

Community Advisory Committee • CAC

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Pasadena Unified School District • PUSD
Special Education Local Plan Area • SELPA
PUSD / SELPA / CAC

Introduction

Community Advisory Committees (CACs) are at the heart of the Special Education system in California. Under legislative mandate (California Education Code Section 56194), CACs provide the vehicle for active community involvement in the development and review of the Local Plan, in parent training and education, and in bringing about positive changes in the education system at both the local and state levels.

Bylaws

Adopted on October 16, 2006

Revised December 12, 2011

Revised May 19, 2014

The word "Shall" is mandatory, and the word "May" is permissive. (*Robert's Rules of Order*)

ARTICLE I

Name

Section 1.01 The name of this organization shall be Pasadena Unified School District Special Education Local Plan Area Community Advisory Committee, referred to hereafter as the CAC.

Section 1.02 The Pasadena Unified School District Special Education Local Plan Area, shall be within the communities of Pasadena, Altadena and Sierra Madre, California.

Section 1.03 The authority of this CAC is set forth as a necessary component of Part 30, Section 56190, Article 7 of the California Educational Code.

ARTICLE II

Purpose

Foreward

Community Advisory Committees (CACs) are a vital component of effective Special Education programs in California. They are commissioned by law and are a reflection of the community they serve. The CAC is designed in legislative spirit and intent to establish a local forum for active parent involvement. Every Special Education Local Plan Area (SELPA) is required to establish a CAC. A SELPA is a consortium that is formed to ensure that the full continuum of Special Education services is available to all students within its boundaries. CACs provide an important connection between the community and the SELPA.

Section 2.01 The purpose of the CAC shall be:

A. To promote positive educational system changes and improvement through input to revisions of the Local Plan, as a means of parental input for programs and priorities, input to staff regarding parental concerns and questions, parent education needs, suggestions for dealing with unfulfilled program and service needs, promoting disability awareness programs and to provide information on legislation to better advocate.

B. To disseminate information and resources to families of children with exceptional needs and other families with a need to know, to include available services in the district, and additional services outside the district such as regional centers, parent disability information groups and other community activities.

C. To act as an advisory body to the policy and administrative entities of the school district regarding special education and related services.

D. To provide a vehicle for parents, administrators, staff, and community representatives to inform, discuss

and act upon issues which affect students with exceptional needs.

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E. To review the effectiveness of all District SELPA and associated documents to include, but not limited to a complete listing of self reviews, audit findings and annual budget plans, service and implementation plans, Non-Public School, Community Day, Early Childhood Programs, Maintenance of Financial Effort, Supplementation of State and Federal funds.

1. In compliance with EC56200, the CAC requires thirty (30) days to review the plans before submission and revision to the PUSD Board for approval.

ARTICLE III

The role and responsibilities of the CAC are described in Part 30, Section 56190, Article 7 of the California Educational Code.

Duties and Responsibilities

Section 3.01 The CAC shall have the authority and fulfill the responsibilities that are defined for it in the Local Plan. The responsibilities shall include, but are not limited to, all the following:

- A. Advising the policy and administrative entity of PUSD, SELPA, or county office, regarding the development, amendment, and review of the Local Plan. The entity shall review and consider comments from the CAC.
- B. Recommending annual priorities to be addressed by the Local Plan.
- C. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the Local 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.
- G. Preparing an annual report evaluating the effectiveness of the Local Plan which shall be submitted to the SELPA Director for transmittal to the Superintendent. (from Guidance Sample Bylaws, pg. 78)

Section 3.02 Members should have a basic understanding and familiarity with the laws and regulations which impact programs inside and outside the District for students with special education needs. In addition, members shall:

- A. Advocate for or lobby against legislation and issues related to special education.
- B. Promote parent and community education programs and services, including but not limited to a brochure, newsletter and parent handbook
- C. Prepare a periodic report on various activities and any concerns of the CAC.

