



# Monterey County Special Education Local Plan Area

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## Regional Collaboration for Student Success

### Community Advisory Committee Bylaws

#### 1. Name

The name of the organization shall be the Community Advisory Committee for the Monterey County Special Education Local Plan Area (SELPA)

#### 2. Purpose

The primary purpose of the Monterey County CAC is to represent and to support the interests of children with disabilities, their parents, educators and our community. To that end, the CAC will:

- 2.1. Promote effective and positive interaction between the community, the schools, and the LEA special education departments;
- 2.2. Assure an open and free flow of information from the LEA special education administration to the entire community;
- 2.3. Create open and reciprocal communication between the Special Education Local Plan Area (SELPA) Executive Director and the parents of children with special needs;
- 2.4. Advise special education administration regarding community opinions, concerns, and recommendations; and
- 2.5. Provide a forum where CAC members have a role in shaping the future of the educational process as it is developed in their community.

#### 3. Functions and Responsibilities

The functions and responsibilities of the CAC are to serve in an advisory capacity and shall include but not be limited to the following (EC 56194):

##### 3.1. Program and Quality Review

- 3.1.1. Advising the policy and administrative entity of the SELPA regarding the development and review of the local plan. The entity shall review and consider comments from the CAC.
- 3.1.2. Recommending annual priorities to be addressed by the SELPA.

##### 3.2. Community Involvement and Education

- 3.2.1. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- 3.2.2. Encouraging community involvement in the development and review of the local plan.
- 3.2.3. Supporting activities on behalf of individuals with exceptional needs.
- 3.2.4. Assisting in parent awareness of the importance of regular school attendance

3.3. Additional Functions

- 3.3.1. Carrying out any responsibilities listed in the local plan or required by legal mandate that are not herein stated.
- 3.3.2. Providing a general forum for presentations; discussion; and response to ideas, suggestions, or concerns related to special education.

4. Composition of Membership

The CAC shall be composed of (EC 56192):

- 4.1. Parents of individuals with exceptional needs enrolled in public or private schools;
- 4.2. Parents of other pupils enrolled in school;
- 4.3. Pupils and adults with disabilities;
- 4.4. Regular education teachers;
- 4.5. Special education teachers and other school personnel;
- 4.6. Representatives of other public and private agencies; and
- 4.7. Persons concerned with the needs of individuals with exceptional needs.

At least the majority of the 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 (EC 56193).

The SELPA Executive Director or designee serves as an ex-officio member of the CAC. At least one LEA special education administrator (a non-voting member) will attend CAC meetings on a rotating basis.

5. Selection and Appointment of Members

The members of the CAC 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 (EC 56191). The governing board of each local education agency (LEA) shall have

the right to appoint at least one member to the CAC. The Monterey County Office of Education shall have the responsibility of appointing members from public and private community agencies on behalf of all of the LEAs within the SELPA. Special education administrators shall submit nominations for membership to their LEA governing board. All reasonable efforts will be made to maintain a CAC membership of at least 12 individuals representing each of the groups specified in Education Codes 56192 and 56193 and also representing each of the three zones within the SELPA (Bay, Salinas, Valley).

6. Term of Office

All committee members shall be appointed 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). The term of office shall commence on August 1st of the school year of appointment. Service on the committee for less than one year shall not be counted in determining length of service.

Membership of the CAC may be terminated if:

- 6.1. The member resigns;
- 6.2. The member is inactive for three consecutive meetings unless approved by a vote of the CAC members; or
- 6.3. The member moves out of the LEA being represented.

When a vacancy is identified, the chairperson shall notify the SELPA Executive Director who will inform LEA special education administrators and ask that they work with their governing boards to appoint a new member.

7. Voting Rights

A quorum shall consist of those CAC members being present at the meeting; the majority of which must be parents of pupils enrolled in schools participating in the local plan. All voting matters shall be settled by a simple majority vote of those members present. Each member shall also have the right to hold office and to serve on sub-committees as appointed by the chairperson.

8. Committee Officers

The members present at the May meeting will elect officers of the committee annually and these officers will serve for a term of one year beginning the following August. The Chairperson will be a parent, unless no parent wishes to accept the nomination. Election will be by majority vote of those present at the May meeting.

Duties of Officers:

- 8.1. Chairperson

- 8.1.1. Preside at all meetings of the committee when present
- 8.1.2. Develop, in collaboration with the SELPA Executive Director or designee, an agenda for each meeting
- 8.1.3. Appoint and oversee the work of subcommittee chairpersons
- 8.1.4. Sign all committee correspondence and required certifications on behalf of the membership

8.2. Vice Chairperson

- 8.2.1. Carry out the chairperson's duties as indicated above when the chairperson is absent
- 8.2.2. Facilitate parent education and training activities by assisting in arranging for speakers on topics of current interest to CAC members and the school community.

8.3. Secretary

- 8.3.1. Take minutes at each meeting and submit them to the SELPA Executive Director or designee who will arrange for SELPA clerical staff to type and distribute the minutes.
- 8.3.2. Maintain a membership roster (including the date of appointment for each committee member) and meeting attendance verification.

9. Subcommittees

Subcommittees may be formed as needed for a specific purpose and a designated time period. Determination of need will be made by a simple majority vote of CAC members present. The CAC chairperson shall appoint subcommittee chairpersons. The CAC chairperson shall also oversee the work of subcommittees.

10. Meetings

10.1. Meeting Notices

Meetings shall be calendared on an annual basis. There will be a minimum of four meetings per year. Members shall receive prior notice of regular scheduled meetings specifying the time, date, and location at least seven days in advance of the meeting via e-mail unless the member requests an alternate means. Meeting agendas shall also be posted on the SELPA website at least 72 hours in advance of the meeting.

10.2. Special Meetings

The chairperson, vice-chairperson, or SELPA Executive Director may call special meetings with as much advance notice as possible, but no less than 72 hours.

10.3. Procedures of Meetings

All meetings shall be open to the public. Members from geographically remote districts may participate via video conferencing where available and upon request. All regular and special meetings of the CAC shall be conducted in accordance with Robert's Rules of Order, or an adaptation thereof.

11. Effective Date for Bylaws and Revisions

These bylaws shall become effective immediately upon their adoption by the majority of the LEA's representatives present at the meeting in which the agenda indicates action will be taken. Any revisions to the adopted bylaws shall become effective upon their adoption by the majority of the voting CAC members present at the meeting in which the agenda indicates action will be taken.