

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT SELPA
COMMUNITY ADVISORY COMMITTEE BYLAWS

ARTICLE I
NAME AND AUTHORITY

1. The name of the committee shall be the Folsom Cordova Unified School District Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC).
2. The CAC shall be the Community Advisory Committee for the Folsom Cordova Unified School District (District) SELPA. [Authority: Education Code Sections 56190-56194]

ARTICLE II
PURPOSE

The CAC has an overall advisory responsibility to the District. Ongoing input from the CAC is provided to the Executive Director of Special Education/SELPA, who shares it with the Superintendent's Cabinet and the Board of Education (Board). This process ensures that the CAC concerns and recommendations for annual priorities addressed by the SELPA local plan are brought to the attention of the District. Ongoing input to the CAC is provided by the Executive Director of Special Education/SELPA and the District staff on topics such as pending legislation, SELPA plan implementation status, effects of fiscal constraints on provision of services, parent/guardian rights, and other appropriate subjects. Input is provided to the Superintendent and Board about any concerns or desires from the CAC that are appropriate to their responsibilities. [Authority: Education Code Section 56190]

ARTICLE III
RESPONSIBILITIES

1. The objective and purpose of the CAC shall be to assist the District to bring about the cooperation and coordination of the community resources which may be of value in the operation and implementation of the local plan for special education. In achieving this purpose, the CAC shall have such authority and fulfill such responsibilities as are defined for it in the local plan and appropriate legislation.
2. Responsibilities may include, but are not limited to, the following:
 - a. Advising the administration of the District regarding the development, amendment, review, and implementation of the local plan; the District shall review and consider comments from the CAC.
 - b. Review of the special education programs under the local plan.
 - c. Making recommendations on annual priorities to be addressed under the local plan.

- d. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the local plan.
- e. Encouraging community involvement in the development and review of the local plan.
- f. Supporting activities on behalf of individuals with disabilities.
- g. Facilitating communication between schools, District, parents/families/caregivers, and community.
- h. Assisting in the collection and dissemination of information to families of students who receive special education services from the SELPA and related agency and community representatives.
- i. Informing and advising the District staff regarding community conditions, aspirations, and goals for individuals with disabilities.
- j. Participating in the design of staff development programs provided by the District as they pertain to individuals with disabilities and their families.
- k. Participating in the design of ongoing awareness and training for the CAC members, parents, District staff, and community members on special education law, including the importance of a free appropriate public education (FAPE) in the least restrictive environment (LRE).
- l. Advising the Board, at least twice per school year, regarding educational needs of individuals with disabilities related to their access to FAPE and LRE and the opportunities for their participation in all school related activities.

ARTICLE IV MEMBERSHIP

Section A. Composition of Community Advisory Committee

- a. The community advisory committee shall be composed of parents of individuals with disabilities 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 disabilities. [Authority: Education Code Section 56192.]
- b. At least the majority of such committee shall be composed of parents/families of pupils enrolled in schools participating in the local plan, and at least a majority of those parents shall be parents of individuals with disabilities. [Authority: Education Code Section 56193.]
- c. The Executive Director of Special Education/SELPA, Administrators, and staff liaisons of Student Services shall be continuing non-voting members.

Section B. Nomination and Selection of Members

- a. As vacancies occur, the CAC and the District will seek out qualified nominees. Members whose term is expiring may be nominated again.
- b. Anyone interested in membership shall attend one meeting before applying.
- c. The CAC shall review each membership application at the next CAC business

meeting after an application is submitted. Each member of the CAC shall cast a vote to approve or deny the membership application. A majority of the CAC must approve of the application for the person to be selected for the CAC membership.

Section C. Appointment of Members

- a. Persons selected by the CAC shall be presented to, appointed by, and responsible to the Board.

Section D. Term of Membership

- a. The CAC Members shall be appointed for a term of two (2) years. A year constitutes any portion of a school year.

Section E. Voting

- a. Each member shall be entitled to one (1) vote on each matter submitted to a vote of the CAC.
- b. A quorum will be required for usual business in order to reflect the approval or disapproval of items before the CAC.
- c. A quorum shall consist of a simple majority of voting members.
- d. An item up for vote must receive a majority of the votes cast.
- e. No member of the CAC shall commit the CAC or its membership to any action without a vote of the CAC.
- f. Voting by proxy: In the event of a member in good standing (as defined in Article IV, Section F, subsection b) being absent during the voting of an item on the agenda, they may vote absentee.

Upon receiving the current agenda with an item(s) requiring a vote, each member who expects to be absent during the stated meeting shall submit their vote(s) in writing or by email to the membership of the CAC. The Recording Secretary shall be responsible for acknowledging receipt of the absent member's vote.

Section F. Status of Membership

- a. A CAC representative who is absent from regular meetings for three (3) consecutive or five (5) meetings in a year will be referred by the Chairperson or Vice Chairperson to the Executive Director of Special Education/SELPA for appointment review.
- b. A member in good standing is one who has not been referred for such review.

Section G. Transfer of Membership

Membership on the CAC is not transferable or assignable.

Section H. Resignation

A member may resign by filing a written resignation with the Chairperson of the CAC and the Board.

Section I. Rights of Members

All members shall have full rights and obligations as described in these bylaws.