Section 3.03 Communicate on a regular, timely, and continuing basis, (with appropriate language translations), with the PUSD Parents, the PUSD Board, Superintendent, Special Education Program Administrators and other District personnel regarding issues related to special education including, but not limited to:

- A. Educational needs of all students
- B. To serve as a liaison between the District and parents.
- C. To encourage attendance and recruitment for the CAC.
- D. Administration and management of programs and services
- E. Staff development and training
- F. Opportunities for students with exceptional needs to participate in school related activities
- G. Provision of a FAPE in the LRE as defined in California ED Code and IDEIA 2004
- H. Compliance with federal and state laws
- I. Making recommendations regarding changes and/or improvements in programs and/or services for students with exceptional needs and / or the administration (using methods outlined in this document)
- J. Provide input regarding the design of the PUSD Staff Development Programs
- K. Provide training opportunities for committee members, parents, district staff and the community
- L. Opportunity to attend Staff Development days made available to PUSD personnel
- M. Collect and disseminate information to all parents of special education students served by the SELPA
- N. Serve as a point of contact and source of information for individuals inquiring about Special Education.

O. Establish open communication and sharing of pertinent, relative information between PUSD Board, Administration and CAC Executive Committee and members.

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Section 3.04 Recommendations shall be submitted in writing and presented by an Executive Committee Member, or designee, at a regularly scheduled PUSD Board meeting at least quarterly. Responses from the PUSD Board or District Administration are expected to be made in a timely manner as consistent with applicable and current state and federal guidelines.

ARTICLE IV

Article IV Membership / Composition

Section 4.01 There are to be three membership categories:

- *GENERAL MEMBERSHIP
- *VOTING MEMBERSHIP
- *OBSERVERS AND VISITORS

A. The General Membership:

All interested members of the Special Education Community are eligible for attendance and entitled to General Membership status of this CAC. General Membership does not imply voting or imply participation in any other formal function of the CAC unless defined below. Only those who have met the requirements for Voting Membership have the privileges of voting concerning Operational matters.

General Membership includes:

Parents of students with exceptional needs enrolled in public, charter, or private schools within the District boundaries of Altadena, Pasadena and Sierra Madre Unified School District, (District). Parents of students enrolled in regular education programs within the District; Regular and special education teachers, principals, and other school personnel within the District; Representatives from private and public community agencies inside or outside the District, students and/or adults with exceptional needs inside or outside of the District, a student with exceptional needs who chooses to proactively advocate for themselves, and other persons concerned with individuals with exceptional needs.

Members who are employed by the District or SELPA or on service contract with the school district or SELPA are encouraged to participate as General Members of the CAC.

B. The Voting Membership:

The majority of the Voting Membership of CAC shall be composed of parents of students with exceptional needs enrolled in schools in the "Local Plan". It is the intent of the CAC to strive to maintain a voting membership reflective of the diversity in the PUSD SELPA.

Voting members are defined as members of the PUSD special education community as defined by the Federal and State laws and mandates who have attended at least 50 percent of the last ten (10) regular CAC meetings and have signed the appropriate on site meeting roster(s). **Absences may be excused by the current Chairman of the CAC. Excused absences may not exceed 40 percent of the required attendance and must be documented in writing.**

Voting requires a quorum of 14 voting members and will only take place at a publically scheduled meeting. Agenda Items concerning elections, policy, appointments, financial decisions, or procedural changes may only be voted upon by voting members. The attending community at large may vote on minutes, formation of committees, and general matters not noted in the preceding sentence.

1. Loss of Voting Rights, Censorship:

If any member conducts themselves in a manner contrary to the CAC purpose(s) and charter, the Executive Board may consider censoring that, or those, individual(s). "Conduct contrary to the CAC purpose(s) and charter" includes: liable, harassment, conspiracy to disrupt the legitimate

functions of the CAC, continued ignoring the notation of Robert's rules of order, continued excessive interruptions and violation of the time limits of comment periods. The preceding actions are cause for considering censorship.

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All attendees may submit written documents of any length to the general membership but must be within the limits of liability and the limits in the second sentence in this item.

Censoring a member is a serious action and requires an agenda item and a formal vote by the voting members. Once a member is Censored, he/she may not participate in CAC functions. The Censored entity is required to petition in writing to the Executive Board for participation other than attendance to the general meetings and functions. Reinstatement also requires an agenda item and a formal vote.

