

**LOCAL PLAN FOR SPECIAL EDUCATION
SELPA I
COMMUNITY ADVISORY COMMITTEE
BYLAWS
November, 2014
January, 2015**

ARTICLE I: Introduction

The Community Advisory Committee (CAC) was established by authority of the California Education Code, Article 7, Section 56190 through Section 56194.

This committee shall be known as the Community Advisory Committee for the Special Education Local Plan Area (SELPA I) of Santa Clara County. It shall be referred to in these bylaws hereafter as the CAC. The districts included in SELPA I are: Mountain View Whisman School District, Palo Alto Unified School District, Los Altos Elementary School District, and Mountain View Los Altos High School District.

ARTICLE II: Purpose

The function of the CAC is to advise and assist the Superintendents' Executive Council and Operations Committee in matters relating to the needs of students eligible for or served in special education programs operated within the four districts identified as the SELPA I.

Although the CAC is part of the policy-making procedure for the local plan, the CAC cannot make policy nor take action that is in conflict with the participating districts' and the Santa Clara County Board of Education's program guidelines, the California Education Code, or the County Administrative Code. Within these limitations, this committee can have a significant and positive impact upon the programs and children we serve.

The CAC promotes community awareness of the unique needs of children with exceptional needs as well as programs and services available to them and their families. The CAC shall promote the development of parent education programs within SELPA I.

Specific duties of the CAC shall include, but not limited to all the following:

- a) Advising the policy and administrative entity of the SELPA I regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the community advisory committee.
- b) Recommending annual priorities to be addressed by the local plan.
- c) Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- d) Encouraging community involvement in the development and review of the local plan.
- e) Supporting activities on behalf of individuals with exceptional needs.
- f) Assisting in parent awareness of the importance of regular school attendance.

ARTICLE III: Organization

Section 1 **MEMBERSHIP**

The CAC shall be composed of at least two representatives from each district. Members shall be appointed by each district's governing board.

Representation shall include:

- parents of children with a variety of exceptional needs enrolled in public or private schools
- parents of other students enrolled in school
- pupils and adults with exceptional needs
- general or special education teachers
- other school personnel
- representatives of other public and private agencies
- other persons concerned with the needs of individuals with exceptional needs

The majority of the CAC shall be composed of parents of pupils enrolled in schools participating in the local plan, and a majority of such parents shall be parents of individuals with exceptional needs.

Members shall be appointed a two-year term. Members may be reappointed for additional terms. In any one year, 50% of members from any district should have been prior members.

Notices of changes of representatives must be given to the chairperson in writing prior to the meeting at which the representatives will first vote.

Members may be terminated when: a) the member misses three consecutive meetings or b) the member no longer represents a district or the county office. Terminations will be activated through a formal recommendation by the CAC to superintendent of the district represented by the member requiring termination.

Members wishing to resign during the year shall notify the chairperson and then the district's superintendent in writing. It is requested that the district appoint a replacement.

Section 2 **OFFICERS**

The officers of the CAC will include: Chair, Vice Chair, Recording Secretary, and Treasurer.

The Chair shall:

- preside over meetings
- appoint committees as needed
- plan the meeting agenda
- sign all correspondence of the CAC

- review minutes of each CAC meeting prior to printing and distribution
- votes in case of a tie

The Vice-Chair shall:

- preside at CAC meetings in the absence of the Chair
- perform other duties designated by the Chair
- may become the chairperson at the end of the Chair's term

The Recording Secretary shall:

- maintain a current address list of the CAC members
- take minutes at all CAC meetings
- provide a draft of the minutes to the Chair at least two weeks prior to each monthly meeting
- distribute minutes to designated organizations
- record committee finances
- keep a complete file of all printable material related to the CAC

The Treasurer shall:

- maintain an accounting of the funds of the CAC
- perform other duties designated by the Chair

Officers will be elected in May and installed in September. Officers will be selected from the membership for the following academic year. The district from which the chair is elected shall appoint at least 3 members (including the chair) for the following academic year.

Section 3 **SUBCOMMITTEES**

The CAC may determine to delegate its authority and duties to subcommittees. The subcommittees may include but are not limited to: legislative and district specific.

Section 4 **VOTING**

Each district shall have a maximum of two votes from their representatives, at least one of their representatives shall be a parent of a child with exceptional needs served by the SELPA I.

A quorum shall be necessary to: amend the bylaws, elect officers, create sub-committees, terminate a membership, and ratify expenditures over \$100. A quorum shall exist when one half of the voting representatives are present and at least one half of the districts are represented. At least 51% of members voting must be parents of children with ~~disabilities~~ exceptional needs served by SELPA I.

Absentee and proxy votes are not permitted.

In an event of a tie vote the Chair will cast a deciding vote.

Election of officers shall be by secret ballot.

The SELPA Director and each district's special education administrator shall be ex-officio non-voting members of the CAC.

Section 5
MEETINGS

At least eight meetings will be held during the academic year. Members will be notified at least 30 days prior to the first meeting. At least 10 days' notice is needed to cancel or reschedule a meeting. CAC meetings are open meetings meaning that anyone who is interested may attend the meetings.

Agenda items should be submitted to the Chair at least five days prior to the meeting at which they are to be considered. Additional agenda items can be presented at the time of the meeting for consideration by the chair.

Agenda items that require action by the committee must be submitted to the Chair at least 24 hours prior to the meeting at which they are to be considered.