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## **NORTH INLAND SELPA COMMUNITY ADVISORY COMMITTEE FOR SPECIAL EDUCATION BYLAWS**

As of: May 28, 1993  
Revised: October 16, 2020

### **ARTICLE I – NAME**

The name of this organization shall be the North Inland Special Education Local Plan Area (SELPA) Community Advisory Committee for Special Education.

### **ARTICLE II – PURPOSE AND OBJECTIVES**

#### **Section 1 – Purpose**

The purpose of the Community Advisory Committee (CAC) shall include the following:

- a. Advising and assisting the policy and administrative entity of the North Inland SELPA regarding the development, amendment and review of the local plan. The SELPA governance elements shall solicit, consider and review comments from the CAC.
- b. Recommending annual priorities to be addressed by the plan.
- d. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- e. Encouraging community involvement in the development and review of the local plan.
- f. Supporting activities on behalf of individuals with exceptional needs.
- g. Assisting in parent awareness of the importance of regular school attendance.

#### **Section 2 – Objectives**

The objectives of members of the Community Advisory Committee include:

- a. Make the SELPAs special education programs responsive to local needs.
- b. Communicate information regarding available programs to the public and local district groups.

## **ARTICLE III – MEMBERSHIP**

### **Section 1 – Member Representation**

- a. Each district superintendent or designee will encourage a selection process that allows peer input regarding candidates for each vacant position.
- b. Recommendations for appointments to fill district representative membership vacancies for the following year should be made in May for official appointment no later than the June board meeting. In the case that there are unfilled seats, appointments will be made in a timely manner in order to maintain continuity with the objectives of the CAC.
- c. The SELPA administration will review those candidates to be recommended for appointment to assure an adequate number of representatives and to maintain the parent-member majority, as required by the Education Code.
- d. Memberships shall be for a three-year period with annually staggered terms. Following a one-year term in on-member status, a member may be reappointed to voting status. A member may only be appointed to two consecutive terms before having to leave voting membership status.
- e. Any member who misses three (3) consecutive meetings in a term without acceptable reason, he/she may be contacted by SELPA or Local Education Agency (LEA) staff to determine continued interest in being a member. Members are encouraged to communicate with the SELPA or LEA office prior to the meeting if they are unable to attend.

### **Section 2 – Community Involvement**

All individuals interested in programs for students with exceptional needs are invited to attend and participate in the activities of the North Inland CAC for Special Education.

## **ARTICLE IV – PROCEDURES**

### **Section 1 – Meetings**

- a. Meetings will be held at least three times between September and June. There may be additional activities and/or presentations cosponsored in conjunction with districts or the SELPA Office. The CAC meetings shall be held in conformance with the provisions of the Brown Act.
- b. The agenda for each CAC meeting shall contain a section for public comment. Members of the public may share information or concerns not placed elsewhere on the agenda at this time. Input on items identified on the agenda shall be expressed at the appropriate time during the meeting. Those who wish to address the CAC shall complete the CAC Public Comment Form to request to be heard. When called to speak to the CAC board, they should state their name, what group they represent if any, and the item number to which they wish to speak. Public comment is limited to five minutes per speaker. Individuals wishing to discuss concerns regarding District personnel or individual student issues should be addressed through the local policies and procedures for each District. Total time allotted for public comment on non-agenda items is limited to only three speakers and 15 minutes.

- c. The CAC members shall select a chairperson to serve a three-year term at the first meeting of the school year. The chairperson shall conduct the meetings and assist the SELPA Director in developing the agenda, represent the North Inland CAC in regional and state activities and perform other leadership duties as needed for the effective functioning of the organization. A representative from the SELPA shall keep and transcribe the minutes of all meetings and assist the SELPA Director in distributing meeting notices, agendas and minutes of meetings to members and the public, as appropriate.
- d. The CAC members shall annually appoint a Steering Committee, composed of voting members, to assist the Chairperson in the performance of his/her duties. The size and composition of the Steering Committee shall be annually determined by members at the first meeting of each school year-
- e. The membership roster shall be maintained by the SELPA Office. A copy shall be given to all members no later than the second meeting of each school year.
- f. The agenda for each meeting shall be developed by the Chairperson and the SELPA Director, in cooperation with the Steering Committee.
- g. Special meetings may be held if deemed necessary by the membership.
- h. A simple majority of voting members in attendance is needed to conduct business.

**Section 2 – Amendments to Bylaws**

- a. Proposed amendments must be submitted to the membership in person, electronically, or by mail at least 30 days prior to a meeting to discuss and vote on the changes. Amendments may be made upon a two-third majority vote of members present at any meeting.
- b. CAC bylaws and procedures must conform to current laws, State Board of Education policies, and be consistent with the Local Plan.

These Bylaws and amendments thereto shall become effective immediately upon adoption, unless otherwise specified.