None of these rules are exempt from the statutes of the State of California. If the violation constitutes a violation of the restrictions of the "interruption of a public meeting" or any other protective statute, violators may face penal and civil penalties as well.

B. Observers and Visitors

All attendees not noted in Article 4.01A and 4.01B are considered Observers and Visitors and are designated as occasional attendees with no voting rights. They are encouraged to participate and become General Members.

Section 4.02 Appointment

A. There shall be no maximum number of General Members. There shall be no maximum number of Voting Members.

B. The SELPA Director may serve as a member of the CAC.

C. All members shall be screened by the CAC as a whole for eligibility. Prospective members shall submit membership applications to the CAC Secretary after attending two consecutive general meetings, which will then be presented to the PUSD Board for approval at any of the regularly scheduled PUSD Board meeting.

Section 4.03 Attendance

A. Attendance shall be recorded for each general membership meeting using CAC General membership Sign-in Sheets

Section 4.04 Recruitment

A. CAC parent members shall be recruited by parents.

B. The CAC shall encourage membership and participation in the CAC by individuals other than parents consistent with EC 56192 and 56193, including representatives of public and private agencies or organizations, individuals concerned with the needs of individuals with exceptional needs, students and/or adults with exceptional needs-and-parents of students enrolled in schools in the SELPA, general and special education teachers, other school personnel.

C. A CAC information flier including the purpose, duties of membership with an application and a procedure for submission indicating interest in membership will be distributed to parents, professionals and CAC members.

D. If the membership falls below fourteen (14) members, the remaining CAC members shall immediately implement the recruitment methods in order to maintain and increase the membership.

Section 4.05 Term of Members

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Terms of membership will be voluntary. It is not necessary to re-file for continued membership. A member's regular attendance at monthly general meetings is indication of their continued interest.

Section 4.06 Duties of Individual Members

- A. To work actively with the Board of Education, District Administration, Staff and Special Education Department to encourage the participation of parents and the recruitment of new members to the CAC and to School Site Councils:
- B. To attend PUSD Board of Education meetings when possible, receive a Board packet, give public input as necessary, gather information regarding school board actions and report this information to the CAC.
- C. To determine efficacy of special education programs and services
- D. To visit special education school sites and classes.
- E. To support activities on behalf of students with exceptional needs in the District in accordance with the purposes of the SELPA and CAC.
- F. To be familiar with programs operated by the District.
- G. To be familiar with both State and Federal laws and regulations as they apply to children with exceptional needs.
- H. To participate on at least one CAC committee.

Any member officially representing the CAC at a meeting or event shall do so only with the consent of the CAC Chairperson and Executive Committee and shall present the CAC concerns as agreed upon prior to the event. The CAC representative will report to the CAC at the next scheduled CAC meeting and all information shall be disseminated as defined under Article III of this document.

Section 4.07 Voting

- A. Each voting member in good standing must be present at the general meeting and shall have one (1) vote.
 - B. A quorum shall exist when a minimum of fourteen (14) Voting Members (at least twice the number of the Executive Committee) are present. This number is required to be present to validate or approve any motion to be adopted on behalf of the CAC.
 - C. All meetings shall require the Chair or his/her designee to be present for CAC official business to take place. This designee shall be an Executive Committee Officer of the CAC.
- A quorum shall exist when a majority of the members are present.

Section 4.08 Resignation, Leave of Absence, Censorship and Termination of Members

A. A member may resign by filing a written resignation with the Secretary of the CAC with an effective date included.

B. A member may request an emergency leave of absence from the Executive Committee in writing. The leave of absence shall not exceed six (6) months. Any member on a leave of absence shall become 'inactive', relinquishing voting privileges and not being counted toward the quorum (as defined in Article 4.07).

ARTICLE V

General Membership Meetings

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Section 5.01 All meetings are open to the public. All meetings shall be communicated by public notice with sufficient time to ensure maximal participation of the public. At the minimum, the agenda for the upcoming meeting and written minutes of the preceding meeting may be sent 72 hours (3 days) prior to the scheduled meeting. Emergency meetings may be held provided each member is contacted at least 48 hours (2 days) in advance. All meetings shall be held within the geographic jurisdiction of the SELPA.

