

COMMUNITY ADVISORY COMMITTEE

BYLAWS

ADOPTED: February 26, 2018

1. NAME AND LOCATION

- 1.1 The name of the organization shall be the Community Advisory Committee (CAC) for the East County Special Education Local Plan Area (SELPA).
- 1.2 Any member Local Educational Agency (LEA) of East County SELPA shall participate in the CAC.

2. PURPOSE

- 2.1 The primary purpose of the CAC is to assist in ensuring that students with disabilities are served appropriately by serving as a liaison for parents in the SELPA with administration and governing boards of each LEA. The CAC is an integral part of the regional special educational program. The CAC provides a vehicle for establishing open and direct lines of communication between the community and the administrative and policy-making entities of each district. The CAC is advisor to the Superintendents' Council and Directors' Council and the SELPA Director. Roles and responsibilities are set forth in Article 7, Section 56190-56194 of the California Education Code.

3. DUTIES /RESPONSIBILITIES

- 3.1 Advise the administration and policy-making bodies of the SELPA regarding the development of the Local Plan. Review and make recommendations regarding approval of the Local Plan to the Directors' Council, Superintendents' Council and, in writing, to the member Boards through the Superintendent. If the CAC's recommendations are not accepted, such recommendations shall be forwarded to the State Board of Education for consideration with the Local Plan.
- 3.2 Make recommendations annually of priorities to be addressed under the Local Plan. Annually the CAC will solicit information from parents and professionals in the member LEAs regarding priority and/or concerns to be forwarded to the Directors' and Superintendents' Councils for consideration in the setting of joint goals.
- 3.3 Assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the Local Plan by means

such as: outreach, presentations, business meetings, informational educational meetings.

- 3.4 Encourage, through the administration and policy-making bodies of the SELPA, community involvement in the development and review of the Local Plan by sponsoring a meeting for all members and interested parties to review the revised Local Plan prior to submission to the State Department of Education.
- 3.5 Support activities on behalf of students with disabilities by sponsoring participation in activities such as professional conferences Exceptional Family Resource Center and other community service activities.
- 3.6 Promote meaningful and effective communication among school administrators, governing boards, parents and committees by meeting periodically with district staff and other parents to share information. The CAC chair is encouraged to attend and present at Superintendents' Council Meetings.
- 3.7 Serve as a liaison to other related community committees as needed, including school site councils. Members of the CAC participate on the SELPA Local Plan Committee. The CAC may establish its own subcommittees as deemed necessary.
- 3.8 Participate in presentations to public and private groups regarding the Local Plan and special education programs provided by the SELPA. Act in support of students with disabilities. The CAC is involved with outreach activities in the districts.
- 3.9 Participate in the legislative process in matters relating to students with disabilities.

4. MEMBERSHIP

- 4.1 The CAC shall be composed of parents/guardians of students with disabilities enrolled in public and private schools, parents of other pupils enrolled in school, pupils with disabilities, adults with disabilities, regular education teachers, special education teachers, other school personnel, representatives of public and private agencies, and persons concerned with the needs of students with disabilities.
- 4.2 Each member LEA shall appoint representatives to serve on the CAC. The following formula will be used to determine the maximum number of representatives that may be appointed from a district:

MAXIMUM NUMBER OF
REPRESENTATIVES
CBEDS

PERCENTAGE OF
SELPA

2
3
4

0 TO 4.99
5.00 TO 14.99
15.00 OR greater

- 4.2.1 A majority of the representatives appointed to the CAC shall be parents. The majority of the parents shall be parents of children with disabilities.
- 4.3 The LEA from which the Chairperson is a representative may appoint an additional voting member to the CAC during the term of the chairperson. The chairperson shall not vote, except in the case of a tie.
- 4.4 CAC recommends that LEAs make appointments of parent members based upon recommendations of representative parent groups, if such groups exist, and select parent members whose children represent a broad range of disabilities.
- 4.5 Members shall be appointed for staggered terms of two years with terms beginning June 1 and ending May 31.
- 4.6 No member shall serve more than two consecutive terms as an appointee of any one LEA.
- 4.6.1 A member may be appointed by a second LEA in which case, that member could serve two additional consecutive terms.
- 4.6.2 An LEA may reappoint a member after that member has been off the CAC for two years.
- 4.6.3 An LEA may request a waiver of the term limit due to the inability to locate a replacement. The waiver shall be presented to the executive committee for consideration.
- 4.7 Appointments to fill a vacancy shall be for the remainder of the existing term and shall not count towards the two consecutive terms as stated in 4.6.
- 4.8 Any member who misses three regular membership meetings in a year, without due cause may be removed from the CAC by their LEA. A member must call the SELPA office prior to the meeting if they are unable to attend. (The SELPA Office will notify the school district when a member has missed two meetings.)

