



**Fontana Unified School District  
Community Advisory Committee**

**CAC Bylaws**



COMMUNITY  
ADVISORY COMMITTEE  
**SELPA at FUSD**

**Approved on: 11/2012**

**Amended on: 8/23**

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**Fontana Unified School District (FUSD)  
Community Advisory Committee Bylaws**

**ARTICLE I- Name and Purpose**

1.1 Name

The name of the organization shall be the Fontana Unified School District (FUSD) Community Advisory Committee (CAC) for the Fontana Unified School District (FUSD) SELPA, a single district Special Education Local Planning Area (SELPA).

1.2 Area Served

The area served by the Fontana Unified School District (FUSD) CAC shall include only the geographic area of the Fontana Unified School District within San Bernardino County.

1.3 Purpose

The purpose of the Fontana Unified School District (FUSD) CAC shall be to promote positive educational system change and improvement and to provide education and support to parents/guardians, students/children, families, FUSD employees, community members and encourage community awareness of children with special needs.

**ARTICLE II- Responsibilities**

2.1 CAC Responsibilities

- 2.1.1 Serve in an advisory capacity to the Fontana Unified School District Governing Board and administration regarding the development, amendment, review and implementation of the SELPA Local Plan and review of the programs and services under such plan.
- 2.1.2 Assist in providing education regarding special education laws, responsibilities, and disability awareness to parents/guardians, families, FUSD employees and community members.
- 2.1.3 Encourage community involvement in the development and review of the SELPA local plan.
- 2.1.4 Provide families with resources and support for students with disabilities.
- 2.1.5 Support activities on behalf of students with disabilities.

- 2.1.6 Advise the Governing Board each year regarding the educational needs of students with disabilities.
- 2.1.7 Promote communication between parents/guardians, families, FUSD employees and community members

**ARTICLE III- Membership**

3.1 Definition of a member

- 3.1.1 FUSD CAC members are a parent/guardian, FUSD employee or community member selected through membership committee process to serve on the FUSD CAC advisory committee for a term of at least 2 years.
- 3.1.2 Public attendance is encouraged. The public has access to the FUSD CAC meeting agenda, minutes and access to request public comments. However, the public is not considered a voting member of the FUSD CAC. FUSD CAC members are not allowed to respond to confidential matters.

3.2 Composition

- 3.2.1 The committee shall be composed of at least five (5) members including parents of students with or without special needs enrolled in the Fontana Unified School District, staff, students with disabilities, community members, and persons concerned with the needs of students with disabilities.
- 3.2.2 The majority of the FUSD CAC committee members shall be composed of parents of students enrolled in schools participating in the SELPA Local Plan and at least a majority of such parents shall be parents of students with Individual Education Plan (IEP).
- 3.2.3 The SELPA Executive Director, Secretary, and FUSD Student Services staff shall be continuing non-voting members.

3.3 Membership Process

Prospective members may submit applications during recruitment windows, however, FUSD CAC applications may be reviewed and considered for membership throughout the year if there are vacancies.

3.3.1 Recommended procedures:

The process for prospective members shall proceed as set forth in these bylaws, the process will include the following:

- a. Prior to the opening of an application window for the FUSD CAC, a Nominating Membership Committee shall be formed, at least half of whom must be members of the FUSD CAC or selected by members of the FUSD CAC.
- b. During the application review process, applications shall undergo a preliminary review where FUSD SELPA verifies whether applicants are eligible for membership under the California Education Code sections 56191-56193. Those that are determined to be eligible will proceed to further review.  
The applicants that pass the preliminary review will then undergo an interview process, to be considered at the discretion of the Nominating Membership Committee.
- c. FUSD CAC will submit the names of those recommended nominees to the SELPA Executive Director or Designee who will then submit the nominees to the Associate Superintendent of Student Services. The Associate Superintendent of Student Services will present the recommended nominees to the FUSD Board of Education for appointment as members.

