

State Special Education  
Advisory Panel (SEAP)

A Primer on  
Recruiting  
New Panel  
Members



*Issues and Strategies*  
*2011*

.....**Introduction**

It is important for the State Special Education Advisory Panel to effectively address membership issues within the Panel’s by-laws. Many Panels do a good job with adhering to the meeting requirements of CFR 300.168(c)1–11; however, they might experience challenges in following the membership requirements and tenure procedures that are usually outlined in IDEA and the by-laws. Most Panels have a three-year term for Panel members where one third of the Panel rotates each year.

The one-third rotation creates a challenge for many State Education Agencies as they try to recruit and new Panel members. Some Panel members have children who are over 26 years old; this would violate the birth–26 years requirement in IDEA (CFR 300.168(a)(1)).

.....**Benefits**

There are many benefits in making sure the Panel rotates membership on a regular basis, including those listed below:

- Provides an opportunity for others to serve on the Panel.
- New members bring a different experience and perspective on priority issues.
- Gives others an opportunity to serve in a leadership role.
- The Panel will meet IDEA membership requirements.

## ..... **Challenges**

- Losing veteran and experienced Panel members is difficult and leaves a void in leadership and experience.
- Recruiting and training new members is sometimes very difficult.
- Getting Panel membership that is representative of the State's population.

## ..... **Strategies for Recruiting**

*The following are some strategies that have been effective in recruiting new Panel members:*

### **Pointer 1**

Ask the LEA directors in the State to recommend new Panel members to the State director.

### **Pointer 2**

Include Panel information on the back of the State Special Education Parent Rights brochure. Encourage parents to volunteer to be a member of the SEAP.

### **Pointer 3**

Include information on Panel at the end of the SPP parent survey (indicator #8). This could encourage involvement in the SEAP.

### **Pointer 4**

Contact the State Parent Training and Information Center for their suggestions for Panel nominations.

## Pointer 5

Ask current Panel members for recommendations.

## Pointer 6

Create a place on the State special education website for Panel information; include the opportunity for parents and others to express an interest to be involved with the Panel.

The Panel that is proactive with membership issues and follows their by-laws will be less likely to experience problems in recruiting and adhering to IDEA membership requirements.

 <p>Technical Assistance for Excellence in Special Education</p>	<p>This document was developed by the Technical Assistance for Excellence in Special Education (TAESE) Center, the technical assistance division of the Center for Persons with Disabilities, a University Affiliated Program at Utah State University.</p>
<p><b>UtahStateUniversity</b> CENTER FOR PERSONS WITH DISABILITIES</p>	<p>The content of this document does not necessarily reflect the position or policy of the U.S. Department of Education or USU and no official endorsement should be inferred. This document is not intended to provide legal advice; always check with your school attorney.</p>
	<p>This information could be made available in alternative format, including large print, Braille, audio tapes, or CD.</p>