

**BYLAWS  
OF THE  
COMMUNITY ADVISORY COMMITTEE  
AMADOR COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
1/5/2021**

**NAME**

The name of the organization shall be the Community Advisory Committee for Amador County Special Education Local Planning Area.

**PHILOSOPHY/PURPOSE**

It is the Community Advisory Committee's intent to take a proactive interest in all matters concerning the Local Plan and the children and families which it serves. We wish to be directly involved in both planning and implementation being done on their behalf. In order to accomplish this, we will not only gather information but will make recommendations and will often take a stance of advocacy after due review by the committee. In keeping with Education Code 56190, there is hereby established a Community Advisory Committee to assist the County Office of Education in the appropriate provision of Special Education services to individuals with disabilities.

**FUNCTIONS/RESPONSIBILITIES**

The responsibilities of the Community Advisory Committee (CAC) shall be as follows:

1. Assist with information dissemination regarding the County SELPA's child finding efforts;
2. Attend and participate in all scheduled meetings and training sessions of the Community Advisory Committee and maintain current by-laws for Committee operation;
3. Recommend annual priorities to be addressed by the Plan;

4. Encourage community involvement and further public awareness in the development and annual review of the Amador County Local Plan Area, and recommend annual priorities to be addressed prior to having the Plan submitted to the Amador County Board of Education and the State Department of Education;
5. Assist in parent education and in recruiting parents and other volunteers who may contribute to implementation of the Plan;
6. Support activities on behalf of individuals with exceptional needs.
7. Fulfill responsibilities per California Education Code Section 56194.

## **MEMBERSHIP**

Membership on the Community Advisory Committee shall conform to Education Code 56192 - 56193 and shall consist of the following members:

1. Parents of individuals with exceptional needs enrolled in public or private schools within the county or district.
2. Parents of other pupils enrolled in school within the county or district.
3. Pupils and adults with disabilities.
4. General education teachers.
5. Special education teachers and other school personnel.
6. Representatives of other public and private agencies.

7. Persons concerned with the needs of individuals with exceptional needs.
8. CAC encourages membership of residents from each school site.

Members *may* be submitted for appointment to the CAC by District or County Office administrators or by nomination of their peers. The above recommendations shall be submitted to the Special Education Local Plan Area Director for approval by the SELPA governing board.

At least the majority of such committee 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 (Ed. Code 56192-56193).

The Special Education Local Plan Area (SELPA) Director (or a designee) shall serve as the ex-officio member of the CAC.

Every effort should be made to reflect the ethnic and socio-economic makeup of communities in the plan.

#### **TERM OF OFFICE OF COMMITTEE MEMBERS**

The terms of office for committee members shall be for two (2) school years and no member shall serve more than two consecutive terms unless there is no candidate to replace them.

Terms shall be rotated to ensure that no more than one-half of the membership shall serve the first year of the term in any two-year period. During the first year of implementation, one-half of the appointments shall be made for one year, one-half will be made for two years for the purpose of initiating rotating terms. For the initial year, determination of the one and two year terms will be done by a draw after all appointments have been approved.

If a committee member misses three consecutive meetings of the Committee without a valid excuse, the position will be declared vacant by the Chairperson and he/ she will petition the County Board of Education to fill the vacancy specific to the appointment process.

## **OFFICERS**

The following officers shall be established for the Community Advisory

Committee:

Chairperson

Vice Chairperson

Secretary

Officers shall be selected by the Committee Members voting as a body.

Officers shall be elected to serve one year terms and may serve a maximum of two consecutive terms.

Selection of officers shall be held during the first meeting after the first of April of each year.

The Chairperson shall conduct all meetings of the Community Advisory Committee, appoint subcommittees as needed, and represent the Community Advisory Committee at educational meetings, when appropriate.

The Vice Chairman shall assume the duties of Chairperson in the Chairperson's absence.

The Secretary shall be responsible for taking meeting notes, notes on each Committee action and attendance records.

