

# APPENDIX B

## Bylaws of the Community Advisory Committee

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT  
SPECIAL EDUCATION  
COMMUNITY ADVISORY COMMITTEE BYLAWS**

**ARTICLE I  
Name and Authorization**

**1.1 Name**

The name of this organization shall be the Panama-Buena Vista Union School District (P-BVUSD) Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC).

**1.2 Authorization**

The P-BVUSD SELPA CAC is established in accordance with California Education Code § 56190.

**ARTICLE II  
Mission, Role, and Responsibilities**

**2.1 Mission**

The CAC is committed to ensuring that the high standards and expectations of achievement and services established by P-BVUSD encompass all students receiving special education services and their families. Our goal is to raise community awareness about the needs of students and their families regarding special education programs, to actively review the Local Plan for Special Education, and to provide a forum that facilitates communication with parents and the school district. The CAC will provide information, training, and resources to help ensure that quality programs educate the student with special needs in mind, body, and spirit.

**2.2 Role**

The CAC shall serve in an advisory capacity to the P-BVUSD SELPA as designated in the P-BVUSD Local Plan and California Education Code § 56190 *et seq* .

**2.3 Responsibilities-Mandated**

In accordance with California Education Code § 56194, the mandated responsibilities of the CAC include:

- 2.3.1 Advising the policy and administrative entities of the SELPA regarding the development and review of the Local Plan and board policies, which pertain to Special Education.
- 2.3.2 Recommending annual priorities to be addressed by the Local Plan.
- 2.3.3 Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.
- 2.3.4 Encouraging community involvement in the development and review of the Local Plan.
- 2.3.5 Supporting activities on behalf of individuals with special needs.
- 2.3.6 Assisting in increasing parent awareness of the importance of regular school attendance.

## **2.4 Responsibilities-Discretionary**

In addition to those responsibilities designated by Ed. Code 56194, the CAC may have other responsibilities as defined for it in the P-BVUSD Local Plan and/or as deemed necessary by the CAC, and approved by the Board of Trustees.

## **ARTICLE III** **Membership and Voting**

### **3.1 General Composition**

In accordance with California Education Code §§ 56191, 56192, and 56193, the CAC shall be composed of members as follows:

- 3.1.1 The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other students enrolled in school, students and adults with disabilities, general 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.
- 3.1.2 At least the majority of the CAC shall be composed of parents of students enrolled in P-BVUSD schools, and at least a majority of such parents shall be parents of individuals with exceptional needs.

- 3.1.3 The CAC members shall be appointed by, and responsible to the P-BVUSD Board of Trustees. Appointment shall be in accordance with a locally determined selection procedure that is described in the Local Plan in accordance with California Ed Code § 56191.

### **3.2 Voting Membership**

Those applicants who are approved by the P-BVUSD Board of Trustees shall become general members of the CAC. The CAC General Membership shall consist of not less than six (6) members and no more than fifteen (15) members as follows:

- 3.2.1 At least the majority shall consist of parents of students enrolled in P-BVUSD schools (at least a majority of such parents shall be parents of individuals with exceptional needs).
- 3.2.2 The P-BVUSD SELPA Executive Director or his/her designee;
- 3.2.3 At least one P-BVUSD general education administrator;
- 3.2.4 At least one P-BVUSD general education teacher; and
- 3.2.5 At least one P-BVUSD special education teacher.

### **3.3 Term of Service**

The term of service for a CAC member shall be two years. Terms of appointment shall be annually staggered to ensure that no more than one -half of the membership serves the first year of their two-year term in any one year.

### **3.4 Voting**

The CAC is committed to making decisions by consensus. If a consensus is not possible, a vote shall be taken on each matter presented to the CAC for a vote. Each CAC member shall be entitled to one vote and may cast that vote on each matter presented to the CAC for a vote. Absentee and/or proxy voting shall not be permitted in order to encourage active CAC participation.

### **3.5 Quorum**

For purposes of voting, a quorum shall be at least one-half of the CAC membership. All CAC decisions shall be made only after an affirmative vote of a majority of the quorum of its members in attendance at a meeting as long as a quorum is in attendance at the meeting.

### **3.6 Resignation**

A CAC member may resign his or her position as a CAC member by submitting a written resignation to the CAC Chairperson and P-BVUSD SELPA Executive Director.

