

**TUOLUMNE COUNTY SELPA
COMMUNITY ADVISORY COMMITTEE
BYLAWS**

Our Mission: Empowering the special needs student, their family and the community.

Article I: Name and Location

1.1. The name of the organization shall be the Tuolumne County Community Advisory Committee, hereinafter referred to as the CAC.

1.2. The locations shall be within the Tuolumne County Special Education Local Plan Area (SELPA).

Article II: Purpose

2.1. The CAC is formed to advise school districts and the Tuolumne County Office of Education on matters pertaining to the planning and implementation of special education programs and services throughout the Tuolumne County Special Education Local Plan Area (SELPA) as authorized and described in Education Code Section 56190 et. seq. And in the Tuolumne County SELPA Plan for Special Education.

2.2. The CAC shall promote broad interests in the community and promote a maximum degree of interaction between all parties and agencies concerned with special education.

Article III: Membership

3.1. The Tuolumne County SELPA Board shall appoint the members of the CAC.

a. The CAC shall consist of up to 28 voting members who meet the following criteria: The CAC shall be composed of parents of individuals with special needs enrolled in public or private schools, parents of other pupils enrolled in public or private schools, 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 special needs.

b. At least a majority of the members of CAC shall be composed of parents of pupils enrolled in schools participating in the local plan, and at least a majority of such parents shall be parents of individuals with special needs.

c. The SELPA Board shall appoint at least one (1) and no more than two (2) representatives for each participating district. At least one (1) representative of each participating district shall be a parent of a student with special needs.

3.2. Nomination of Candidates

a. Any resident of Tuolumne County may self-nominate, or may be nominated by staff or residents of participating districts or the Tuolumne County Office of Education.

b. Candidates shall review the membership criteria and complete the standard nomination form. Membership criteria shall be published on the SELPA website and shall be available from the SELPA office or any school district office.

c. Nominations are to be submitted directly to the Superintendent or his/her designee of the district in which the candidate resides. It shall be the responsibility of the district to forward the local board approved nominations to the SELPA Director's office.

d. Representatives from community agencies and organizations shall be nominated by their agency, and such nominations shall be submitted to the SELPA Director's Office. Nominations will be reviewed by the CAC for recommendation to the SELPA Board regarding approval.

e. So long as CAC membership remains under the 28 member maximum, nominations shall be considered as they are received. When CAC membership reaches 28 members, nominations shall be considered annually by mid-October.

3.3. Terms of Appointment

a. The term of office shall be for two (2) years. There is no limit to the number of terms which may be served by an individual.

b. Membership in the CAC may be terminated if:

- a. The member resigns;
- b. The member is inactive for three (3) consecutive CAC meetings unless approved by the consensus of the CAC;
- c. The member moves from the Local Plan Area.

c. When the CAC is aware of a vacancy, the Chairperson shall direct the SELPA Director to notify the SELPA Board of such vacancy, and request a replacement as soon as possible pursuant to the terms of the local plan.

ARTICLE IV: Duties and Responsibilities

4.1. Advising Regarding Local Area Plan: The SELPA Director shall notify the CAC of the time line for review of the Local Plan and provides and opportunity for all CAC members to review the Local Plan. CAC members may serve as representatives to the Local Plan Revision Committee. The SELPA Director shall report to the Governing Board any CAC revision recommendations regarding the Local Plan.

4.2. Priorities: Each school year the CAC membership shall develop priorities for the CAC and the SELPA to make recommendations to the Governing Board.

4.3. Parent Education and Recruiting: The CAC shall assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.

4.4. Community Involvement: The CAC shall encourage community involvement in the development and review of the local plan.

4.5. Supporting Activities: The CAC shall support activities on behalf of individuals with special needs.

4.6. Parent Awareness: The CAC shall act as a vehicle for informing and educating parents and community about special education programs and services as related to the various disabling conditions experienced by children, adolescents, and adults. The CAC shall also serve as a channel for input of parent and community concerns and interests to the decision-making level of the education management structure as it relates to special education programs and services provided within the SELPA. The CAC supports activities on behalf of individuals with special needs.

ARTICLE V: Meetings

5.1. The CAC shall conduct a minimum of six (6) meetings per year, with additional meetings scheduled as necessary.

5.2. All meetings shall have prior notice and be open to the public.

5.3. The agenda for meetings shall be prepared by the SELPA Director in cooperation with the CAC Chairperson.

5.4. The agenda and minutes of meetings shall be recorded and copies sent to all members and directors of special education and posted on the CAC website.

5.5. A quorum shall exist when a minimum of five (5) current members are present and a majority of those present are parents.

5.6. Each member shall have the right to cast one vote on issues considered by

the CAC, to hold office, and to serve on sub-committees as appointed by the Chairperson.

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

ARTICLE VI: Officers

6.1. There shall be the following officers: Chairperson, Vice-Chairperson and Secretary. All officers shall be parents of students in the county and local school districts as well as in non-public agencies. These officers shall comprise the Executive Committee. These positions may not be held by administrators with the Tuolumne County SELPA.

6.2. The term of office shall be one (1) year which shall run from June 1 to May 31.

6.3. The primary responsibility of the officers is to collectively implement major decisions regarding issues related to the CAC. Specific duties include:

Chairperson: Facilitate CAC meetings; assist the SELPA Director in development of the agenda; assign duties and appoint sub-committees; serve as a CAC spokesperson; serve as ex-officio member of all sub-committees; perform other duties, as appropriate.

Vice-Chairperson: Assist the Chairperson and, in his/her absence, serve as Chairperson; assist SELPA office with posting information on CAC website; perform other duties, as appropriate.

Secretary: Record/maintain minutes of all CAC proceedings and submit them for CAC approval; keep a current membership list and sub-committee membership list; perform other duties as appropriate.

6.4. Officer unable to fulfill or complete responsibilities: In the event that an officer is unable to fulfill or complete his/her elected term, the Chairperson shall be empowered to appoint a member to complete the term of any office that becomes vacant between elections.

ARTICLE VII: Committees

7.1. The authority and duties of sub-committees shall be developed by the CAC.

7.2. A quorum shall consist of a majority of sub-committee members.

7.3. Each sub-committee shall be composed of a majority of parents of students

with special needs.

7.4. Each sub-committee shall function until completion of the specified task and their report to the CAC.

ARTICLE VIII: Adoption and Amendments

8.1. These Bylaws shall become effective immediately upon their ratification by the CAC. Amendments to these Bylaws shall become effective at the time of CAC adoption unless a later effective date is stipulated by the CAC.

8.1. These Bylaws may be altered, amended or repealed and new Bylaws adopted at any special or regular meeting at which a quorum is present, provided that written notice of such meeting and of the intention to change the Bylaws is delivered to each member at least ten (10) days prior to the date of such meeting, or by written consent of all members without a meeting. All amendment(s) shall require a majority vote of CAC members present at the meeting.