



## SPECIAL NEEDS ADVISORY COMMITTEE- SNAC

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### *Rules and Regulations for the Internal Management of SNAC*

*Approved: April 26, 2022*

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The rules set forth in this document come into effect upon their adoption and shall remain in effect until modified. Modifications can be made at any time, by proposing changes to the committee in writing and allowing the changes to be voted upon by SNAC members.

*This document is modeled on the SNAC rules of Internal Management document of the  
Lester B. Pearson School Board and adapted with permission for ESSB*



## MEMBERSHIP

### Composition

The SNAC membership is in accordance with the stipulations of Sections 185 & 186 of the Education Act. The council of commissioners determines the number of representatives from each group to make up the committee. The parent representatives must constitute the majority of the members of the committee.

At ESSB, SNAC shall be made up of voting members, two-year mandates, with the composition as follows: 7 parents (one of whom is a member of the central parents' committee, one of whom is the council representative for students with special needs.) This can be the same person.

1 teacher (designated by their union or association- ESTA)

1 support staff member (designated by their union or association- CSQ)

1 non-teaching professional staff member (designated by their union or association- FPPE)

1 representative of the bodies which provide services to handicapped students (designated by council of commissioners)

1 school principal (designated by the Director General)

1 Director General or their designated replacement (no voting privileges)

### Selection

An annual general invitation letter from the Director General, to all parents of students concerned, will be distributed each September. Open seats and availabilities for new parental membership positions will be indicated. School administrators will collect names and forward them to the ESSB Coordinator of Complementary Services, who in turn, will contact each interested candidate with further details. An official designation in accordance with section 185.1 of the Education Act will be confirmed by October.

The term of office for parent members is 2 years. Every effort is made to assure that there are returning parent members in any given year. The term of parent members will commence once their designation has been approved by the Central Parents' Committee. (The CPC)

Non-parent members will be selected by the respective associations (e.g., CSQ, FPPE, ESTA)

### Resignation

A parent member may resign by advising the Chair of SNAC in writing. Members, other than parents, must contact their respective organization/group in which they are representing and by whom they were designated.

### Vacancies

In the case of the vacancy of a parent representative position, the committee will replace the member by contacting parents who expressed interest following the letter distribution to all schools in early September. Current parent members will select the new member(s) by majority vote. Any new parent members must first be designated by the Central Parents' Committee prior to their obtaining membership rights. Any member vacancies, other than those of parent representatives, shall be filled in accordance with the rules and regulations set forth in the Education Act.



## Powers and Responsibilities

Advise on the school board policy on services for students with special needs and students with social maladjustments or learning disabilities (section 187.1 of Education Act)

Advise the school board and the resource allocation committee on the allocation of financial resources to the services for students with special needs and students with social maladjustments or learning disabilities (section 187.2 of Education Act)

Effective July 1, 2018, to advise the School Board on its commitment-to-success plan. In preparing its commitment-to-success plan, the School Board shall consult SNAC, which may make recommendations on what should be included in it.

Be consulted and advised by school board on matters as indicated in Education Act, including ententes EA 213, compulsory school attendance EA 15, request for reconsideration EA187.1-9, amount and allocation of financial resources 187.1, adopt an annual operating budget EA 197

## Duties

Every member of the SNAC is asked to share the school boards initiatives with their respective Governing Boards and other sub-committees. They are expected to represent the school boards efforts to serve all students with varying levels of special needs and as such, be kept well informed. They should be well versed and consulted in policies and procedures in order to properly guide other parents and staff members. The SNAC may request training on policy, services and procedure, at any time through the Complementary Services department. The SNAC may request that the Complementary Services Department accept an annual objective which will facilitate communication and promote increased understanding among parents. SNAC members are asked to participate in and promote learning opportunities shared by the Chair.

## Members

SNAC representatives are encouraged to participate in external committees (Governing Boards, Home & School, etc.) to bring information to, and receive information from; which is beneficial for SNAC.

### The Chair:

The Chair shall preside over all meetings of SNAC. They shall establish the agenda of meetings. The Chair is expected to attend any Board level and external committee meetings requiring SNAC representation when invited (e.g. Committee, Council meetings) and share information with the committee. The Chair takes responsibility for soliciting input from the committee and submitting responses to school board consultations.