ARTICLE V OFFICERS OF THE COMMUNITY ADVISORY COMMITTEE

Section A. Officers

- a. The officers of the CAC shall be composed of the following positions: Chairperson, Vice Chairperson, Recording Secretary, and other officers as the CAC may deem necessary. All officers shall be members of the CAC.
- b. The officers shall meet annually with the Superintendent or Executive Director of Special Education/SELPA, no later than the end of June, to discuss the overall focus of the CAC for the upcoming year.
- c. Chairperson and Vice Chairperson shall be a parent of an individual with disabilities currently being served by the Local Plan.
- d. The Recording Secretary shall be an employee of the District.
- e. All officers may request support services from the District.

Section B. Chairperson

- a. The Chairperson shall preside at all meetings of the CAC and shall sign all letters, reports, and other communication. The Chairperson shall open the meeting by calling the meeting to order. The Chairperson shall announce the business to be acted upon, recognize members entitled to the floor, state and put to vote all questions which are regularly moved, and announce the results of the votes. The Chairperson is an ex-officio member of all committees, standing and special.
- b. The Chairperson and the Executive Director of Special Education/SELPA or Designee will work collaboratively to develop and post the CAC meeting agenda no later than 72 hours prior to the next meeting. In order to do this, the Chairperson and the Executive Director of Special Education/SELPA or Designee will communicate at least 5 school days prior to the CAC meeting. All members of the CAC will be able to offer input into the agenda content.

Section C. Vice Chairperson

- a. The Vice Chairperson must meet the same election requirements as those of the Chairperson and shall preside in the absence of the Chairperson.
- b. The Vice Chairperson shall be the Chairperson of the Nomination Committee (as described in Article VI).

Section D. Recording Secretary

The Recording Secretary will be a SELPA staff member and is a non-voting position. Responsibilities include: taking minutes of all committee meetings and arranging

prompt transcription and transmission to members; keeping a register of members and calling roll when required; maintaining records of all committee meetings and bringing those records to each meeting. The District agrees to provide secretarial services such as typing of minutes, typing correspondence, duplication of materials mailing, postage and other related services.

ARTICLE VI NOMINATION AND ELECTION OF OFFICERS

Section A. Election and Term of Office

- a. Officers shall be elected and serve for a term of two (2) years.
- b. The term shall commence on July 1.
- c. No person may serve more than four (4) consecutive years in a particular office.
- d. Nominations shall be held in April and elections shall be in May. There must be a quorum present to transact an election.
- e. Every elected member whose term has expired may continue to discharge the duties of their office until their successor has qualified.

Section B. Nominations Schedule

- a. Nominations will be accepted by the Nominations Committee for next year's officers each April.
- b. At the May meeting, the CAC will elect the officers from the members that were nominated in April.

Section C. Voting for Officers of the CAC

- a. A quorum must be present for an election to be held.
- b. Voting shall be done by secret ballot.
- c. The ballot shall have space designated for write-in candidates for each office.
- d. A candidate must receive a majority of the votes cast to be elected.
- e. If a quorum is not present, or if a candidate for a position (officer) fails to receive a majority of votes cast, the Chairperson shall call a special election.

Section D. Vacancy

- a. When a vacancy occurs in any office, other than the Chairperson, a member shall be appointed by the Chairperson to fill the vacancy for the unexpired portion of the term.
- b. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed as Chairperson.

ARTICLE VII MEETINGS OF THE COMMUNITY ADVISORY COMMITTEE

Section A. Regular Meetings

- a. The CAC shall meet a minimum of five times during the school year August through May inclusive.
- b. The Executive Director of Special Education/SELPA will distribute the agenda and any related materials via email to the members of the CAC.

Section B. Special Meetings

Special meetings may be called by the Chairperson or by a majority vote of the CAC.

Section C. Place and Notice of Meetings

Notice of all regular and special meetings shall be in writing. Notices will state the date, time, and location and shall be emailed to each CAC member not less than 72 hours before said meeting. A copy of the agenda shall be posted not less than 72 hours before the meeting on the District website and at the site of the meeting.

Section D. Agenda Items

Any item to be placed on the agenda must be provided in writing to the Recording Secretary at least ten (10) business days in advance of a meeting.

Section E. Conduct of Meetings

All regular and special meetings of the CAC shall be conducted using Robert's Rules of Order and the Brown Act, subject to these bylaws. Robert's Rules of Order and the Brown Act shall be binding on the committee for that meeting.

Section F. Open Meetings

Meetings of the CAC and of standing or special committees shall be open to the public.

ARTICLE VIII SUBCOMMITTEES

Section A. Standing and Special Committees

The committee may establish or abolish standing or special committees. Standing or special committees may not exceed the responsibility delegated by the CAC.

Section B. Membership

The Chairperson shall designate members and community volunteers for the various subcommittees, unless otherwise specified by the CAC and in the bylaws. All subcommittees shall be chaired by a CAC member.

Section C. Term of Office

Members of subcommittees may be appointed at any time during the year and shall serve from July 1 to June 30 unless the subcommittee dissolves or disbands prior to June 30.

Section D. Rules

Each subcommittee may adopt rules for conducting its business consistent with the rules adopted by the CAC and in the bylaws.

Section E. Vacancy

A vacancy in the membership of any subcommittee may only be filled by the Subcommittee Chairperson.

Section F. Nomination Committee

- a. The Vice Chairperson shall be the Chairperson of the Nomination Committee. The Nomination Committee shall be composed of the Vice Chairperson and at least two (2) members.
- b. For the general election of officers, this committee may ask all members if they are interested in serving as officers. A list of nominees will be presented at the regular committee meeting in May. Nominations may be made from the floor at the May election meeting.

ARTICLE IX AMENDMENTS

These bylaws shall be reviewed by the CAC no less than every five (5) years and may be amended by a majority of the membership.