

NORTH SANTA CRUZ COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

COMMUNITY ADVISORY COMMITTEE BYLAWS

ARTICLE I

NAME

The name of the organization shall be the Community Advisory Committee for North Santa Cruz 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.

The committee shall serve only in an advisory capacity (Ed code 56190)

LOCAL EDUCATION AGENCIES SERVED BY THE CAC:

Pacific Elementary School District
Delta Charter School
San Lorenzo Valley Unified School District
Happy Valley Elementary School District
Santa Cruz City Elementary School District
Santa Cruz City High School District
Live Oak School District
Santa Cruz County Office of Education
Mountain Elementary School District
Scotts Valley Unified School District
Pacific Collegiate Charter
Soquel Union Elementary School District
Bonny Doon Elementary School District

ARTICLE II

FUNCTIONS AND RESPONSIBILITIES

The function and responsibilities of the Community Advisory Committee are to serve in an advisory capacity and shall include, but not be limited to:

The Community Advisory Committee (CAC) shall serve in an advisory capacity and fulfill the

responsibilities that are defined for it in the local plan. The responsibilities shall include, but need not be limited to, all the following (Ed Code 56194):

- (a) Advising the policy and administrative entity of the special education local plan area 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 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.
- (g) Supporting community involvement on the parent advisory committee

No person may advocate for a child as a CAC representative or speak for the CAC without prior approval of the membership.

ARTICLE III

MEMBERSHIP

The community advisory committee shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, 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. (Ed Code 56192)

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 56193).

A liaison from the SEC (a non-voting member) will attend Community Advisory Committee meetings.

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

NUMBER OF MEMBERS

Each Local Education Agency (LEA) will appoint at least one member to the Community Advisory Committee (CAC) with the following exceptions:

- Santa Cruz City, which will appoint at least two
- The four small school districts, Pacific, Mountain, Bonny Doon and Happy Valley, which

- will appoint a total of at least one representative to serve all four small districts
- The two Charter LEAs, which will appoint at least one representative between the two of them

ARTICLE IV

MEMBERSHIP SELECTION PROCEDURES/TERM OF OFFICE

The *voting* members of the Community Advisory Committee shall be appointed by, and responsible to, the Governing Board of each participating district or county office, or any combination thereof, participating in the Local Plan. Appointment will be in accordance with a locally determined selection procedure. Such procedure shall provide that terms of appointment are for at least two years and are annually staggered to ensure that no more than one half of the membership serves the first year of the term in any one year (Ed. Code 56191).

TERMINATION OF MEMBERSHIP

Membership on the Community Advisory Committee may be terminated if:

- A. The member resigns by submitting a written resignation to the Chairperson of the CAC.
- B. The member is inactive for three consecutive CAC Business Meetings unless approved by the Chair of the Community Advisory Committee and the SELPA Director.
- C. The member moves from the Special Education Local Plan Area (SELPA).

VACANCIES

When the Committee is aware of a vacancy, the Chairperson shall direct the SELPA Director to notify the Local Education Agency's special education administrator and local board of such vacancy and request a replacement as soon as possible.

VOTING RIGHTS

Each Committee member appointed by an LEA governing board shall have the right to cast one vote on issues considered by the Committee, to hold office, and to serve on subcommittees.

ARTICLE V

COMMITTEE OFFICERS

Officers of the committee shall be nominated annually by the members present at the last business meeting of the school year, and these officers will serve for a term of one year.

Elections will be conducted at the first business meeting of the following school year, and new nominations may be considered. The Chairperson will be a parent, unless no parent wishes to accept the nomination. Election will be by majority vote.

If an office is vacated midyear, the CAC will choose from the existing membership, a willing officer for the remainder of the school year.

DUTIES OF OFFICERS

- A. CHAIRPERSON - The Chairperson shall preside at all meetings of the Committee when present. The Chairperson will keep roster and attendance verification as well as the date of appointment of Committee members. The Chairperson will be responsible for an annual Committee self-evaluation. The Chairperson will act as SECA Governing Council Liaison and attend Governing Council meetings and report on the activities of the CAC if practicable. He/she/they shall also report to the CAC on the actions of the Governing Council when appropriate and practicable.
- B. VICE CHAIRPERSON - The Vice Chairperson shall preside at all meetings in the absence of the Chairperson and carry out the Chairperson's duties as indicated above.
- C. SELPA DIRECTOR - This position is not elected or appointed but is one of the duties as assigned by the Special Education Coordinating Agency (SECA). The SELPA Director will serve as liaison to the CAC and assist with CAC Activities.
- E. SECRETARY - The administrative assistant to the SELPA Director will act as committee secretary. The secretary is not an officer.

ARTICLE VI

MEETINGS

- A. MEETING NOTICES - All meetings shall receive prior public notice (responsibility of SELPA Director). Community Advisory Committee Members shall receive written notification of scheduled meetings at least 72 hours in advance of each Community Advisory Committee meeting. Notices shall include the location, date, and hour of Community Advisory Committee meetings. A calendar of CAC meetings will be established annually and published on the SELPA website. All CAC meetings shall be open to the public
- B. SPECIAL MEETINGS - Special meetings may be called by the Chairperson, Vice-Chairperson or SELPA Director. Two Community Advisory Committee members may request the Chairperson to call a special meeting, with a 7-day notice. Parties requesting the special meeting must put his/her/their request in writing to the Chairperson.
- C. PROCEDURES OF MEETINGS - All regular and special meetings of the Community Advisory Committee shall be conducted in accordance with Robert's Rules of Order or an adaptation thereof. A review of Robert's Rules of Order will be made by the Chairperson.
- D. QUORUM: A quorum shall consist of those CAC voting members present at the

meeting. A minimum of four LEAs must be represented

D. COMMITTEE ACTIONS - Committee actions will be communicated to the Special Education Council (SEC), and to the Special Education Coordinating Agency (SECA) Governing Council through the SELPA Director, liaison and/or minutes of their meetings.

H. NONCOMPLIANT/MEMBER: No letters or personally presented statements of charges against individuals will be heard by the CAC.

ARTICLE VII

CAC SUBCOMMITTEES

The CAC may create a subcommittee or subcommittees as needed.

ARTICLE VIII

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