

BYLAWS OF THE COMMUNITY ADVISORY COMMITTEE

ARTICLE I

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 II

RESPONSIBILITIES

- 2.1 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.
- 2.2 Make recommendations on annual priorities to be addressed under the plan.
- 2.3 Assist in parent education regarding special education laws and responsibilities. Recruit parents and other volunteers who may contribute to the implementation of the plan.
- 2.4 Encourage public involvement in the development and review of the local comprehensive plan.
- 2.5 Act in support of individuals with exceptional needs: however, no person may advocate for a child as a CAC representative or speak for the CAC without prior written approval of the membership.
- 2.6 Advertise receipt of the evaluation report on SELPA program operations.

ARTICLE III

MEMBERSHIP

- 3.1 Composition of the Community Advisory Committee
 - 3.1.1 The CAC shall be composed of members that represent the range of programs and services offered by the district, including parents of students with disabilities enrolled in public or private schools, other parents of students enrolled in school, students with disabilities enrolled in special education programs, general education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons connected with the needs of students with disabilities.

- 3.1.2 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. The committee shall have at least fifteen (15) but not more than twenty-four (24) members.
- 3.1.3 The District School Board 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.
- 3.2 Appointment: Prior to applying to the CAC, applicant must attend two regular business meetings. Voting members will be nominated by the CAC. Applicants will be approved by the Board of Education.
- 3.3 Term of Office: Term of office shall be for a minimum of two (2) years with half of the committee member's terms expiring on alternate years. The Chairperson who serves in the second year of the term shall continue as past chairperson for an additional year.
- 3.4 Members Duties and Privileges
 - 3.4.1 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.
 - 3.4.2 Members must support the activities of the CAC in the best interest of special education students, families and programs.
 - 3.4.3 Each member shall be entitled to one (1) vote on each matter that is submitted to a vote of the CAC. Members must be present to vote.
- 3.5 Termination of Membership: Membership shall terminate for any member who is absent, without due cause, from two (2) consecutive or three (3) business meetings in a school year. Membership may be terminated upon vote of the CAC.
- 3.6 Resignation: Any member may resign by filing a written resignation with the chairperson or the CAC.

ARTICLE IV

OFFICERS OF THE CAC

- 4.1 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.

The Chairperson shall be a member of all committees, both standing and special. The vice-chairperson will function as chairperson of the Publicity Committee.

4.2 Election and Term of Office for Chairperson, Vice-Chairperson, Parliamentarian, and Secretary: Officers shall be elected annually and shall serve for a term of one (1) year. An officer may not serve more than two (2) consecutive terms in the same office with the exception of the Chairperson, who may serve three (3) consecutive terms.

4.2.1 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.

4.2.2 Officers terms shall be from June to June with nominations in April and elections in May.

4.2.3 Vacancies: The Vice-Chairperson will assume responsibilities of the Chairperson. An election will be held if a vacancy exists for all other offices. Secretary, Parliamentarian, or Past Chair will assume the responsibilities if the Vice-Chairperson is not available.

ARTICLE V

CAC MEETINGS

5.1 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.

5.2 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 mailed 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.

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.

5.3 Quorum: A quorum shall be 40% of the members to conduct business with a simple majority for a vote to pass.

5.4 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.

5.5 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 publicity committee.

5.6 Special Meetings: Special meetings may be called by the chairperson or by the majority vote of the CAC.

- 5.7 Open Meetings: Meetings of the committee and of standing or special committees shall be open to the public.
- 5.8 Committees: All CAC members must sit on at least one (1) committee of the CAC.
- 5.9 Compliance: Regular written summaries of compliance investigations will be provided to the CAC to keep them informed of concerns in the SELPA.
- 5.10 No letters or personally presented statements of charges in relation to compliance complaints against individuals will be heard by the CAC.

ARTICLE VI

CAC COMMITTEES

- 6.1 The CAC will have four (4) Standing Committees consisting of one (1) district representative and at least three (3) parents of special needs students from the district. Committee member will be appointed by the CAC Chairperson.
 - 6.1.1 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. Be part of the triennial state review of compliance (CCR). All parent issues and concerns will go through the Local Plan Review and Policy-Making Committee for their review and recommendations to the Executive Committee or CAC as a whole, or a resolution or action plan.
 - 6.1.2 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, and media and school personnel. Information gathered will be used to assist in personnel trainings. Give input to the SELPA on program and personnel needs.
 - 6.1.3 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. Give input to the SELPA on program and personnel needs.
 - 6.1.4 Membership and Publicity Committee: be responsible for recruiting membership that reflect community that the SELPA serves. Provide CAC orientation packets and application forms to interested persons. Stay in contact with the CAC secretary and directors 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.

- 6.2 Any CAC member or member of the public may participate on all committees. Voting shall be reserved to CAC members.
- 6.3 Special Committees may be needed from time to time: All special committees must be approved by a quorum of the CAC members, and the duration will be determined by the membership of CAC.

ARTICLE VII

AMENDMENTS

- 7.1 These Bylaws may be amended at any regular CAC business meeting. A two-thirds (2/3) vote of those present is required, provided that a written notice has been given to all members at least one (1) week prior to the meeting.

MH:wjk
03/28/03