



**SPECIAL EDUCATION FAMILY
ADVISORY COMMITTEE
BYLAWS**

Revised August 2026

Article I: Authority

Section One. Establishment. Under provisions of district policy BDF (LOCAL), the Special Education Family Advisory Committee (SEFAC) is established by the Superintendent and serves at the will of the Superintendent. The Superintendent shall designate an appropriate staff member to serve as the Special Education Family Advisory Committee coordinator.

Section Two. Limitations. The SEFAC shall serve strictly as an advisory body at the will of the Superintendent. The SEFAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. Under the provisions of district policy BDF(LOCAL), it shall be the responsibility of the coordinator of district advisory bodies, in consultation with the committee coordinator, to establish and amend the bylaws, as needed.

Article II: Purpose and Responsibilities

Section One. Purpose. Recognizing the importance of strong parent-district partnerships for students to succeed not just in school but also throughout life, the district is establishing the Austin ISD Special Education Family Advisory Committee. The purpose of the SEFAC shall advise the Special Education Department on long-term improvements and inclusive practices.

Section Two. Responsibilities. The responsibilities shall include the following:

- Clear & Inclusive Vision with Shared Ownership.
 - System-wide implementation of approaches to support inclusive schools;
 - Special Education learning sessions and resource development for capacity building for leadership, teachers, support staff and related personnel;
 - Family and community engagement and outreach for promotion of effective practices and child find awareness in support of students with disabilities;
- Strong Tier 1 Instruction within a Multi-tiered System of Support.
 - Implementation of high quality core instruction that includes progress monitoring and tiered intervention as needed;
 - Increased focus on universal design for learning to remove barriers to grade level content;
 - Focus on building background and content knowledge and academic vocabulary across content and subjects areas;.
- Evaluation and compliance
 - Discussion and review of the strategic plan
 - Update on evaluation status for AISD

Article III: Meetings

Section One. Regular Meetings. The SEFAC shall conduct quarterly meetings to ensure continued oversight and transparency. The regular meeting schedule shall be placed on the SEFAC website. The regular meeting schedule may be revised as necessary by the committee coordinator. If necessary, the committee coordinator may cancel a regular meeting with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of canceled or rescheduled meetings.

Section Two. Open Meetings. Regular and other plenary meetings of the SEFAC shall be open to the public and conducted in accordance with the district standard citizen's communications and visitor guidelines.

Section Three. Quorum. For regular and other plenary meetings of the SEFAC, a quorum shall be the majority of current membership. Regular and other plenary meetings may be held without a quorum for purposes of presentations or discussions; however, no actions or voting may take place without a quorum.

Section Four. Attendance. Member attendance shall be monitored by the committee coordinator, who shall work with members to try and resolve any attendance problems. More than one unexcused absence within a one-year period may result in dismissal by the committee coordinator. Excused absences include, but are not limited to, personal or family illness, emergency situations, jury or military duty, or mandatory employment duty. It shall be the responsibility of members to report excused absences to the committee coordinator who shall record excused absences. In cases of numerous excused absences or long-term absences, the committee coordinator shall consider the factors in each individual case and determine whether continued service on the SEFAC is practicable.

Section Five. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member shall be entitled to one vote per motion. Members in virtual attendance may vote, but proxy voting is not allowed. In accordance with open meetings procedures, any voting must be done openly during meetings, normally by a show of hands (zoom poll or google doc)—any non-open voting methods, such as paper ballots or email, are not allowed.

Section Six. Agendas. Agendas shall be prepared for all regular meetings and posted on the SEFAC website at least 72 hours in advance of meetings. Agenda items shall be determined by the committee coordinator.

Section Seven. Minutes. Minutes shall be kept for all regular meetings and other plenary meetings. At a minimum, minutes shall include: attendance of members, staff and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Within ten business days following the meeting, Austin ISD will publish the meeting minutes and recommendations proposed by a majority of the members of the SEFAC.

Article IV: Membership

Section One. Membership Criteria. Members are selected in accordance with District Policy BDF (LOCAL). Membership of the SEFAC will strive to reflect the geographic, ethnic, sexual orientation, gender identity and expression, disability, and economic diversity of the district. The SEFAC will make every effort to balance membership across vertical team and school levels. Membership applications will also be considered in accordance with Article IV: Section 8. The committee shall be comprised of the SEFAC members as follows:

- No more than three parents from each vertical team including Rosedale, Clifton or Specialized 18+ AISD program;
- Assistant Superintendent of Special Education Programs;
- Three school administrators, including representation from elementary, middle, and high school level. School administrators may include assistant principals;
- One Special Education teacher, one General Education teacher, and one Teaching Assistant from each vertical team with a range of Elementary, Middle and High School experience.

Section Two. Restrictions. The following restrictions apply to the SEFAC membership:

- Parent members must be a custodial parent or guardian of a student currently enrolled in the district;
- A district employee may not count as a parent member;
- Teacher members refer to classroom teachers employed by AISD;
- The following persons may not serve on the SEFAC at the same time:
 - Both parents or guardian of a student
 - A sibling and the sibling's parents or guardian
 - Sibling students
 - Other close relatives [See DK(LOCAL)]

Section Three. Term of Service. In accordance with BDF (LOCAL), members shall serve one two-year term. Members may serve one additional term, but renewed membership is not automatic. Members seeking a second term shall submit a standard application to the district advisory bodies coordinator.