### 3.4 Term of Membership

The term of membership for members at large shall be for a minimum of two (2) years with half of the committee member's terms expiring on alternate years. One half of the committee may continue through a third year in order to initiate staggered membership tenures, the intention being to have only half of the membership terms annually.

### 3.5 Duties

- 3.5.1 Each voting member shall be responsible for attendance at all scheduled FUSD CAC meetings or shall notify the Secretary prior to the FUSD CAC meeting.
- 3.5.2 Members shall support the activities of the FUSD CAC on behalf of special education students and programs.
- 3.5.3 No members of the FUSD CAC shall commit the FUSD CAC or its membership to any action without a vote of the committee.

### 3.6 Voting

- 3.6.1 Each member shall be entitled to one (1) vote on matters submitted to a vote of the FUSD CAC.
- 3.6.2 A quorum will be required for usual business in order to reflect the approval or disapproval of items before the committee.
- 3.6.3 A quorum shall consist of a simple majority of members.

### 3.7 Conduct

Members' actions must adhere to the FUSD CAC Bylaws and District's employee conduct expectations. Failure to adhere to these norms may result in removal from the FUSD CAC.

### 3.8 Resignation

A member may resign at any time by filing a written resignation with the FUSD CAC Chairperson and the Executive Director SELPA or Designee.

### 3.9 Termination

- 3.9.1 **Absence:** Membership shall be reviewed after two consecutive absences and/or three absences within a school year from scheduled FUSD CAC meetings.
- 3.9.2 **Loss of Category:** A member may be removed from the FUSD CAC when they lose the association with the category they represent. For example, parents of students who no longer attend school in the SELPA, or a non-parent who no longer works or resides within the SELPA.
- 3.9.3 **Misconduct:** A member may be removed from the CAC when they speak/act on behalf of any FUSD Committee without prior authorization. A member may also be terminated for not adhering to the FUSD code of conduct and may be terminated for multiple violations.
- 3.9.4 **Termination Notice:** A member shall be notified in writing, which will be sent to the members physical address and email address on file. A member who has been terminated may not apply to be a member of the CAC for a period of one school year.

## **ARTICLE IV- Officers**

### 4.1 Executive Committee

The officers shall consist of a Chairperson, Vice-Chairperson and Community Liaison. The Secretary shall be a member of the SELPA staff and as such, a non-voting member. The Chairperson shall be a member of all committees, both standing and special.

The majority of Officers shall be parents of students with disabilities within the Fontana Unified School District and must be active participating members of the FUSD CAC; however, if there is no interest amongst parents or if there is a lack of parents on the CAC due to vacancies, FUSD staff or community members within the boundaries of FUSD may

serve as temporary officers. Once parent vacancies are filled on the CAC, parents shall be given the opportunity to serve as an officer, replacing the staff or community member.

#### 4.2 Selection and Election of Officers

4.2.1 The CAC shall elect the officers from within its membership.

4.2.2 CAC officers shall be elected by a majority vote, for a two-year term. Officers shall be annually staggered to ensure that officers' terms expire on alternating years.

4.2.3 Officers' terms shall be from July 1st to June 30<sup>th</sup> or as designated by the executive committee. Nominations and elections will be held at the last meeting of the academic year.

4.2.4 Installation of new officers shall be at the last meeting to become effective on July 1<sup>st</sup>.

4.2.5 Timelines referenced in this section are subject to change due to unforeseen circumstances as determined by current FUSD CAC membership.

#### 4.3 Term of office

4.3.1 Term of office shall be two years beginning on July 1<sup>st</sup> through June 30<sup>th</sup>.

4.3.2 Officers may not serve more than two elected consecutive terms in the same position. However, if no other member is interested in the vacant officer position, the current officer may volunteer for an additional term. Election of officers made mid-term due to a vacancy do not count in this determination.