Section 5.02 There shall be a minimum of ten (10) regularly scheduled general meetings in a twelve (12) month period. Regularly scheduled general meetings of the CAC may be the 3rd Monday of the month, the months coinciding with the PUSD academic calendar; due to holidays, the December meeting will be held on the 2nd Monday in January and February on the 4th Monday. Special meetings may be called provided all previously registered and participating members are noticed as required by law.

Section 5.03 The June meeting shall/may be designated the annual meeting.

Section 5.04 The District shall provide timely monthly announcements of the regularly scheduled meetings to each family and to all the Principals, Special Education personnel and all teachers who are responsible for any special education student in each of the District schools.

Section 5.05 All meetings shall be documented in minutes posted on the CAC (and PUSD) websites. Minutes shall be posted at least 72 hours before the Regular Meeting at which the General Membership votes for their acceptance. Recommended amendments may be submitted to the Secretary prior to the regularly scheduled general meeting for discussion at the meeting.

Section 5.06 All CAC official written correspondence shall be submitted to and approved by the Chairperson before being disseminated as outlined in this document.

Section 5.07 The SELPA Director or his/her duly authorized delegate shall be in attendance at each and every regular meeting for an official, duly constituted meeting to be conducted.

Section 5.08 The Chairperson shall not commit the CAC or its members to any action without a vote of the CAC.
A. Any member may call for a roll call or ballot vote by motion, if seconded.

ARTICLE VI

Executive Committee Officers and Duties

Section 6.01 The CAC Executive Committee shall consist of the following seven (7) officers:

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|-----------------------------|------------------------------|
| • Chairperson | • Treasurer |
| • Vice-Chairperson | • Community Liaison |
| • Secretary/Parliamentarian | • Immediate Past Chairperson |

A. All officers are required to be "Active Members in Good Standing" for at least six (6) months prior to serving

B. At least four (4) of the officers shall be parents of students with exceptional needs.

C. The Chairperson and Vice-Chairperson shall always be a parent of a student with exceptional needs.

D. Members with a "conflict of interest" as described in ARTICLE XII shall not be eligible to serve on the Executive Committee.

Section 6.02 The term of office shall be two years; but, for no more than two consecutive terms in the same elected position.

A. Terms should be staggered to ensure that no more than half the officers are newly appointed in any given year.

B. Midterm vacancies shall be appointed for the remainder of the vacated term by the Chairperson with the

majority approval of the Executive Committee.

C. An Executive Committee officer shall/may be present at Standing Committee and Subcommittee meetings, as necessary.

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Section 6.02 Officer Duties

1. Chairperson -

- A. Shall preside over all Committee meetings (or designate an Executive Committee member to act as a substitute.)
- B. Shall assign duties and appoint subcommittee membership.
- C. Shall prepare meeting agendas with majority approval of the Executive Committee.
- D. Shall coordinate appropriate notice is provided to the public with the Community Liaison. .
- E. Shall represent PUSD/CAC at school and community functions, as required.
- F. Shall serve as CAC Spokesperson to Local Education Agency (LEA)
- G. Sign off on the review of the Local Plan and other official District documents, as needed.
- H. Shall make reports, as required.
- I. Shall vote on motions only to break ties. (Robert's Rule).
- J. Shall maintain records and copies of all official written CAC correspondence.
- K. Shall review annually and sign the Bylaws following formal adoption by the members.
- L. Shall obtain approval from the Executive Committee before acting on behalf of the committee.
- M. Shall review and approve any written correspondence of the CAC, including all publications prior to dissemination, as submitted by Standing Committees.
- N. May chair at least one standing committee.
- O. May serve as ex-officio member of all committees.

2. Vice-Chairperson -

- A. Shall assist the Chairperson in general duties, as requested.
- B. Shall, in the absence of the Chairperson, serve as Chairperson.
- C. **Shall be Historian and Keep SELPA District File Current**
- D. Shall perform other duties assigned by the Chairperson.
- E. Shall chair at least one standing committee.