### **3.7 Attendance and Participation**

A CAC member may be removed from the CAC if the member's attendance meets the following criteria:

3.7.1 The member has two un-notified absences in a row. Un-notified means the member did not call ahead to a reasonable contact e.g., the CAC Sergeant at Arms, SELPA Executive Director, his/her Designee, the SELPA Secretary, or the CAC Chairperson or Vice-Chairperson to indicate they would be gone from the upcoming meeting.

3.7.2 The member has three notified absences in a CAC term.

3.7.3 The member misses one-third of the total number of board meetings in a twelve-month period.

## **ARTICLE IV**

### **Officers and Executive Committee**

#### **4.1 Officers**

The officers of the CAC shall be a Chairperson, Vice-Chairperson, and a Sergeant at Arms. The Chairperson will be elected from members of the CAC who are the parent of either a current or former student with special education services who resides in the Panama-Buena Vista USD boundaries. The Vice-Chairperson and Sergeant at Arms can be from any of the CAC member groups as defined in 3.1.1.

#### **4.2 Election of Officers**

The CAC officers shall be elected annually. The last meeting before the end of the school year shall be designated as the annual meeting for the purpose of electing CAC officers. The CAC officers shall develop a slate of officers for the coming school year. The slate of officers shall be made available to all CAC members no later than two (2) weeks before the meeting at which the vote shall be cast. The CAC officers shall be elected by a majority vote of CAC members.

### **4.3 Term of Service**

The CAC officers shall serve a one-year term. CAC officers shall not serve more than two consecutive terms in the same position. A term of service shall begin on July 1 of the first year and end on June 30 of the following calendar year.

### **4.4 Removal**

A CAC officer may be removed from office by a supra-majority vote of all CAC members whenever, in the judgment of the CAC, the best interests of the CAC would be served thereby.

### **4.5 Resignation**

A CAC officer may resign his or her position as a CAC officer by submitting a written resignation to the CAC Chairperson and P-BVUSD SELPA Executive Director.

### **4.6 Vacancy**

When a CAC officer leaves during the course of his/her term of service, for any reason, the CAC shall hold a special election whereby the CAC officer's position shall be filled by a CAC member for the unexpired portion of the term.

### **4.7 Duties of CAC Officers**

#### **4.7.1 Chairperson**

4.7.1.1 Preside over CAC meetings;

4.7.1.2 Prepare agendas for CAC meetings in collaboration with the P-BVUSD SELPA Executive Director;

4.7.1.3 Provide notice of all CAC meetings to the public, in collaboration with the P-BVUSD SELPA Executive Director, as required by law;

4.7.1.4 Have signatory authority on behalf of the CAC;

4.7.1.5 Appoint Committee members as agreed upon by the CAC members;

4.7.1.6 Act as the CAC spokesperson and liaison to the P-BVUSD administrative staff

4.7.1.7 Oversee implementation of CAC decisions;

4.7.1.8 Act as an ex-officio voting member of all CAC Committees during his/her term of service;

4.7.1.9 Assume other responsibilities as directed by the CAC.

#### **4.7.2 Vice-Chairperson**

4.7.2.1 Preside at CAC meetings in the absence of the Chairperson;

4.7.2.2 Responsible for execution of the CAC bylaws;

4.7.2.3 Act as the CAC spokesperson and liaison to the P-BVUSD administration and staff;

4.7.2.4 Act as an ex officio voting member of all CAC Committees during his/her term of service; and

4.7.2.5 Assume other duties as directed by the Chairperson.

#### **4.7.3 Sergeant at Arms**

4.7.3.1 Maintain membership and attendance records;

4.7.3.2 Distribute materials at the direction of a CAC Committee, including the preparation and distribution of CAC agendas, as requested;

4.7.3.3 Draft correspondence from and attend to correspondence to, the CAC;

4.7.3.4 Assume other duties as directed by the Chairperson.

### **ARTICLE V**

#### **Committees and Committee Responsibilities**

##### **5.1 Executive Committee**

The Executive Committee shall be comprised of the Chairperson and Vice-Chairperson and Sergeant at Arms. The duties of the Executive Committee shall include, but not be limited to:

5.1.1 Develop CAC meeting agendas;

5.1.2 Bring issues to the CAC members for discussion;

- 5.1.3 Make recommendations to the CAC members on issues being submitted for a vote before a vote is cast;
- 5.1.4 Establish other committees as necessary to accomplish CAC goals and objectives, and/or to address issues relevant to CAC members; and
- 5.1.5 Develop the slate of officers for consideration by the CAC members.

