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BYLAWS OF THE COMMUNITY ADVISORY COMMITTEE

ARTICLE 1

NAME

- 1.1 The name of the organization shall be the Community Advisory Committee (CAC) for Special Education for the Mt. Diablo Unified School District Local Plan.

ARTICLE 2

PURPOSE

- 2.1 The purpose of the Community Advisory Committee (CAC) is to provide the School District Staff and Board of Education with advice and recommendations regarding the district's special education programs and resource allocation, to respond to the needs and concerns of students with exceptional needs and their families, to educate the community about disabilities and special education and to assist the district in providing a free and appropriate education (FAPE) for all students with exceptional needs providing advice and recommendations regarding compliance with local and federal special education laws. We are dedicated to collaborating with the district staff and the governing board to ensure every student receiving special education services will succeed in maximizing their potential, have equal access to all programs, services and activities, and receive the highest quality education.

ARTICLE 3

RESPONSIBILITIES

- 3.1 The CAC shall serve in an advisory capacity to the administration and policy-making body of the SELPA regarding the development of the comprehensive plan and review of the programs under such plan. EC 56190/56194
- 3.2 Make recommendations on annual priorities to be addressed under the plan. EC 56194
- 3.3 Assist in parent education regarding special education laws and responsibilities. Recruit parents and other volunteers who may contribute to the implementation of the plan. EC 56194
- 3.4 Encourage public involvement in the development and review of the local comprehensive plan. EC 56194
- 3.5 Support activities on behalf of individuals with exceptional needs.
 - 3.5.1 No CAC member may use his or her position to advocate for an individual child.
 - 3.5.2 No person may make public statements on behalf of the CAC without prior approval of the CAC Executive Committee.

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- 3.6 Review reports regarding SELPA program operations.
- 3.7 Assist in parent awareness of the importance of regular school attendance. EC 56194.
- 3.8 Provide ongoing support for program innovation and use of current best practices for instruction and related services for students with special needs.
- 3.9 Submit an annual report to the school Board of Education addressing activities and accomplishments of the current year, recommendations and goals for the upcoming year.

ARTICLE 4 MEMBERSHIP

- 4.1 Composition of the Community Advisory Committee
 - 4.1.1 The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies and persons concerned with the needs of individuals with exceptional needs. EC 56192
 - 4.1.2 The majority of such committee shall be composed of parents of students enrolled in schools participating in the local plan, and at least a majority of such parents shall be parents of individuals with exceptional needs. EC 56193
 - 4.1.3 The District Board of Education will appoint an administrative liaison, preferably the Assistant Superintendent Pupil Services and Special Education, to the CAC. The administrative liaison cannot serve as a voting member. The administrative liaison is responsible for facilitating the clerical support for the CAC.
- 4.2 Appointment: Prior to applying to the CAC for voting membership, an applicant must attend two regular business meetings. Voting members will be nominated by the CAC. Applicants will be approved by the Board of Education.
- 4.3 Terms of Voting Membership: Terms of voting membership are for two years and are annually staggered to ensure that no more than one half of the membership serves the first year of the term in any one year. EC 56191
- 4.4 Members Duties and Privileges
 - 4.4.1 Each voting member shall be responsible for attendance at all monthly CAC meetings and should notify the secretary of absences prior to the CAC meeting.
 - 4.4.2 Members must support the activities of the CAC in the best interest of special education students, families and programs.

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- 4.4.3 Each voting member shall be entitled to one (1) vote on each matter that is submitted to a vote of the CAC. Voting members must be present to vote.
- 4.4.4 All CAC members are encouraged to serve on subcommittees.
- 4.5 Termination of Membership: Membership shall terminate for any voting member who is absent, without due cause, from two (2) consecutive or three (3) business meetings in a school year. Non-voting members are not subject to attendance requirements. Membership may be terminated upon a vote of a majority of voting members of the CAC.
- 4.6 Resignation: Any member may resign by filing a written resignation with the Chairperson or the CAC.

