



Membership in the Michigan Special Education Advisory Committee (SEAC)

The Special Education Advisory Committee (SEAC) regularly prepares for changes in membership and will post openings on the SEAC website as they occur. Applications received are held for a period of one year.

General Information

SEAC serves as Michigan's Individuals with Disabilities Education Act (IDEA) mandated State Advisory Panel. The SEAC advises both the Michigan Department of Education (MDE) Office of Special Education (OSE) and the State Board of Education (SBE). The SEAC has a broad diversity of stakeholders – administrators, providers, advocates, parents, and consumers concerned with the education of all children including students with disabilities.

The IDEA requires at least 51% of SEAC's membership be "defined" members: persons with a disability, or parents of a child with a disability (a child less than 26 years of age who receives special education services and will continue as such for the length of the member's term).

The SEAC has adopted a rotation system which ensures the SEAC meets the 51% defined member federal requirement. Each organization is expected to have a defined member for three of every nine consecutive years.

The SEAC accepts nominations made by the SBE, organizations, and individuals. Applicants will be asked to meet with the SEAC, and if the application is approved by majority vote, they are sent to the SBE for final approval. The SBE has a long-standing practice regarding the balanced composition of committee membership relative to race/ethnicity, gender, and geographical location. When selecting your organization's representative, the SEAC would appreciate your consideration of the Board's request for diverse representation.

To assist in preparing your nomination, please thoroughly read the expectations of organizations/agencies and Members-At-Large before applying for any open seat.



To learn more about the SEAC please go to the [SEAC webpage](#). To understand both the significance of applying and what membership in SEAC entails, there are two [Family Matters Fact Sheets](#) to help in understanding SEAC.

- **Special Education Advisory Committee (SEAC)** defines the committee and outlines its mission, membership, and functions. It additionally includes a link to the SEAC visitor registration form for those wishing to attend a meeting.
 - Special Education Advisory Committee Fact Sheet ([Arabic](#), [English](#), [Spanish](#))
- **Special Education Advisory Committee (SEAC) Membership** explains the role of SEAC members, including how members are selected and the composition of the committee.
 - Special Education Advisory Committee Membership Fact Sheet ([Arabic](#), [English](#), [Spanish](#))

If you meet the criteria below and are interested in applying for a posted, open seat, please complete the appropriate application. For questions, please contact [SEAC's facilitator](#).

Applying as an Organization

Organizations applying for a vacant seat on the SEAC must meet the following requirements:

1. Have a statewide scope.
2. Have at least 200 members.
3. Have specific expertise and priorities for enhancing educational outcomes of students with disabilities that align with SEAC priorities.
4. Have priorities for specific actions relating to the SEAC priorities for enhancing educational outcomes of students with disabilities, ages 3-26.
5. Identify names for both a proposed delegate and a proposed alternate who will fulfill consistent delegate participation for three-year terms each.
6. Interested organizations/agencies will be asked to nominate individuals for appointment to the SEAC who are “defined” or individuals with disabilities or parents of children with disabilities currently receiving special education services on a rotating basis. This will assure the SEAC meets the IDEA 51% consumer requirement.
7. Be able to describe how your agency/organization will enhance the range of the SEAC’s diversity of perspectives.



8. Must be able to travel to and participate by attending SEAC meetings (check the schedule on our [SEAC webpage](#)).
9. Adhere to the Rotation Schedule requiring an organization to provide defined delegates and alternates for three consecutive years of every nine years the seat is held.

To Be Considered: Send a letter to the [SEAC facilitator](#) on your organization's letterhead announcing interest and providing information regarding your organizations ability to meet the 9 requirements above. This letter is shared with SEAC's Executive Committee.

If invited to present, the organization applying for a vacant seat must provide the SEAC current evidence of the following documents:

1. Mission statement,
2. Designed outreach areas,
3. Documentation of state areas served/or active members/chapters,
4. 501c nonprofit tax status,
5. An active website with clear guidelines about how to contact the organization,
6. An active board of directors, and
7. Annual report (e.g. to a national organization, local affiliates, members, for tax purposes, etc.).

If you have supplied SEAC with the needed documentation, bring a uniqueness to SEAC currently not represented, you may be asked to attend a meeting to present your organization to our seated members who will use a rubric with the nine required items above to determine if you will be invited to fill an empty organizational seat. Term of service is three years.

Organizational seats are only relinquished when unavailable or unable to fill the requirement of attendance at meetings.

If invited to fill a seat, your organization will be asked to have the delegate and alternate you have previously indicated will serve, complete and return the [application](#) to the [SEAC facilitator](#).



Applying as a Member-at-Large (Defined & Non-Defined)

Members-At-Large (MALs) are individuals who are nominated and appointed to the SEAC by the State Board of Education, and do not represent a specific organization. MALs are expected to attend all committee of the whole meetings, including the annual retreat. Term of service is three years.

The IDEA requires at least 51% of SEAC's membership be "defined" members. Persons applying for a vacant seat on the SEAC as a member at large must meet the following requirements:

Seven of nine MALs must meet the qualification as a "defined" member meaning:

1. Applicant is a person with a disability, or
2. Applicant is a parent of a child with a disability, less than 26 years of age, who currently receives special education services and has a current Individualized Education Program (IEP), and
3. Must be able to travel to and participate by attending SEAC meetings (check the schedule on our [SEAC webpage](#)).

There are an additional two "non-defined" Members-At-Large who are chosen on their ability to bring a uniqueness to SEAC not currently found in the membership, i.e., serving in a non-represented community, experience with special education either personally or professionally, or other unique features sought by the SBE or SEAC's Executive Committee.

Those interested and qualified to apply as a Defined or Non-Defined Member-At-Large, complete and return the [application](#) to the [SEAC facilitator](#). Applications are held on file for a period of one year.

Applying as a Member-at-Large in Reserve (Defined & Non-Defined)

There are two specialized members-at-large (MALs) in reserve who cover for seated MALs who cannot be present in the event a voting session occurs. These members must meet all of the qualifications as required for Members-At-Large (MALs). All MALs in reserve are asked to attend all SEAC meetings and the annual retreat so to remain abreast of all the work the SEAC is engaged in. If a vote occurs and a MAL is absent, a MAL in Reserve will vote in their absence depending on their designation as a defined or non-defined member.



Those interested and qualified to apply as a Defined Member-At-Large in Reserve, complete and return the [application](#) to the [SEAC facilitator](#). Applications are held on file for a period of one year.

Agency Participation

IDEA and state statute requires SEAC consist of members appointed to SEAC who are representative of the State population and are composed of individuals involved in, or concerned with the education of children with disabilities. These required participants are listed in [IDEA Part 300.168 Membership](#). For a complete list of all participants on SEAC, refer to the [SEAC Membership List](#).

These are permanent seats without timelines for delegate and alternate participation. If you are replacing someone from an agency represented on SEAC, an application is necessary for contact purposes and to announce your participation to the SBE. Complete and return the [application](#) to the [SEAC facilitator](#).

For additional information, please refer to the [SEAC webpage](#) or contact [SEAC's facilitator](#).