

**COMMUNITY ADVISORY COMMITTEE
OF THE
SAN DIEGO SOUTH COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA**

BYLAWS

Article I – NAME

The Community Advisory Committee (CAC) of the San Diego South County Special Education Local Plan Area (SELPA)

ARTICLE II - PURPOSE

The purpose of this organization shall be:

- A. To advise the policy and administrative entity of the Special Education Local Plan Area (SELPA) regarding the development and review of the Local Plan.

CAC comments are reviewed and considered.

Members of the CAC are a part of the Committee that cooperatively updates the Local Plan. A draft is presented to the CAC at least 30 days prior to the Local Plan's submission to the California Department of Education.

- B. Recommending annual priorities to be addressed by the SELPA.

The SELPA Director presents the SELPA management plan to the CAC, and request the CAC to list their recommended priorities for the year.

- C. Assisting the parent education and recruitment of parents and other volunteers to help implement the plan.

The CAC serves as a source of information for parents of disabled students, assisting parents who may require information about Special Education, and also assisting the SELPA's parent/community education programs. CAC members provide parents of special education programs. CAC members provide parents of special education students with information regarding their rights, particularly the Due Process procedures available to them. The CAC works cooperatively with the LEA's Parent/Teacher Associations in the region in providing information including workshops of interest. CAC members

provide assistance in the recruiting parents and other persons interested in serving as volunteers of Special Education programs.

- 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 through CAC activities and school district parent notification procedures.

The CAC provides information to the general public regarding the SELPA's activities.

ARTICLE III – MEMBERSHIP

A. Appointment of Voting Members

1. Appointees

The members of the CAC shall be appointed by, and responsible to, the Governing Board of each participating district in the SELPA. Terms of appointment are two years. Members may be appointed by a LEA to more than one consecutive term.

2. Composition

It is the goal of the CAC to have its membership represent parents of students with a variety of disabilities and having knowledge of general/special education issues. The composition is set forth in the Local Plan. The breakout is as follows:

a. Parents – Total of 16

Chula Vista	5
Coronado	1
National	2
San Ysidro	1
South Bay	2
Sweetwater	5

b. Teachers – Total of 9

(1) Special Education – Total of 6

Chula Vista	1
Coronado	1
National	1
San Ysidro	1

South Bay	1
Sweetwater	1
(2) Regular Education – Total of 3	
Chula Vista	1
San Ysidro	1
Sweetwater	1

- c. Private Schools Representatives – Total of 1
- d. Public and Private Agency Representatives – Total of ~~4~~ 2
Representatives – Total of 2
 - (1) Disabled Adult Representative 1
 - (2) Disabled Student Representative 1
- e. Ex-officio Members (non-voting members):
May consist of the following:
 - (1) District directors of Special Education in the SELPA
 - (2) District and SELPA Program Specialists in the SELPA
 - (3) SELPA Director
- f. Guests – always welcome (non-voting participants)

ARTICLE IV – OFFICERS

Section 1. The officers of the CAC shall be Chairperson, Chairperson-elect, and Secretary.

Section 2. A. The CAC shall elect its own officers within its membership for a one-year term by a majority vote of the voting members present at the May CAC meeting.

B. Officers may not serve more than two consecutive terms.

C. The CAC Chairperson shall appoint a nominating committee each spring to be ratified by the members. The committee will represent each district with a duty to present a slate of officers in May for the coming year, and to fill vacancies occurring during the year. Nominations will be made by the nominating committee and will also be accepted from the floor.

- D. Nominees must state a willingness to serve before election.

ARTICLE V – DUTIES OF OFFICERS

Section 1. Chairperson

- A. Develop the agenda and preside over CAC meetings.
- B. Vote to break ties when necessary.
- C. With the guidance and input of the CAC, assign duties and make appointments to sub-committees/ad hoc committees (which may include students and non-members) for specific purposes whenever necessary.
- D. Make annual reports as required.
- E. Send out meeting notices

Section 2. Chairperson – elect

- A. The chairperson-elect will assume the duties of the chairperson in his/her absence and serve as the next chairperson.
- B. Vote to break ties when necessary.
- C. With the guidance and input of the CAC, assign duties and make appointments to sub-committees/ad hoc committees (which may include students and non-members) for specific purposes whenever necessary.
- D. Make annual reports as required.
- E. Send out meeting notices.

Section 3. Secretary

- A. Maintain minutes of all CAC proceedings and submit them for CAC approval.
- B. Keep committee and subcommittee reports.
- C. Perform all written correspondence of the CAC.

ARTICLE VI – REMOVAL FROM MEMBERSHIP

If any CAC member is absent from ~~three~~ two consecutive meetings without a valid excuse, he/she shall be contacted by SELPA staff to determine continued interest in being a member.

ARTICLE VII – PROCEDURES

Section 1. Meetings

- A. Procedures not specified in these bylaws shall be governed by “Robert’s Rules of Order – Newly Revised.”
- B. A quorum is at least one voting member, from a minimum of three member LEA’s, present at the time the vote is taken.

Section 2. General

- A. The CAC Chairperson shall file the CAC membership roster with the SELPA Director.
- B. In the spring, the membership will be surveyed and CAC shall draft a schedule of meeting dates and topics for the following school year. Other items may be considered as the need arises during the year.
- C. The schedule of meetings shall be adopted at the first meeting of the year by a the majority of the members present.
- D. The secretary of the CAC shall provide a copy of the minutes of each meeting to each member.
- E. The regularly scheduled CAC meetings shall be open to the public.

ARTICLE VIII – BYLAW CHANGES

- A. Changes to the bylaws may be made by a 2/3 vote of the voting members present at any business meeting. Proposed amendments/changes must be submitted to the membership at the previous meeting at which the amendments/changes are to be acted upon. The proposed amendments/changes shall be made clear to all members before a vote is taken; all amendments/changes shall become effective immediately upon acceptance by the membership.
- B. CAC bylaws shall not be in conflict with current Boards of Education policies of the SELPA’s participating LEA’s.