Bylaws (Adopted 9/1/2017)

Article I: Name

The name of this organization shall be the Old Bridge Township Public Schools Special Education Parent Advisory Group, known as Old Bridge SEPAG.

Article II: Authorization

The Old Bridge SEPAG is established to fulfill New Jersey Administrative Code 6A:14-1.2(h):  
“Each district board of education shall ensure that a special education parent advisory group is in place in the district to provide input to the district on issues concerning students with disabilities.”

Article III: Purpose

The purpose of the Old Bridge SEPAG is to:

1. Provide direct input on the policies, programs and practices that impact services and supports for children with disabilities and their families.
2. Increase the involvement of families of children with special needs in making recommendations specific to special education policy.
3. Advise on matters that pertain to the education, health and safety of children with special needs.
4. Advise on any unmet needs of children with disabilities.
5. Inform families about Old Bridge special education programs and policies.

Article IV: Mission Statement

The Old Bridge SEPAG’s mission is to empower parents of students with special needs to communicate effectively with the Assistant Superintendent of Educational Programs for the purpose of supporting and improving district-wide special education policies, programs, and practices. The Old Bridge SEPAG strives to provide a supportive, informative, and encouraging forum in which parents can raise questions, voice concerns, and provide constructive input in a spirit of mutual respect and collaboration between families, students, and educators. The Old Bridge SEPAG also provides families opportunities to learn about district programs, services, and resources.

Article V: Membership

Any parent or guardian of a child (age 3 to 22) in Old Bridge with a special education classification or 504 accommodations, including children placed out-of-district, is eligible for SEPAG membership and may vote in meetings.

Article VI: Officers and Parent Liaisons

1. General Provisions

- A. The SEPAG shall provide reasonable public notice of upcoming elections. Individuals interested in standing for office must announce their intention at the election meeting.
- B. Elections shall take place at the final meeting of the school year, and new officers and liaisons shall take office as of July 1.
- C. Anyone eligible for general membership may serve as an officer or liaison. However, after the inaugural election, any officer candidate must have attended at least three SEPAG meetings during the preceding year, unless no such candidate can be found.

D. Voting for uncontested positions may be by voice vote. Voting for contested positions shall be by secret ballot decided by simple majority.

E. A special election may be held to fill a vacancy if an officer or liaison resigns or is otherwise unable to serve during the year. The new officer or liaison will complete the remainder of the term. All resignations must be done in writing.

## 2. Officers

Old Bridge SEPAG shall have the following officers, who together constitute an Executive Board:

- a. Co-Leaders (2)
- b. Secretary
- c. Social media/communication liaison

Officers shall serve for a term of two years and may run for reelection.

### Duties of Officers

The SEPAG Co-Leaders shall:

- a. Set the agenda for and preside at all SEPAG meetings.
- b. Act as spokesperson for the organization, including serving as liaison to the Special Services Team and the Board of Education.
- c. Ensure that meeting minutes are prepared and posted.
- d. Oversee the creation, approval, and distribution of informational materials.
- e. Organize and facilitate all other SEPAG activities, except as otherwise delegated.

### 3. The SEPAG Secretary shall:

- a. Maintain meeting attendance logs.
- b. Build and maintain contact lists.
- c. Count and record all vote results.
- d. Reserve meeting spaces.

### 4. The social media/communication liaison shall:

- a. Maintain the SEPAG Facebook page.
- b. Maintain other social media accounts the SEPAG may establish.
- c. Perform such other duties as may be assigned.

## 5. Parent Liaisons

A. Old Bridge SEPAG shall endeavor to have at least one Parent Liaison representing every elementary school, both middle schools, the high school, as well as out of district.

B. Parent Liaisons shall serve a term of one year.

C. Parent Liaisons shall:

- a. Keep informed of SEPAG activities, including by regular meeting attendance.
- b. Participate in outreach efforts to parents in their school or category, including attending PTA meetings and providing SEPAG updates at PTA meetings.
- c. Serve as resources for parents in their school or category.
- d. Bring forward any questions, concerns, needs or issues specific to the school or category they represent to the SEPAG.
- e. Communicate information and materials from the SEPAG to parents and educators at the school or group they represent.

#### Article VII: Subcommittees

Old Bridge SEPAG shall establish such subcommittees or working groups as needed

#### Article VIII: Communication with School District

The Co-Leaders shall meet with the Special Services Team at least three times annually to discuss district policies, programs, and services. In conjunction with these meetings, the Co-leaders shall provide the Special Services Team at least three annual reports from the Old Bridge SEPAG.

#### Article IX: Communication with Board of Education

The Co-Leaders, or such designee as the SEPAG determines, shall attend at least one school board meeting annually to update the school board on SEPAG activities. The SEPAG shall also provide regular written reports to the school board.

#### Article X: Meetings

1. Old Bridge SEPAG shall hold at least 3 general membership meetings annually, and such other meetings as may be determined.
2. General membership meetings shall include time for parents to discuss questions, concerns, and suggestions about Old Bridge programs or policies affecting special education. Meetings may include informational or training sessions for parents.
3. Old Bridge SEPAG shall ensure reasonable advance public notice of all meetings and elections.
4. When formal procedures are needed, Old Bridge SEPAG will adhere to Robert's Rules of Order.
5. Minutes of all meetings shall be posted on such online venues as the SEPAG may establish.
6. Meeting minutes shall be presented in a confidential manner that protects the privacy of parents, students, and educators.

#### Article XI: Quorum

A quorum of no fewer than 5 members must be present at the time of voting for any motion or election. Both motions and elections shall be decided by a simple majority vote of the voting membership subject to the presence of a quorum.

#### Article XII: Amendments to Bylaws

These Bylaws may be amended by a majority vote of members present at a general membership meeting, subject to the presence of a quorum. An amendment may not be voted on in the same meeting in which it is proposed, and the SEPAG shall make reasonable efforts to inform members of the proposed change before the meeting at which a vote is scheduled.

Old Bridge SEPAG Bylaws Adopted 9/1/23