ARTICLE 5 OFFICERS OF THE CAC

- 5.1 Executive Committee: The officers shall be a Chairperson, Vice-Chairperson, Past Chairperson, Parliamentarian and Secretary. All officers must be CAC members and parents of children with special needs.
- 5.2 Each subcommittee will have an Officer appointed as a member.
- 5.3 Election and Term of Office for Chairperson, Vice-Chairperson, Parliamentarian, and Secretary: Officers shall be elected annually to serve for a term of one (1) year and may be re-elected to serve additional consecutive terms. The Past Chairperson position will be held by a previous Chairperson.
- 5.3.1 Elections will be held by secret ballot, unless there is only one (1) candidate for an office, in which case, there may be a voice vote.
- 5.3.2 Officers' terms shall be from July 1 to June 30 with nominations in April and elections in May.
- 5.4 Vacancies: The Vice-Chairperson will assume responsibilities of the Chairperson. An election will be held if a vacancy exists for the other offices of Vice Chairperson, Secretary or Parliamentarian.
- 5.5 Officers may be recalled by a majority vote of the membership present at a properly constituted meeting of the CAC. Voting on the recall shall be by closed ballot.
- 5.6 Duties of Officers
- 5.6.1 Chairperson
- Preside at the monthly CAC general meetings.

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- Appoint all committee chairpersons upon nomination of the voting members.
- Serve as committee spokesperson to the school district and Board of Education.
- Oversee publication of the newsletters, brochures, and other CAC publications.
- Upon the approval of the executive committee and with the endorsement of the voting members, submit a written annual report to the Board of Education addressing activities and accomplishments of the current year, recommendations and goals for the upcoming school year.

5.6.2 Vice Chairperson

- Assist the Chairperson and in his/her absence, serve as Chairperson.

5.6.3 Secretary

- Maintain and update membership directory as required and track membership as to parent/professional status.
- Receive and submit to the CAC all applications for membership to the committee.
- Receive and transmit committee correspondence and materials as requested by Chairperson or members.
- Schedule members to ensure a CAC representative is present at each Board of Education meeting and Parent Advisory Committee (PAC) meeting.
- Schedule monthly meetings for the executive board to meet with the SELPA Director.
- Distribute announcements as required and collaborate with the publications committee.
- Keeps records of minutes, reports and CAC publications.
- Collaborates with district clerical support to publish minutes and agendas.

5.6.4 Parliamentarian

- Responsible for the execution of the bylaws. On questions of point of order not contained in these bylaws, the CAC shall be governed by Robert's Rules of Order.
- Assist the Chairperson in making sure that all meetings are run according to the bylaws or Robert's Rules of Order and all motions are properly made and passed.
- Timekeeper for CAC monthly meetings.

5.6.5 Past Chairperson

- The Past Chairperson will serve in an advisory capacity to the Chairperson and shall serve as a voting member.