#### Duties of Officers

##### Chairperson

- Preside at all committee meetings
- Appoint chairpersons of subcommittees
- Serve as committee spokesperson to the school district
- Meet with the SELPA Director at least ten (10) days prior to meetings to develop the agenda
- Oversee publication of any committee publications
- Schedule, organize and conduct all CAC social events
- Sign the local plan

### Vice Chairperson

- Assist the Chairperson
- In the Chairperson's absence, serve as Chairperson
- Chair the nominating membership committee and bylaws subcommittee
- Support and assist in all CAC social/community events

### Community Liaison

- Assist with in-service activities and parent education
- Assist in educating the community about individuals with disabilities
- Attend and assist in the scheduling of coffee with the principal's meetings
- Support all CAC social/community events

### Secretary

- The Secretary shall be a member of the SELPA staff and is a non-voting member
- Record minutes of all committee meetings and arrange for transmittal to the CAC members
- Receive and transmit committee correspondence and materials designated by members
- Maintain and update committee roster, keeping track of balance and distribution of membership
- Duplicating and mailing necessary materials to members
- Supervise printing of FUSD CAC brochure and any awards or citations presented by committee.
- Maintain notebook of all minutes, agendas, bylaws, correspondence, and other information pertinent to FUSD CAC

## **ARTICLE V - Meetings**

### 5.1 Conduct of Meeting

5.1.1 All meetings of the FUSD CAC shall be held in adherence to the Ralph M. Brown Act and all meetings shall be open meetings.

5.1.2 FUSD CAC shall meet 5 times during the school year for the purposes of FUSD CAC business, parent trainings and other FUSD CAC activities with the exact dates and times for the following year established at the last academic meeting of the year. Special meetings may be called by the Chairperson or by a majority of the Committee.

5.1.3 A calendar will be established annually with the business meeting dates

and times. Notice of all regular and special meetings shall be in writing and submitted to the District Office no less than 10 days prior to such meetings, Notices will state the date, time, and location, and shall be sent to each member not less than five (5) days before said meeting. The notice shall include an agenda of the upcoming meeting and minutes of the past meeting. Items to be included on the agenda must be submitted to the chairperson or the secretary ten (10) days prior to the upcoming business meeting. Additionally, notes of upcoming meetings (to include date, time and location) will be sent to public schools participating within the local plan five (5) days prior to the scheduled FUSD CAC meetings. Notice to be posted in accordance with the Brown Act.

5.1.4 A regular and special meeting of the FUSD CAC shall be conducted in accordance with Robert's Rules of Order. A summary of Robert's Rules of Order will be reviewed yearly and/or the FUSD CAC will provide training or handouts to new voting members.

#### 5.1.5 Public Comments

- a. Comment cards will be available 15 minutes before the start of the FUSD CAC meeting and will be collected 15 minutes after the meeting has been called to order.
- b. Public comments will be limited to 3 minutes for items on or non- agenda items.
- c. FUSD CAC members and FUSD staff are not allowed to respond to confidential matters.

### **ARTICLE VI- Committees and Structure**

#### 6.1 Ad Hoc Member

The FUSD CAC membership shall elect, as the need arises, ad hoc members, said members to be elected by a majority vote of a duly constituted quorum at any regular or special meetings. Ad hoc members shall serve only so long as necessary to fulfill the purpose for which they were elected. Ad hoc members may remain indefinitely to serve a specific purpose. Ad hoc members shall have no voting privileges, nor shall any ad hoc member appoint an alternate to serve in their place.

#### 6.2 Representatives

The FUSD CAC Chairperson in conjunction with the SELPA Director, may appoint members to other district committees to represent FUSD CAC as the need arises.

### 6.3 Subcommittees

6.3.1 The committee may establish or abolish standing or special subcommittee s.  
Standing or special subcommittees may not exceed the responsibility delegated by the FUSD Community Advisory Committee.

6.3.2 The Vice Chairperson shall be the chair of the nominating membership committee. The nominating membership committee shall be composed of the Vice Chairperson and at least two (2) members.

### **ARTICLE VII - Amendments**

These bylaws may be amended at any regular FUSD CAC meeting by a two-thirds vote of those FUSD CAC members present, provided that written notice has been given to all FUSD CAC members at least one week prior to the meeting.