- 4.9 A district can appoint one alternate to serve in the absence of any member of that district. The appointed alternates must be on the membership list maintained at the SELPA Office.

5. OFFICERS

- 5.1 The executive committee of the CAC shall be as following: Chairperson, Vice-Chairperson, Secretary, and the SELPA Director.
- 5.2 CAC members shall elect their own officers each May. New officers will begin a one-year term July 1.
- 5.3 Officers may not serve more than two consecutive terms in the same office.
- 5.4 Nominations of Officers:
- 5.4.1 The Chairperson shall appoint and the CAC shall ratify a nominating committee no later than February.
- 5.4.2 Members of the CAC and the Special Education Directors will be notified of the slate of candidates in the meeting notice prior to the election.
- 5.4.3 Nominations shall also be accepted from the floor prior to voting.
- 5.4.4 Nominees must state a willingness to serve before the election.
- 5.5 Duties of Officers
- 5.5.1 The Chairperson shall:
- i. Preside over meetings.
 - ii. Develop the agenda with the executive committee.
 - iii. Assign duties and make appointments to subcommittees.
 - iv. Represent, or appoint designee, to represent CAC at other appropriate meetings.
 - v. Vote to break ties when necessary.
 - vi. Perform other duties as appropriate.
- 5.5.2 The Vice Chairperson shall:
- i. Assume the responsibilities of the Chairperson in his/her absence.
- 5.5.3 The Secretary shall:

- i. Greet and introduce new members at the meetings.
- ii. .
- ii. Promote public relations within the community.
- iii. Provide publicity for events and services.

5.5.5 The Executive Committee shall:

- i. Review the minutes of the last meeting prior to the next CAC meeting.
- ii. Prepare the agenda for the next meeting.
- iii. Present a financial report of expenditures from the previous year at the September meeting. This report will be prepared by the SELPA Director.

6. **COMMITTEES**

- 6.1 All committees shall be appointed by the Chairperson for a purpose or purposes determined by the CAC.
- 6.2 Committee shall function until the purpose for which they were formed has been completed and a report of their activities has been made to the CAC.
- 6.3 A Chairperson shall be selected by each committee to schedule meetings, preside at committee meetings, and report to the CAC.
- 6.4 A committee shall take no action without a meeting.
- 6.5 All committee members shall receive at least seven days' notice prior to a meeting. Notices may be by personal contact, telephone communication or in writing. Notices may be waived by mutual consent or ratification of all members on a committee.

7.0 **MEETINGS**

- 7.1 There shall be at least four regularly scheduled monthly meetings as agreed upon by the CAC no later than their last meeting of the previous school year.. The time and place of the monthly meetings for each ensuing year shall be determined by the executive board and presented to the CAC at the last meeting of the year. Additional meetings may be called at a time and place designated by the Chairperson and must be called at the request of at least six members of the CAC. Any additional meetings shall require at least five days prior notice.

- 7.2 All meetings shall be open to the public. Public input may be made at the discretion of the Chairperson.
- 7.3 The agenda for each meeting shall be prepared by the executive committee. The agenda shall include a time for additional items recommended by members of the CAC.
- 7.4 A quorum shall consist of a majority of the voting representatives attending the meeting, provided that a majority of those present consist of parents of children with exceptional needs.
- 7.5 Each representative shall be entitled to one vote. An alternate member may vote in the absence of a member.
- 7.6 Designated SELPA staff shall serve as recording secretary and provide a copy of the minutes of each meeting to each representative.
- 7.7 Designated SELPA staff shall send meeting notices to the CAC members and the Directors of Special Education at least two weeks prior to the meeting. The information sent will include: the agenda, the minutes of the prior meeting, fliers for presentations (when relevant.)
- 7.8 Fliers for presentations sponsored by the CAC will be distributed to each Director of Special Education in the SELPA for distribution to parents.
- 7.9 The procedures not specified in these Bylaws for the conduct of meeting shall be governed by "Roberts Rules of Order Newly Revised."

8.0 **AMENDMENTS OF BYLAWS**

- 8.1 Proposed amendments shall be submitted to the representatives at least one meeting prior to the time the amendment is to be acted upon.
- 8.2 All changes to the Bylaws shall be consistent with the Local Plan.
- 8.3 Amendments to the Bylaws shall require the vote of a majority of the appointed representatives to the CAC.
- 8.4 These Bylaws and amendments thereto shall become effective immediately upon adoption, unless otherwise specified.