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ARTICLE 6 CAC MEETINGS

- 6.1 Frequency: The committee shall meet monthly during the school year, September through June, inclusive, with the exact dates and times established at the last yearly meeting.
- 6.2 Meeting Notices: Pursuant to the Brown Act, a calendar will be established annually with the business meeting dates and times. Notice of all regular and special meetings shall be in writing. Notices will state the date, time, and location, and shall be emailed to each member not less than five (5) days before said meeting. The notice shall include an agenda of the upcoming meeting and minutes of the past meeting. Notices must be posted and communicated in compliance with the Brown Act. Items to be included on the agenda must be submitted to the Chairperson or the Secretary ten (10) days prior to the upcoming business meeting. The Chairperson will develop the agenda in collaboration with the district's administrative liaison.
- 6.3 Quorum: A quorum shall be 40% of the voting members to conduct business with a simple majority for a vote to pass.
- 6.4 Conduct of Meetings: All regular and special meetings of the CAC shall be conducted in accordance with Roberts Rules of Order, or in accordance with an appropriate adaptation thereof.
- 6.5 Meeting Records: A copy of the agenda and minutes of the CAC meetings shall be sent to the Board of Education, district Superintendent, and when appropriate, news releases will be submitted to the media by the CAC Executive committee. News releases are subject to approval by the school district.
- 6.6 Special Meetings: Special meetings may be called by the Chairperson or by the vote of a majority of voting members of the CAC.
- 6.7 Open Meetings: Meetings of the committee and of standing or special committees shall be open to the public.
- 6.8 Compliance: Regular written summaries of compliance investigations will be provided to the CAC to keep them informed of concerns in the SELPA.
- 6.9 No letters or personally presented statements of charges in relation to compliance complaints against individuals will be heard by the CAC.
- 6.10 As a courtesy to our members and guests, a request to notify the audience of any electronic recording of the meeting shall be added to every agenda. Any individual who intends to record any meeting of the CAC must announce at that meeting such intention and recording without an announcement shall be prohibited.

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ARTICLE 7 CAC COMMITTEES

- 7.1 The CAC may establish and abolish standing or special subcommittees as needed by a majority vote of a quorum of voting members. Standing and special committees advise the full CAC committee and make recommendations. No standing or special subcommittee may exercise the authority nor speak for the CAC. A CAC officer will be appointed as a member of each subcommittee.
- 7.2 The Chair of each subcommittee will be appointed by the CAC Chairperson on the recommendation of the voting membership and each committee will recruit its own members. The subcommittee members, other than the Chair of each subcommittee, do not have to be voting members of the CAC. All subcommittee members shall be approved by the voting membership of the CAC.
- 7.3 The following CAC Standing Committees may exist and may be chaired in combination with another subcommittee, should this be necessary.
 - 7.3.1 Local Plan Review and Policy-Making Committee: Will continually review the local plan and receive input from the community regarding the plan. Be involved in developing and amending the local plan.
 - 7.3.2 Parent and Community Education Committee: Will assist in inservice activities and parent education and will encourage parent awareness. Assist in educating the community about individuals with disabilities through newspapers, newsletters, media and school personnel. Information gathered will be used to assist in personnel trainings.
 - 7.3.3 Program Needs and Priorities/Personnel development Committee: Shall gather information on programs in the community and the needs of students, parents, teachers, and school personnel. Information gathered will be used to assist in personnel trainings and provide input to the SELPA on program, resource allocation and personnel needs.
 - 7.3.4 Membership and Publicity Committee: Be responsible for recruiting membership that reflects the community that the SELPA serves. Provide CAC orientation packets and application forms to interested persons. Stay in contact with the CAC secretary and director regarding vacancies, members' terms and role of person needed to fill the vacancy (e.g., parent, teacher). Ensure membership stays within accordance of the CAC bylaws and the California Education Code. Provide newspaper and media with information regarding the CAC and inservice activities.
 - 7.3.5 Legislative Committee: Will communicate and work with local legislators, board members, advocates and agencies that impact education and disability legislation and funding in California. It presents recommendations to the CAC and

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participates in the annual SELPA Legislative Day.

- 7.4 Any CAC member or member of the public may participate on all committees. Voting shall be reserved to CAC members.
- 7.5 Special subcommittees may be formed for specific short-term and task oriented purposes. All special committees must be approved by a majority of a quorum of the voting membership, and the duration will be determined by the membership of CAC.
- 7.6 Participation on the standing and special committees will be open to other persons who are not members of the CAC but whose participation will be of benefit to the functions of the committee. Such participation shall be at the discretion of the committee Chair.

ARTICLE 8 AMENDMENTS

- 8.1 These Bylaws may be amended by a majority vote at any regular CAC business meeting provided a written notice has been given to all members at least one (1) week prior to the meeting.

Revised 9-13-10