

**Newport Mesa USD
Special Education Local Plan Area
(SELPA)**

**Community Advisory Committee (CAC)
Bylaws**



Newport-Mesa
Unified School District

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Community Advisory Committee (CAC) Bylaws

As mandated by California Senate Bill 1870, the CAC is a vital part of each district's special education plan. This multidisciplinary group provides valuable community input about the N-MUSD plan and its implementation. SB 1870 mandates that a majority of the CAC be parents. A majority of those parents are to be parents of special needs children served by the N-MUSD.

Appointment Procedure

The Community Advisory Committee membership includes broad representation of parents, students, staff and community. The committee is made up of persons residing or working in the area of the District. The majority of the committee is composed of parents; of these, at least 51% are parents of disabled individuals with exceptional needs.

A list of potential persons recommended by their peers for appointment to the Community Advisory Committee is prepared by the Special Education Director. These nominees are reviewed by the Superintendent. Members are then forwarded for appointment by the Board of Education.

The term of membership shall be for at least two years. Rotating terms shall be provided in order to assure continuity of membership.

Committee Responsibilities

The Community Advisory Committee shall have responsibilities as are defined for it in the local plan. Such responsibilities shall include, but need not be limited to, all the following:

- a) Advising the policy and administrative entity of the District, special education services region, regarding the development and review of the local plan. Such 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.

Implementation of Responsibilities

The committee members are recognized as “conduits” to the administration, thus many parent requests/suggestions are channeled through these committee members. In addition, Community Advisory Committee attendance and participation of non-committee members is greatly encouraged by the wide distribution of meeting notices. This expanded participation generated program priorities and recommendations.

The Community Advisory Committee acts in an advisory capacity in policy and administrative procedures. The recommendations of the committee are directed to the Special Education Director and planning implementation council. The responsibility for action on any recommendations rests with the District Superintendent and Board of Education. This relationship is described on Section II – page 1 through Section II – page 6 of this Local Plan.

The committee provides a focal point for additional parent involvement in a variety of ways. The members are viewed as a reliable parent-to-parent resource and supporting body. They further initiate the parent education focus.

By-Laws of the Special Education Community Advisory Committee (CAC)

Article I - Name

The name of this organization shall be the Special Education Community Advisory Committee.

Article II - Role of Council

Section 56194 of the Education Code reads:

The Community Advisory Committee shall have such authority and fulfill such responsibilities as are defined for it in the local plan. Such responsibilities shall include, but need not be limited to, all the following:

- a) Advising the policy and administrative entity of the District and special education services region, regarding the development and review of the local plan. Such 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.

Article III - Membership

Section I – Composition

The needs and resources of the Community Advisory Committee require that membership include broad representation of parents, students, staff and community. The committee shall be made up of persons residing/or working in the area of the District. At least the majority of the committee shall be composed of parents; of these, at least 51% will be parents of disabled individuals with exceptional needs.

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.

Section II – Term of Community Membership

The term of membership shall be for at least two years. Rotating terms shall be provided in order to assure continuity of membership.

Section III – Voting Rights

Each voting member shall be entitled to one vote and may cast that vote on each matter submitted to vote to the committee. In order to assure active committee participation, absentee ballots shall not be permitted.

Section IV – Termination of Membership

A member shall no longer hold membership should she/he miss three consecutive regular meetings without due cause. The member will be informed of this termination.

Section V – Transfer of Membership

Membership on the committee is not transferable or assignable.

Section VI – Resignation

Any member may resign by filing a written resignation.

Section VII – Vacancies

Applications shall be widely distributed to encourage parent participation. A list of potential persons as recommended by their peers to fill vacancies on the Community Advisory Committee shall be prepared by the Special Education Director. These nominees shall be reviewed by the Superintendent and members shall be approved by the School Board of Education.

Article IV - Officers

Section I – Officers

The officers of the Community Advisory Committee shall be a chairperson, vice-chairperson and secretary.

Section II – Election and Term of Office

The officers of the Community Advisory Committee shall be elected annually, from voting members, and shall not serve for more than two consecutive years. Ballots shall be prepared by the Secretary.

Section III – Removal

Any officer may be removed by a two-thirds vote of all voting members, when in the judgment of the committee, the best interests of the committee would be served thereby.

Section IV – Resignation

Any officer may resign by filling a written resignation.

A vacancy shall, by special election, be filled by the Community Advisory Committee from among its members for the unexpired portion of the term.

Section VI – Duties

The Chairperson shall:

- a) Preside at all meetings of the Community Advisory Committee
- b) Prepare agendas for said meetings in consultation with Special Education staff
- c) Appoint committees as agreed on by the membership
- d) Act as liaison with the district
- e) Be responsible for implementation of Community Advisory Committee decisions
- f) Assume other responsibilities as directed by the Community Advisory Committee
- g) Act as an ex-officio member of all appointed committees

The Vice-Chairperson shall:

- a) Conduct meetings in the absence of the chairperson
- b) Be responsible for execution of the by-laws
- c) Assume other duties as directed by the chairperson
- d) Act as an ex-officio member of all appointed committees

The Secretary shall:

- a) Maintain membership and attendance records
- b) Seek committee approval of the minutes prior to public distribution
- c) Keep minutes and distribute to committee attend to correspondence
- d) Attend to correspondence
- e) Assume other responsibilities as directed by the chairperson

Article V - Committees

Section I – Standing and Special Committees

The Community Advisory Committee may from time to time establish and abolish, by majority vote of the voting members, such standing or special committees as it may require. No standing or special committee may exercise the authority of the Community Advisory Committee.

Article VI - Meetings

Section I – Number of Meetings

The committee shall meet as frequently as deemed necessary but no less than four regularly scheduled meetings each year.

Section II – Notice of Meetings

All regularly scheduled meetings shall have prior public notice in accordance with the Brown Act and be open to the public. Special meetings may be called by the Community Advisory Committee or the District with prior public notice.

Section III – Place of Meetings

The Community Advisory Committee shall hold its meetings in readily accessible barrier-free facilities provided by the District.

Section IV- Decisions of the Community Advisory Committee

All decisions of the Community Advisory Committee shall be made only by majority vote provided a quorum is in attendance.

Section V – Quorum

A quorum shall be defined as 51% or more of the voting membership. Meetings may be held with less than 51% of the membership present, but no action may be taken on an item.

Section VI – Minutes

Minutes shall be recorded by the secretary and distributed to all members and others as designated by the Chairperson at the next meeting.

Section VII – Format

All meetings shall be open to the public.

Article VII - Accountability and Responsibility

The Community Advisory Committee shall act in an advisory capacity. The recommendations of the Committee shall be directed to the District. The responsibility for action on any recommendations shall rest with the Superintendent and Board of Education.