

**LOCAL PLAN FOR SPECIAL EDUCATION,  
SELPA II SANTA CLARA COUNTY  
COMMUNITY ADVISORY COMMITTEE BYLAWS**

Revised October 7, 2020

**GENERAL**

Establishment of the Community Advisory Committee.

The Community Advisory Committee is established by authority of the California Education Code Article 7, Section 56190 through Section 56194.

Name

This committee shall be known as the SELPA II Community Advisory Committee for the Special Education Local Plan Area II (SELPA II), Santa Clara County. It shall be referred to in these bylaws hereafter as the SELPA II CAC.

Purpose

The SELPA II CAC shall function in an advisory capacity to the SELPA II Collaboration Committee and Superintendents' Executive Council in the development, implementation, and evaluation of the Local Plan for Special Education and of all programs under such plan. The special education programs operate within the local education agencies identified as SELPA II (Cupertino Union School District, Fremont Union High School District, Santa Clara County Office of Education and Sunnyvale School District).

Serving in an advisory capacity, the SELPA II CAC is an essential component of the SELPA's governance and administration. The SELPA II CAC cannot take action that is in conflict with state and federal laws and with policies and procedures set forth by the SELPA and member Local Education Agencies.

Activities of the SELPA II CAC include the responsibilities identified in CA Education 56194. The SELPA II CAC promotes community awareness of the needs and challenges of children with varied abilities through school-based programs such as Abilities Awareness events. Parent education is a major focus and the CAC shall act as a vehicle for the promotion, and when necessary, development of parent education activities, programs, and services available to students and their families within SELPA II.

**MEMBERSHIP**

The SELPA II CAC shall be minimally composed of up to 3 representatives from Cupertino Union School District, 2 representatives from Sunnyvale School District, and 2 representatives from Fremont Union High School District for a total of 7 members.

SELPA II CAC membership shall follow these guidelines:

- A. The membership shall consist of parents of students enrolled in the local plan shall make up the majority of the committee. At least majority of such parents shall be parents of individuals with identified disabilities (served on IEPs or 504s).

- B. There shall be at least one parent and one teacher/administrator/administrative designee or special education director from each member district.
- C. Representation qualifications shall consist of one or more of the following:
  - 1. Parents of children with a variety of disabilities enrolled in public or private schools, and who live within the school districts' boundaries of SELPA II.
  - 2. Parents of non-disabled students.
  - 3. General or special education teachers, administrators, or other persons concerned with the needs of individuals with disabilities.
  - 4. Representative of a public or private agency located within or provided services within the SELPA II boundaries.
- D. Representation guidelines. All SELPA II CAC members shall:
  - 1. not use information readily available to SELPA II CAC members for personal gain.
  - 2. make a concerted effort to work collaboratively and put community wide issues ahead of personal issues.
  - 3. help promote community awareness of and facilitate SELPA II CAC activities.
  - 4. where applicable, assist other parents in our community with special education issues and support.
  - 5. help plan for the future.

Concerted efforts shall be made to insure that the membership of the SELPA II CAC is representative of the local community of SELPA II.

#### Appointment

The CAC shall notify member districts of specific vacancies within their representation through notification of the Special Education Directors of each District and/or the SELPA II Collaboration Committee.

Membership on the SELPA II CAC is gained twice-annually by appointment to a specific vacancy by the SELPA II Collaboration Committee. The appointment must be followed by the confirmation of the governing board of that school district before the member may be seated.

#### Term of Membership

The term of membership shall be two years from date of appointment for all members. Members may be reappointed for additional two-year term(s).

#### Termination of Membership

Membership ceases if one or more of the following events occurs:

- A. Member submits written resignation to chairperson.
- B. Term expires.
- C. Member misses all SELPA II CAC meetings in an academic year.
- D. Member ceases to qualify per membership qualifications as confirmed by SELPA II CAC chair and liaison.
- E. Membership terminated based on guidelines as confirmed by SELPA II CAC chair and liaison.
- F. The LEA board can terminate appointment to the CAC in consultation with the SELPA II CAC Leadership. Termination for cause is at the discretion of the LEA board.

## **VOTING**

A quorum shall exist when one-half of the membership is present with at least one half of the districts represented. At least 51% of the members voting must be parents of children with disabilities served by SELPA II. A quorum shall be necessary to amend the bylaws, to elect officers, to terminate a membership, and to ratify expenditures over \$100. Voting shall be done by voice.

## **MEETINGS**

### **SELPA II CAC**

At least three meetings will be held during the academic year. Members will be notified at least 30 days prior to the first meeting. At least 1 week notice is needed to cancel or reschedule a meeting.

Meetings may be rescheduled by a simple majority vote of those members present. Additional meetings shall be scheduled by same procedure.

A SELPA II CAC representative shall report SELPA II CAC business to the Collaboration Committee.

### **Parent Education Meetings**

There shall be at least three regularly scheduled meetings during each calendar year.

Audio and/or videotaping of the parent meetings by audience members is prohibited unless permission is granted by SELPA II CAC Leadership. Permission must be sought at least 48 hours prior to the event.

### **Agenda**

Agenda items should be submitted to the Chair at least five days prior to the meeting at which they are to be considered. Additional agenda items can be presented at the time of the meeting for consideration by the Chair.

## **OPERATIONAL ORGANIZATION OF THE SELPA II CAC**

### **Leadership of the SELPA II CAC**

The officers of the SELPA II CAC shall consist of a chairperson (parent), a liaison from the SELPA II Collaboration Committee, and a recording secretary.

### **Election of Officers, Term of Office**

Each officer shall be elected for a term of one calendar year (July through June). Election to the office shall be held at the regular May meeting. No officer may miss more than 3 consecutive meetings during the term of office without forfeiting such position.

The Chair shall:

- preside over meetings.
- lead the coordination of the Parent Education Meetings.
- appoint committees as needed.
- plan the meeting agenda.

- sign all correspondence of the SELPA II CAC.
- review the minutes of each SELPA II CAC meeting prior to printing and distribution.

The SELPA II Collaboration Liaison:

- provide an update of SELPA II CAC business at the SELPA II Collaboration meeting.
- provide an update of SELPA II CAC business at the SELPA II Executive Council meeting.

The Secretary shall ensure the following are performed by the secretary or designee:

- maintain a current roster of SELPA II CAC board members and members at large.
- maintain an email distribution list of SELPA II CAC attendees.
- coordinate SELPA II CAC website: provide roster updates, minutes, handouts and presentations from workshops.
- take minutes at all SELPA II CAC meetings.
- provide a draft of minutes to the Chair at least two weeks prior to each monthly meeting.
- coordinate creation and distribution of flyers.