3. Secretary -

The District shall make available and accessible a working and current mailing list of all Special Education teachers and families for distribution of monthly announcements, changes and information bulletins.

- A. Shall record and keep accurate, concise and permanent Minutes of all the regularly scheduled general meetings.
- B. Shall provide CAC membership with a timely draft copy of meeting minutes for approval
- C. Shall maintain a current listing of CAC Executive Committee Officers, including date of appointment and end of term date.
- D. Shall maintain a current listing of CAC member (s), including date of initial membership and end of membership.
- E. Shall maintain record of monthly attendance and notify CAC Chairperson and District's SELPA Director of termination of a CAC member.
- F. Shall verify the status of voting members prior to balloting process.
- G. Shall enter all amendments to the Bylaws on the master copy.
- H. Shall provide a list of unfinished business each month for the CAC Chairperson for benefit of revisiting at future general meetings
- I. Shall assist with preparation and distribution of agenda, as requested.
- J. Shall have access to all correspondence directed to the CAC to present to the Executive Committee, as requested.

4. Treasurer -

- A. Shall develop a budget and monitor expenses of SELPA monies designated for CAC.
- B. Shall maintain all financial records
- C. Shall report finances to the Executive Committee at the monthly CAC meeting.
- D. May maintain a petty cash fund and related record keeping.
- E. Shall fulfill the duties of the secretary when the secretary is absent

- F. May chair at least one standing committee.

5. Community Liaison –

- A. Shall act as a liaison between the CAC and the SELPA community.
- B. Shall distribute Press Releases of all future gatherings of the CAC to the District and local media.
- C. Shall participate in membership recruitment efforts.
- D. Shall serve as a chair of a standing committee.
- E. Shall work with the CAC Communications Committee and the District Communication Director.
- F. Shall assist the Secretary, as needed.

6. Immediate Past Chairperson -

- A. Shall assist the CAC Executive Committee officers, especially the new Chairperson, in order to provide continuity for the new officers and membership.
- B. Shall serve as a source of information as a contact person to help members with issues that they need help understanding and resolving.

7. Parliamentarian (when performed by a separate person than that of Secretary)

- A. Shall resolve questions of procedure, with the help of *Robert's Rules of Order*
- B. Shall enforce the bylaws.
- C. Shall keep the meeting focused on the agenda.
- D. Shall ensure that all parliamentary procedures, and those required by the Brown Act, are followed.
- **E. Shall enforce CAC Code of Conduct**
- F. Shall perform other such duties as assigned by the Chairperson and/or his/her duly authorized designee

ARTICLE VII Nomination and Election of Officers

Section 7.01 Nomination of Officers

- A. A Nominating Committee composed of two (2) Executive Committee members, and at least one (1) parent, shall be appointed by the Chairperson at the **April** general meeting.
- B. The Chairperson cannot appoint him/her self;
- C. The Nominating Committee shall agree upon a slate of officers to include a Chairperson, Vice-Chairperson, Secretary, Treasurer, Community Liaison, and Parliamentarian.
- D. A nominee for a position as an Officer must be an 'Active Member in Good Standing' for at least 6 months prior to serving.
- E. The Nominating Committee shall present the proposed slate to the general membership at the annual **May** meeting.
- 1. If the membership officially adopts the proposed slate by a majority vote, the slated members become the elected Executive Committee Officers.

Section 7.02 If the slate is not adopted by a majority vote;

- A. The committee shall take nominations from the floor from 'Active Members' (OMs) only. The Candidate from the proposed slate and nominations from the floor for the Chairperson will be voted on by secret ballot.
- B. Votes shall be counted by the nomination committee and verified by the secretary before accepting nominations for the next seat. A candidate must receive a majority of the votes cast to be elected.
- C. Upon announcement of winning candidate, the next position (Vice-Chairperson) will be voted on in the same way in order to give all candidates an opportunity for consideration to another seat.

Section 7.03 If a quorum is not present, or if a candidate for a position fails to receive a majority of the votes cast, the Chairperson shall call a special election at the next general membership meeting.