### The Secretary:

They will keep an accurate record of all SNAC meetings. Meeting minutes should outline the information shared during the meeting, an overview of topics discussed, future action items and all items requiring a vote. In the absence of a treasurer, the secretary will share all expenses with the committee at each meeting.

### The Parent Commissioner - Special Needs

They will collaborate with the SNAC Chair by sharing any information that falls under SNAC mandate, and that should be shared with parents, the commissioners and the central parents' committee.

### The Central Parents' Committee:

Elected by and among the SNAC parent body, one SNAC representative will have full voting rights on the Central Parents' Committee.



## MEETINGS

### Frequency

The ESSB SNAC has set the frequency of annual meetings to a minimum of 3. The Chair may call a special meeting of the committee and provide minimally a 48-hour notice.

### Meeting Standards and Procedures

The agenda is to be distributed at least 24 hours ahead of each meeting. Meetings will not be recorded.

Any interested parties/guests may attend a meeting or may attend on invitation of the Chair of SNAC.

Meetings are open to the public and guests will be listed as such in the minutes. It is possible that a portion of a meeting be closed to the public if a matter to be examined is considered by the committee to be confidential.

Members of the public, or special guests do not have voting privileges.

Information shared during SNAC meetings which is deemed privileged, personal or confidential shall be discussed only between the members of the SNAC and shall remain confidential. At the onset of every ESSB SNAC meeting, the norms will be read by the Chair.

### Quorum

To reach quorum, the majority of voting members must be present and the Chair must be present. If a meeting is called, and quorum is not established, the meeting may still take place. However, no resolutions may be passed or matters voted on. Decisions and resolutions of the committee shall be made by a majority of the votes cast in the affirmative. In the event of a tie, the Chair may cast an additional deciding vote. At the discretion of the Chair, SNAC shall be permitted to conduct votes via email or through an online platform due to distance and vastness of the ESSB territory. An initial email from the Chair should state the motion to be voted upon and the deadline for response and vote (minimum of 48 hours). Any correspondence via email between the members should be sent to ALL members. The lack of a response or vote by a SNAC member before the prescribed deadline shall be considered as an absence of said member for the purposes of quorum. The Chair must verify if quorum is reached. Rules for online voting and decisions are identical to those in person. All motions, approved or not, need to be reported in the minutes.

### Code of Conduct

Members must be prepared to commit themselves to:

Regularly attend the meetings and arrive on time

Be well informed before making decisions

Contribute to the meetings

Address themselves to the Chair and not to any member in particular

Maintain a respectful demeanor at meetings and SNAC activities

Inform the Chair of any foreseen absence from SNAC meetings

Be a role model spokesperson for special needs procedures and services at ESSB

Understand that after two unmotivated absences, they will be replaced on SNAC



## Remuneration and Expenses

Members of SNAC shall not receive any remuneration for their services. Expenses incurred relating to the operation of the committee (e.g., mileage to attend in person, document printing, refreshments) can be reimbursed by presenting the receipts to the Chair. Special situations involving reimbursement (e.g., conference fees, babysitting) must be approved by committee discussion and resolution.

## Meeting Place

The Special Needs Advisory Committee meets at the School Board Office located at 40 Mountsorrel Street, New Carlisle Quebec, or online using conferencing platform.

## Meeting Minutes

All official documents, such as minutes and other information produced for or by SNAC, shall be kept in a Complementary Services SNAC binder. Once minutes have been approved, they will be published on the ESSB website under the ‘parents’ tab. Minutes are to be shared with committee members within 5 working days following each meeting. Minutes do not need to include the specifics of what each member said. The minutes will state the attendance of members.

## ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting of SNAC shall be held each fall (mid-September) and will be open to all parents of children on an IEP within ESSB. The meeting will be conducted by the Chair and the school board administrator representing the Director General. At this meeting, the Committee composition will be explained and any open parent positions will be filled. Interested parents may nominate themselves for an open position; selections will be held should the situation warrant. The selection will be conducted by the school board administrator representing the Director General and any attending School Board Commissioners. All nominees will be asked to provide their contact information, in the event that a future vacancy needs be filled.

*ESSB SNAC mission: The Special Needs Advisory Committee recognizes ESSB students with special needs as individual learners with unique learning styles, as well as students who can achieve success within an inclusive learning environment; their caregivers are our key partners to that success and shall be regularly consulted and apprised of any needed changes to the student IEP and services.*