



Sacramento County Special Education Local Plan Area (SELPA)
Community Advisory Committee
Bylaws

Article I

NAME AND LOCATION

Section 1.01 The name of the organization shall be the Community Advisory Committee for Special Education, hereafter referred to in these Bylaws as the Community Advisory Committee (CAC).

Section 1.02 The location shall be within the boundaries of the Arcohe Union Elementary School District, Center Unified School District, Elverta Joint Elementary School District, Galt Joint Union Elementary School District, Galt Joint Union High School District, Natomas Charter School, River Delta Unified School District, Robla Elementary School District, the Sacramento County Office of Education.

Article II

PURPOSE

Section 2.01 The purpose of the CAC shall be to represent the interests of special education, and to promote a maximum degree of interaction between the community and the school districts.

Article III

DUTIES

Section 3.01 The CAC shall have the following duties as outlined in the Local Plan:

1. Advise the policy and administrative entity of the Sacramento County Education Local Plan Area. Ongoing input from the CAC is provided to the Operations Council.

2. Advise the policy and administrative entity of the district, and Sacramento County Special Education Local Plan Area, regarding the review of the Local Plan. Such entity shall review and consider comments from the CAC.
3. Recommend annual priorities to be addressed by the Local Plan.
4. Assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.
5. Recommend annual priorities to be addressed by the Local Plan and support activities on behalf of individuals with exceptional needs.
6. Encourage parents to ensure regular school attendance by exceptional individuals.

Article IV

MEMBERSHIP

Section 4.01 Membership as outlined in the Local Plan, shall include the Director of the SELPA and recording secretary (as non-voting members). Per Education Code 56193, the Community Advisory Committee (CAC) shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in schools, 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. At least the majority of the CAC shall be composed of parents of pupils enrolled in schools participating in the Local Plan, and at least a majority of such parents shall be parents of individuals with exceptional needs. Assurance will be made that the composition of the CAC is in compliance with Education Code 56192.

Agencies and related partners providing services to individuals, and/or their families, with exceptional needs may send a representative to sit on the Sacramento County CAC. The selection of agency/related partner representation will be determined by the CAC Executive Board. Interested agency/related partner representatives shall contact SELPA office at (916) 228-2387 and request a CAC membership application.

Agency/related partner representation may vary annually (number, when combined with staff representation, can never exceed the parent majority as established in the Education Code) due to the determined needs of the CAC. An appointed agency/related partner representative will have voting privileges (one per agency) if they are in good standing as discussed in Section 6.02.

- Section 4.02 The Superintendents' Coordinating Council and Operations Council shall be responsible for identifying persons interested in serving on the CAC. Persons identified as candidates for participation on the CAC shall be screened by appropriate district/county personnel and their name(s) shall be submitted to the respective District Governing Board or County Board of Education for appointment.
- Section 4.03 The intent of the CAC shall be to have representation from each member district and the County Office of Education Member districts are encouraged to appoint alternates. If a district wishes to have 2 members appointed, then each of those primary members may also have an alternate. Each district may appoint up to 2 members. One should be a parent of a student with a disability, birth to 22, the other may be a professional educator employed within the district.
- Section 4.04 Terms of appointment shall be for two years. Consecutive terms are allowable. SELPA shall maintain a current list of CAC members and their start dates.
- Section 4.05 Membership shall be determined by regular attendance. Regular attendance is defined as someone who has attended at least 80% of the regularly scheduled CAC meetings in one school calendar year.

Article V

MEETINGS

- Section 5.01 The CAC shall meet as frequently as deemed necessary but no less than 3 times per year, between September and May. All meetings shall be open to the public.
- Section 5.02 All members shall be sent written notification, (either by regular mail or email), at least 72 hours in advance of all regularly scheduled CAC meetings.
- Section 5.03 A quorum shall consist, when a majority of voting members as defined in Article 6.01 are present. Assurance will be made that the composition of the CAC is in compliance with Education Code 56193.
- Sections 5.04 The chairperson shall not commit the organization or it's members to any action without a vote of the CAC. Any voting member may call for a roll call of ballot vote by motion, if seconded.

ARTICLE VI – Voting

- Section 6.01 Voting members of the CAC shall be limited to no more than sixteen (16) as follows:
- a. Each district’s Board appointed representatives (or alternate) to the CAC (up to 9).
 - b. A Special Education Director serving as an administrative designee (1).
 - c. Agency/related partner representative(s) as appointed by the CAC Exec Committee (up to 5).
 - d. CAC Chairperson in the case of a tie (1).
- Section 6.02 Only members with regular attendance as described in Section 4.05 will be eligible to vote.
- Section 6.03 A motion to be approved or rejected requires two-thirds (2/3) of CAC voting members present.
- Section 6.04 Each voting member is entitled to one (1) vote. An alternate member may only vote in the absence of a member.
- Section 6.05 CAC Chairperson votes only when necessary to break a tie vote of the membership.

Article VII

OFFICERS

- Section 7.01 There may be two officers as follows: Chairperson, Vice-Chairperson. These officers, along with the SELPA Director shall comprise the Executive Committee. All officers shall be parents. A recording Secretary shall be from the SELPA administrative unit and shall not be a voting member of the Executive Committee.
- Section 7.02 The term of office shall be two consecutive years. Elections shall be held every two years at the second regularly scheduled meeting of the year, or when called for in the event of a resignation of any of the officers. A quorum of voting members is needed to hold an election.
- Section 7.03 The major duties of the officers are:
- Chairperson:** Preside at all CAC meetings. Serve as Committee spokesperson to the school districts. Serve as ex officio member of all committees.
- Vice-Chairperson:** Assist the chairperson and in his/her absence serve as chairperson. Serve as an ex officio member of all committees. Chair the Executive Committee.

Section 7.04 **Secretary:** Record minutes of all CAC meetings. A District or SELPA staff secretary may assume this task. Receive and transmit CAC correspondence and materials designated by the members.

Article VII
COMMITTEES

Section 7.01 Sub-committees may be established as designated by the Executive Committee. All sub-committees shall relate to the CAC purposes outlined in Sections 2.01 and 3.01.

Section 7.02 The authority and duties of the committees shall be delegated by the CAC.

Section 7.04 Committee recommendations shall be discussed and voted on (as appropriate) during a CAC meeting.

Article VIII
EFFECTIVE DATES OF BYLAWS

Section 8.01 The bylaws shall become effective immediately upon adoption. Amendments to these bylaws shall become effective immediately as adopted unless the CAC member specifies that they are to become effective at a later date.

Section 8.02 The bylaws may be altered, amended, or repealed. New bylaws may be adopted by a majority vote providing a quorum is present. Amendments shall be submitted to the CAC in writing and adoption shall require a two-thirds majority vote of the present members.

The membership shall be given written notice (either by regular mail or email) of the meeting and the intent to change or adopt the bylaws 72 hours prior to the meeting.

Section 8.03 The Bylaws shall be reviewed every two (2) years at the second regularly scheduled meeting for changes or revisions.