Section 7.04 Terms shall commence in May or in the event of a special election, as soon as the votes are validated.

Section 7.05 Any position not filled in the election process shall be filled by appointment of an 'Active Member in Good Standing' by the Chairperson and approved by the majority of the Executive Committee that is present.

Section 7.06 If open position cannot be filled by appointment, it shall be filled by rotating assignment of committee members.

- A. Rotating assignments shall be equally and fairly distributed amongst the committee members.

ARTICLE VIII

Operation of the Executive Committee

Section 8.01 Operation of the Executive Committee

CAC Executive Committee officers shall be appointed to serve for a period of two (2) years; but, for no more than two (2) consecutive terms in the same position.

Section 8.02 Terms of the Executive Committee Officers should be staggered to ensure that no more than half the officers are newly appointed in any given year.

Section 8.03 A majority of the members of the Executive Committee should be present at any CAC general meeting to constitute a quorum.

Section 8.04 A majority vote of the voting membership present shall be required for any action to be sanctioned by the Executive Committee.

Section 8.05 All proceedings of the Executive Committee at-large shall be promptly reported at the next succeeding general meeting of the Community Advisory Committee.

Section 8.06 Executive Committee shall exercise emergency powers of the CAC during the intervals between meetings. The emergency action must be substantiated in writing, for inclusion in the minutes of the next general meeting.

A. Emergency actions shall be subject to ratification, revision and/or alteration by the general membership provided no irrevocable rights of third parties shall be affected.

Section 8.07 Resignation from the Executive Committee

Resignations from the Executive Committee must be submitted to the Chairperson in writing.

- A. If the Chairperson resigns, the Vice Chairperson shall become the Chairperson for the remainder of the term, with majority approval of the Executive Committee.
- B. If a position of an Executive Committee Officer other than Chairperson becomes vacant, the Chairperson may appoint an Executive Committee member within 30 days to fill the position for the remainder of the term with majority approval of the Executive Committee.
- C. If the Executive Committee falls below five (5) four (4) members the Chairperson may appoint an Active Member in Good Standing to fill a vacancy for the remainder of the term with majority approval of the Executive Committee.

Section 8.08 Removal from the Executive Committee

Any officer of the Executive Committee may be removed by a two-thirds vote of the active members present.

ARTICLE IX

Standing Committees and Subcommittees

- **Section 9.01** Sub-committees may be established on an as-needed basis to address specific areas of concern.
- **Section 9.02** Sub-committee interest includes but is not limited to: (changes=alphabetizing)

Budget Bylaws Communications
Compliance Inclusion/Least Restrictive Environment
(LRE)

Legislative/Govt. Local Plan/SELPA
Membership Nominating Teacher & Aide
Support

- **Section 9.03** A designated sub-committee shall report to the general membership as a whole.
- A. Said sub-committee shall not officially represent the CAC in any other arena without prior authorization from the Executive Committee of the CAC.

ARTICLE X

Effective Date of Bylaws

Section 10.01 Ratification

These Bylaws shall become effective immediately upon their adoption.

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Section 10.02 Amendments

These CAC Bylaws may be altered, amended or repealed at any of the special or regularly scheduled general meetings of the CAC at which a quorum is present.

Section 10.03 The CAC members proposing Bylaw revisions or amendments shall submit their recommended changes in writing to the Chairperson (or Standing Bylaw Committee Head) at the regularly scheduled monthly CAC general meeting.

Section 10.04 The CAC Chairperson (or Standing Bylaw Committee Head) shall ensure such recommendations are properly noticed and discussed at the CAC regularly scheduled general meeting or a special meeting, as noticed, following receipt of proposed revisions and/or amendments.

Section 10.05 Amendments will be adopted when approved by a two-thirds vote of the attending membership (provided required quorum is established) when noticed on the regularly scheduled or special meeting agenda.

Bylaw amendments, if approved, shall become effective immediately and shall be authorized by signature of the Executive Committee. Evidence of voting verifying the presence of the required quorum shall be documented in the CAC meeting's minutes.

