

**ORGANIZATION OF CONSTITUTION AND
BYLAWS FOR COMMUNITY ADVISORY COMMITTEE**

Article I

NAME AND LOCATION

Section 1.01 The name of the organization shall be the Desert/Mountain Special Education Local Plan Area and Desert/Mountain Charter Special Education Local Plan Area, henceforth referred to as the SELPA Community Advisory Committee, henceforth referred to as the CAC.

Section 1.02 The location shall be within the Desert/Mountain Special Education Local Plan Area and Desert/Mountain Charter Special Education Local Plan Area, henceforth referred to as the SELPA.

Article II

PURPOSE

Section 2.01 The purpose of the CAC shall be to represent broad community interests in providing the most appropriate education for individuals with exceptional needs. The committee shall serve in an advisory capacity as defined in the comprehensive plan for special education.

Article III

DUTIES

Section 3.01 The duties of the CAC shall be as follows:

1. Assist the policy and administrative entity of the SELPA regarding the development, amendment, and evaluation of the Local Plan for Special Education.
2. Establish lines of communication to raise the community consciousness and increase community acceptance of the differences in learning abilities in children and the need for educational and vocational provisions to accommodate these differences as well as promote and elicit support for special education programs and services.
3. Provide a forum where needs can be assessed, issues can be raised, suggestions for change and/or improvements can be discussed, and recommendations for action can be made with respect to planning and provision of special education programs and services identified in the Local Plan.

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4. Establish programs for parents to be informed members of the Individualized Education Program (IEP) team and supportive classroom volunteers.
5. Using evaluation data provided by the SELPA, CAC representatives will formulate suggestions for new and needed programs; become familiar with the laws pertaining to special education and their implications for children with exceptional needs; and encourage the establishment of procedures to ensure public access to all written documentation related to the Local Plan development and implementation.

Article IV

REPRESENTATIVE MEMBERSHIP

Section 4.01 Representatives may include the following:

1. Parents of students enrolled in Local Education Agencies (LEAs) who shall be appointed by the Board of Education in their resident LEA.
2. School personnel who shall be appointed by their LEA Board of Education.
3. A representative/liaison from the SELPA office who shall be appointed by the California Association of Health and Education Linked Professions (CAHELP) Chief Executive Officer (CEO).
4. Representatives of private or public community agencies.
5. An individual with exceptional needs.
6. Other persons concerned with individuals with exceptional needs who shall be appointed by the SELPA Steering Committee.

Section 4.02 At least fifty-one percent (51%) of the representatives shall be parents and at least fifty-one percent (51%) of those parents shall be parents of students with exceptional needs.

Section 4.03 CAC Representatives shall consist of at least one parent and one LEA representative comprised from the following:

- Combined large LEAs (student population above 9,000)
- Combined medium LEAs (student population of 2,000 to 9,000)
- Combined small LEAs (student population below 2,000)

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- Section 4.04 The term of appointment shall be two years and this will be annually staggered to ensure that no more than one-half of the membership serves the first year of the term in any one year.
- Section 4.05 The CAHELP CEO shall serve as an ex officio member of the CAC.
- Section 4.06 Any representative may resign by filing a written resignation to the CAC Chairperson and to their respective Board of Education. The LEA Board will then be responsible for appointing a new representative for the remainder of the term.
- Section 4.07 CAC representatives shall refrain from using their positions for purposes that are, or give the appearance of being; motivated by a desire for private gain for themselves or others such as those with whom they have family, business or other ties. In the event that the LEA determines that a conflict of interest exists, the LEA Board of Education may take action to terminate the appointment of the CAC representative and appoint another individual as a representative of the LEA to the CAC.

Article V

MEETINGS

- Section 5.01 The CAC shall meet as frequently as deemed necessary, but no less than four times each year.
- Section 5.02 All meetings shall have five days prior public notice and be open to the public.
- Section 5.03 Unless the CAC decides otherwise, all meetings shall be held at the Desert/Mountain Educational Service Center.
- Section 5.04 All CAC representatives shall receive written or electronic notification at least 10 working days in advance of all regular CAC meetings.
- Section 5.05 The last regular CAC meeting before the end of the fiscal school year shall be designated the annual meeting.
- Section 5.06 A quorum shall consist of those representatives who attend the CAC meeting.
- Section 5.07 The Chairperson shall not commit the CAC or its representatives to any action without a vote of the CAC. Any representative may call for a roll call or ballot vote by motion, if seconded.
- Section 5.08 Emergency CAC representative meetings may be called provided each Committee member is personally contacted at least 12 hours in advance.

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Section 5.09 Every act or decision done or made by a majority of the CAC representatives present at a meeting at which a quorum exists is the act of the Committee.

Section 5.10 CAC officers shall be elected at the first regularly scheduled meeting of the CAC Committee at the beginning of the fiscal school year.

Article VI

OFFICERS

Section 6.01 There shall be the following officers: Chairperson, Vice Chairperson, and Secretary. These officers shall comprise the CAC Executive Committee.

Section 6.02 The term of office shall be two years. No person shall serve more than three consecutive terms in one office.

Section 6.03 The major duties of the officers are as follows:

Chairperson - Preside at all CAC meetings. Appoint convener chairperson of the sub committees. Serve as CAC spokesperson to the LEAs. Serve as ex officio member of all CAC sub committees.

Vice Chairperson - Assist the Chairperson and in his/her absence serve as Chairperson, and ex officio member of all sub committees.

Secretary - Record minutes of all CAC meetings. Receive and transmit CAC correspondence and materials designated by the representatives, including public notification and notification of representatives prior to the meetings. The Secretary may designate these tasks to SELPA staff.

Article VII

COMMITTEES

Section 7.01 There shall be three types of sub committees: Standing committees, ad hoc committees, and an executive committee. The following standing sub committees may exist and may be chaired in combination with another subcommittee, should this be necessary: Public Information Committee, Parent Education Committee, and Local Plan Evaluation Committee.

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- Section 7.02 The authority and duties of all sub committees shall be delegated by the CAC Chairperson.
- Section 7.03 A quorum shall consist of a majority of the sub committee representatives.
- Section 7.04 The Chairperson shall appoint the convener of standing and ad hoc committees as well as standing and ad hoc committee chairpersons.
- Section 7.05 Sub committees shall not take action without a meeting.
- Section 7.06 Sub committee representatives shall receive written or personal notification of all meetings at least 10 working days prior to the meeting. The sub committee chairperson may call a meeting on less than 10 days' notice, providing the representatives are personally contacted.
- Section 7.07 Sub committees may be created or inactivated as deemed necessary by a majority of the CAC.

Article VIII

EFFECTIVENESS DATE OF BYLAWS

- Section 8.01 These Bylaws shall become effective immediately on their adoption by the SELPA Steering Committee. Amendments to these Bylaws shall become effective immediately on their adoption by the SELPA Steering Committee unless the CAC representatives in adopting them as hereinafter provided, stipulate that they are to become effective at a later date.
- Section 8.02 These Bylaws may be altered, amended, or repealed and new Bylaws adopted by the vote of a majority of representatives present at any special or regular meeting at which a quorum is present, provided that written notice of such a meeting and of the intention to change the Bylaws there-at is delivered to each member at least 10 days prior to the date of such meeting, or by written consent of all representatives without a meeting. All amendment(s) shall require a two-thirds vote of all Committee representatives present at the meeting. All amendments will become effective upon adoption by the SELPA Steering Committee.