Officers may be recalled by a two-thirds vote of all the membership of the Community Advisory Committee.

### General Membership

To be a CAC voting member one must attend two consecutive general meetings. All members of the CAC shall apply for membership and be approved by the CAC voting members.

The CAC general membership terms will be of unlimited duration.

Each voting member shall be responsible for attendance at all general CAC meetings or shall notify any member of the Executive Committee if unable to attend prior to the meeting.

When unable to attend a general meeting, members shall make every effort to notify any member of the Executive Committee before the meeting.

A member is inactive after three consecutive CAC Business Meetings unless approved by the consensus of the Community Advisory Committee.

Members may ask for a leave of absence and their status will be converted to Inactive. Such members may resume their status as Active upon return. All requests for leave of absence should be directed to any member of the Executive Committee.

A CAC member may resign by notifying any member of the Executive Committee in writing.

## **MEETINGS**

The CAC shall meet as frequently as deemed necessary but there shall be no less than four regularly scheduled meetings each year may be held September through August, unless for some reason there is a cancellation or lack of quorum.

All general meetings shall be open to the public, and publicly noticed at least 72 hours prior to the meeting date by the district in accordance with the requirements or the Ralph M Brown Act (Govt. Code 54950 et seq.), as amended unless otherwise exempted by law.

All meetings shall be conducted within the boundaries of the SCUSD unless otherwise exempted by the law.

The General Meeting shall be held on the 4th Tuesday of the month unless a holiday or other conflict exists.

Meetings shall correspond with State submission deadlines to assure a minimum of 30 days for the CAC to review and make recommendations per the annual plan.

Special meetings may be called by the chairperson and two members of the Executive Committee, provided each CAC member is notified 24 hours in advance, as to the time, place and business to be transacted or discussed, in accordance with the Ralph M Brown Act (Govt. Code 54956 et seq.).

All minutes of CAC meetings shall be disseminated to the district superintendent and principals for referral to appropriate school personnel, programs or other committees.

All meetings of the Community Advisory Committee shall be open to the public.

Officers, members, and public participants in Community Advisory Committee meetings may participate in meetings remotely (i.e., Zoom) and be counted as present.

## **VOTING**

A quorum shall consist of members present; three voting members with an active status.

Each present voting member shall be entitled to one (1) vote on each matter that is submitted to a vote of the CAC.

A simple majority vote shall be required for normal business.

Any member may call for a roll call or ballot vote by motion, if seconded.

No member of the CAC shall commit the CAC or its membership to any action without a vote of the CAC, with the exception of the creation and distribution of training and meeting information.

A revision of the by-laws of the Committee shall require a two-thirds vote of the members present and approval of the ACOE SELPA Director. Notice of intent to change the by-laws shall be sent to each Committee member at least seven days before the meeting stipulating the present and proposed by-law.

## **COMMUNICATIONS**

No person shall communicate substantive information on behalf of the CAC, with the media and through social media, without the prior approval of the membership.

No person may advocate for a child as a CAC Representative.

## **PARLIAMENTARY AUTHORITY**

On question or point of order not contained in these Bylaws, the CAC shall be governed by Robert's Rules of Order Newly Published.

## **BYLAWS & AMENDMENTS**

These bylaws shall be reviewed every two years and ratified every four years by the Executive Committee.

These bylaws, or any of them, may be altered, amended, or repealed as long as they remain in conformity with Special Education and with state and federal guidelines. All proposed amendments shall be submitted to each CAC member in writing at least seven days prior to the date of such meeting. Adoption of the amendment(s) shall require a majority vote by a quorum of CAC members. Amendments to these bylaws shall become effective immediately on their adoption unless the CAC members, in adopting them provide that they are to become effective at a later date.

Procedures Approved per  
authority granted by the local  
plan to the ACOE SELPA  
Director.

January 5, 2021

Revised: January 5, 2021

Katherine Brown  
Special Education/ SELPA Director