ARTICLE XI Procedure

Section 11.01 Any procedural considerations not specifically covered in these Bylaws shall follow the dictates of *Robert's Rules of Order*, the latest revision. In the event any part of these Bylaws becomes inconsistent, illegal or in conflict with any existing authority or legal requirement, the CAC shall respond appropriately, in a timely manner, to confirm, correct and resolve discrepancies, and in no way affect the authority and enforceability of the remaining sections of the document.

ARTICLE XII Definitions and Word Structure

Section 12.01

The word "**Shall**" is mandatory and the word "**May**" is permissive.

Terms are to be defined as follows:

"Active Member" of the CAC means a 'Member in Good Standing' counting toward a quorum, with voting privileges;

"Board" means Pasadena Unified School District Board of Education (BOE);

"CAC" is the abbreviation for Community Advisory Committee;

"Community" encompasses the area within the Pasadena Unified School District (PUSD) Special Education Local Plan Area (SELPA), the communities of Altadena, Pasadena and Sierra Madre;

"Conflict of Interest" means a situation in which the disinterested performance of official duties may be unduly influenced by considerations of private interest (to include school district employees or individuals contracted with the school district);

NOTE: "Members with conflict of interest" shall identify any school district or SELPA employee and those persons otherwise under contract with the school district or the SELPA who are members. These members shall have no voting privileges, shall not count as members with regard to a quorum, and shall not be eligible to serve on the Executive Committee;

"EC" refers to the California Education Code;

"FAPE" means Free Appropriate Public Education as defined in federal and state law;

"Inactive Member" of the CAC means a member on a leave of absence. Such members do not have voting privileges and do not count toward a quorum;

"Local Plan" means a plan submitted by the School District to the California Department of Education in accordance with the requirements of the California Education Code (*Reference: Education Code Sections 56195 and 56205-56208*);

"LRE" means Least Restrictive Environment as defined in federal and state law;

"Mail" means Electronic Mail (Email), Facsimile (Fax), or US Postal Service (or comparable delivery service);

"Member in Good Standing" means a person who has fulfilled the membership requirements, attendance requirements and received approval (of the 'Executive Committee) as outlined in Article IV of these Bylaws;

"Parents" shall identify a parent, legal guardian, surrogate or conservator of a child with a disability currently enrolled in the SELPA, or having been enrolled in the SELPA within the past two school years.

NOTE: A 'PARENT' who is a CAC member and is employed by the PUSD shall be counted as a district employee on rosters and for all other purposes including, but not limited to, voting and elected positions;

"PUSD" is the abbreviation for Pasadena Unified School District.

"Quorum" refers to the number present, not to the number voting. The quorum of a body of members is a majority of the number of Active Members, of which a majority must be "PARENTS" (as defined above);

"SELPA" is the abbreviation for Special Education Local Plan Area;

"Sessions" means general membership meetings inclusive of both the public and business portions of the meetings in their entirety.

"Special Education" means specially (individually) designed instruction or services at no cost to parent, to meet the unique needs of individuals with disabilities (IEP) as defined in federal and state law in accordance with The Individuals with Disabilities Education Act or The Individuals with Disabilities Education Improvement Act of 2004;

"Students with Disabilities," "Students with Exceptional Needs." "Students with Special Needs" are references to students receiving Special Education Services (mandated by their IEP) as defined in federal and state law in accordance with 'The Individuals with Disabilities Education Act' and / or 'The Individuals with Disabilities Education Improvement Act of 2004.'

SIGNATURES

The following signatures of presiding CAC Chairperson and other Executive Committee Officers authenticate and verify that these revised bylaws were adopted on [May 19th 2014](#) by the general membership

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SIGNATURE: _____	Chairperson	Date: _____
SIGNATURE: _____	Vice-Chair	Date: _____
SIGNATURE: _____	Secretary	Date: _____
SIGNATURE: _____	Treasurer	Date: _____
SIGNATURE: _____	Community Liaison	Date: _____
SIGNATURE: _____	Immed.Past Chair	Date: _____
SIGNATURE: _____	Parliamentarian	Date: _____