Section Four. Member Selection. The committee coordinator, committee co-chairs and district advisory body coordinator shall be responsible for reviewing applications and nominations for the SEFAC. The district's standard membership selection considerations shall be applied.

Section Five. Mid-Term Vacancies. If a member resigns or is dismissed, the committee coordinator shall fill the position if a year or more remains in the term; if less than a year remains in the term, the position may be left vacant for the remainder of the term at the discretion of committee coordinator.

Section Six. Change in Member Status. If the status of a member changes, the committee coordinator may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the coordinator may allow the member to continue to serve in the current position for a period of up to one year.

Section Seven. Continued Operation. Any vacated terms left unfilled under Sections Five and Six of this Article shall not cause the SEFAC to discontinue its operations.

Section Eight. Conflict of Interest. Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a pecuniary interest in any discussion or recommendations of the committee or subcommittee; and
- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the coordinator of district advisory bodies for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Recusal from a particular agenda item or items;
- Recusal from a particular meeting or meetings; and
- Removal from the committee or subcommittee.

Section Nine. Code of Conduct. The district welcomes freedom of expression and debate. However, SEFAC members, as well as subcommittee members, shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and trustees, and members of other district advisory committees. In meetings, members must be recognized by the committee coordinators before speaking, and otherwise respect the order maintained by the committee coordinators. Unless otherwise authorized by the SEFAC, members shall not speak for the SEFAC, and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the SEFAC or the district. Violation of this code of conduct may result in reprimand or dismissal by the coordinator of district advisory bodies.

Section Ten. Undue Advantage. SEFAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the coordinator of district advisory bodies. (As examples, it would be considered an undue advantage if a person included his or her membership in the SEFAC in attempting a student transfer or for student entry into a particular program; it would be considered an undue advantage to request information that would ordinarily require a formal process to acquire; however, it would not be considered an undue advantage to include SEFAC membership on his or her resume.

Article V: Co-Chairs

Section One. Eligibility. To be eligible to serve as a co-chair, a member must have served at least the majority of one school year on the SEFAC with reasonable acceptable attendance.

Section Two. Election. The SEFAC shall elect two co-chairs from its voting members. One co-chair shall be an employee of the district and one shall not. The SEFAC Coordinator shall announce a period during which members may self-nominate, with a firm deadline. If there is no competition, an election shall not be necessary. If there is competition, the Coordinator shall prepare a final ballot for election by the SEFAC. After the established deadline, the following are not allowed: further self-nominations, nominations from the floor, or write-in votes.

Section Three. Terms of Service. Co- chairs shall serve two-year staggered terms. Co-chairs may be reelected and serve one additional term. Co-chair elections shall normally be held during the last regular meeting of the school year.

Section Four. Mid-Term Vacancies. If a vacancy occurs after a co-chair's term has commenced, the SEFAC shall elect a new co-chair to serve for the remainder of the term.

Section Five. Responsibilities. Responsibilities of the co-chair shall include, but are not limited to:

- Co-leading and facilitating SEFAC meetings;
- Collaborating with the committee coordinator and district representatives to set meeting agendas;
- Representing the interests and perspectives of families of students with disabilities;
- Fostering open communication and collaboration among SEFAC members;
- Assisting in the dissemination of information to families and the community;
- Working collaboratively on SEFAC initiatives and projects.

Section Six. Removal of Co-Chairs. Elected co-chairs serve at the will of the SEFAC. A two-thirds majority of the SEFAC may at any time remove a co-chair. Such action in itself does not equate to dismissal of the co-chair, from the SEFAC.

Article VI: Committee Coordinator

Section One. Role of the Coordinator. The committee coordinator shall provide ongoing support to the SEFAC. Responsibilities of the committee coordinator shall include, but are not limited to:

- Ensuring that adequate arrangements are made for venues for regular and other plenary meetings, as well as any subcommittee meetings;
- Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings;
- Serving as custodian of SEFAC records, including the status of member terms;
- Keeping minutes of regular and other plenary meeting;
- Ensuring that agendas and approved minutes for regular and other plenary meetings are posted in a timely manner;
- Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the SEFAC;
- Ensuring that new members are sufficiently oriented to service on the SEFAC;
- Preside over the meeting keeping members on topic and managing time constraints; and
- Consulting with the coordinator of district advisory bodies as needed.

Section Two. Technical and Specialized Support. The committee coordinator shall ensure that appropriate technical and specialized support, either internal or external to the district, are available to the SEFAC as needed.

Article VII: Sunset Review

Section One. Review of the Committee. Superintendent appointed-advisory committees that are not required by law shall sunset either on a specific date or upon the conclusion of an action or occurrence as set out in the committee's bylaws, unless specifically reauthorized by the Superintendent. The district advisory bodies coordinator shall consult with the committee coordinator to request a position statement or recommendation as to the reason why the committee shall continue. Based upon the

information provided, the Superintendent shall have final approval for the continuation of the SEFAC committee.

Section Two. Time Frame. The SEFAC committee shall cease to exist on August 31st, 2027, unless the committee is reauthorized by the Superintendent.