## **5.2 Other Committees**

The CAC may, from time to time, establish and abolish committees by a majority vote of the CAC members. No committee may acting alone, exercise the authority of the CAC.

## **ARTICLE VI** **Meetings**

### **6.1 Robert's Rules of Order**

All business conducted at CAC meetings will follow *Robert's Rules of Order* or an appropriate adaptation thereof.

### **6.2 Number of Meetings**

The CAC shall meet as frequently as deemed necessary by the CAC members. The CAC shall hold no fewer than five (5) regularly scheduled meetings each school year.

### **6.3 Meeting Calendar**

An annual meeting calendar for all regularly scheduled meetings shall be developed at the penultimate meeting of the school year and approved at the final meeting of the school year for the following school year. The annual meeting calendar shall establish the date, time, and location of each regularly scheduled meeting.

### **6.4 Meeting Agenda**

Each CAC meeting agenda shall be prepared, posted, and distributed to all CAC members before the meeting as required by California's open meetings law (California Government Code § 54950 *et seq.* ). The meeting agenda shall specify the date, time, and location of the meeting and shall contain a brief general description of each item of business to be conducted at the meeting as required by California's open meetings law (California Government Code § 54950 *et seq.* ).

If a CAC or community member wants an item to be included on an upcoming CAC meeting agenda, that item must be submitted to the Chairperson at least ten days before the meeting.

## **6.5 Agendas and Notice of Meetings**

Agendas and minutes of CAC meetings shall be distributed at meetings and posted on dates/times and in locations as required by California's open meetings law (California Government Code § 54950 *et seq.* ).

## **6.6 Place of Meetings**

The CAC shall hold its meetings in readily accessible, barrier-free facilities provided by P-BVUSD.

## **6.7 Quorum**

CAC meetings that do not contain a quorum may continue as scheduled. Any business requiring a quorum will be tabled and included in the agenda of the next regularly scheduled or special meeting.

## **6.8 CAC Decisions**

CAC motions shall carry after an affirmative vote of a majority of its members in attendance provided a quorum is in attendance. A majority vote shall be defined as more than one-half of the total votes of a quorum.

## **6.9 Minutes**

The SELPA Secretary shall record, or cause to be recorded, minutes of CAC meetings, and shall cause to be posted on the P-BVUSD website as soon as possible after a CAC meeting.

## **6.10 Format**

CAC meetings shall be open to the public.

## **6.11 Special Meetings**

The SELPA Executive Director or his/her Designee, CAC Chairperson, or two CAC members may call special CAC meetings as needed. Special meetings shall be subject to all applicable provisions of these bylaws.

**ARTICLE VII**  
**Accountability and Responsibility**

**7.1 CAC Role**

- 7.1.1 The CAC shall act in an advisory capacity. CAC recommendations shall be directed to the P-BVUSD SELPA Executive Director. The responsibility for action on any recommendations shall rest with the P - BVUSD Board of Trustees.
- 7.1.2 The P-BVUSD SELPA Executive Director shall provide each CAC member with a copy of the currently approved P-BVUSD SELPA Local Plan. The P-BVUSD SELPA Executive Director shall also provide each CAC member with a copy of any proposed amendments or revisions to the currently approved P-BVUSD SELPA Local Plan.
- 7.1.3 The CAC shall have at least thirty (30) days to review any proposed amendments or revisions to the currently approved P-BVUSD SELPA Local Plan before its submission to the P-BVUSD Board of Trustees. A verification statement of this review shall be signed by the Chairperson.

**ARTICLE VIII**  
**Approval of Bylaws and Amendments to Bylaws**

**8.1 Approval of Bylaws**

A recommendation for approval of the bylaws requires a two-thirds vote of the CAC members present provided that a quorum is in attendance. The recommendation shall then be forwarded to the P-BVUSD SELPA Executive Director to be submitted to the P-BVUSD Board of Trustees for approval. Approval of the bylaws does not require an amendment or revision to the P-BVUSD SELPA Local Plan.

**8.2 Amendments to Bylaws**

A recommendation for proposed amendments to the bylaws requires a two-thirds vote of the CAC members present provided that a quorum is in attendance. The recommendation shall then be forwarded to the P-BVUSD SELPA Executive Director to be submitted to the P-BVUSD Board of Trustees for approval. Amendments to the bylaws do not require an amendment or revision to the P-BVUSD SELPA Local Plan.