

*Community Advisory Committee (CAC) For Special Education
Sacramento City Unified School District
Approved Bylaws*

Article I

NAME

Section 1.01 The name of this committee shall be the Sacramento City Unified School District (SCUSD) Community Advisory Committee (CAC).

Section 1.02 The CAC shall be the community advisory committee for the SCUSD Special Education Local Plan Area (SELPA) as required by the California Education Code, Part 30, Chapter 2, Part 7, Sections 56190-56194.

Article II

PURPOSE

Section 2.01 The purpose of the CAC shall be to bring together and support parents/guardians, students, professionals, and community members to advocate for effective special education programs and services and to ensure families have meaningful opportunities to participate in the education of their children at school and at home.

Section 2.02 The CAC shall act in support of individuals with special needs and their families who are served by the SCUSD by representing broad interests in the community and promoting maximum interaction of parents and community members with the Special Education Department and the school district in accordance with the law.

Article III

AUTHORITY AND RESPONSIBILITIES

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

- a) Advise the SELPA Administrator and the Board of Education regarding the development, amendment, and review of the Local Plan. The SELPA Administrator and the Board of Education shall review and consider comments from the CAC.
- b) Make recommendations on annual priorities to be addressed under the Local Plan.

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- c) Assist in parent education and in recruiting parents and other community members who may contribute to the implementation of the Local Plan.
- d) Encourage community involvement in the development of the Local Plan.
- e) Act in support of individuals with special needs.
- f) Assist in parent awareness of the importance of regular school attendance.
- g) Establish annual goals to serve the needs of the special education population within the SCUSD.
- h) Participate in the design of staff development programs provided by the school district as they pertain to individuals with special needs.
- i) Participate in the design of ongoing training for CAC members, parents, students, school 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) as required by IDEA.
- j) Serve as a point of contact for individuals inquiring about special education and as a resource to parents and students.
- k) To participate in other district committees.
- l) To participate in presentations to schools and other community groups.
- m) To select CAC members to attend state or local meetings and conferences of interest and importance to parents and students.
- n) To provide representation to the SELPA in the selection process of SELPA staff.
[Education Code 56194 and SCUSD Local Plan]

Article IV
MEMBERSHIP

Section 4.01 The CAC shall be composed of a representative membership, which may include:

- a) Parents of individuals with special needs in public or private schools who receive special education services within the SCUSD/SELPA;
- b) Parents and guardians of other pupils enrolled in local schools;
- c) Adults with special needs;
- d) Students with special needs;
- e) General and special education staff;
- f) Representatives of other agencies concerned with individuals with exceptional needs;
- g) Other interested persons.

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At least a majority of the CAC shall be composed of parents of pupils who receive special education services within the SCUSD/SELPA. Every reasonable effort shall be made during the selection process so that the membership may reflect a reasonable balance of representation among all disabling conditions and among all ethnic groups. The CAC strongly supports the Board of Education's non-discrimination policy on the basis of race, color, sex, national origin, ancestry or disability.

The SELPA Administrator and individuals designated by the SELPA Administrator shall serve as ex-officio (non-voting) members of the CAC and in an advisory capacity to the CAC. Members of the district's Board of Education, who are appointed to the CAC, shall serve as ex-officio members.

Section 4.02 To be a CAC voting member one must attend two consecutive general meetings. All members of the CAC shall apply for membership and be approved by the CAC voting members.

Section 4.03 The CAC general membership terms will be of unlimited duration.

Section 4.04 Each voting member shall be responsible for attendance at all general CAC meetings or shall notify any member of the Executive Committee if unable to attend prior to the meeting.

Section 4.05 When unable to attend a general meeting, members shall make every effort to notify any member of the Executive Committee before the meeting.

Members with two consecutive Unexcused Absences, will have their status converted to Inactive. Such members may resume their status as Active upon return.

Section 4.06 Members may ask for a leave of absence and their status will be converted to Inactive. Such members may resume their status as Active upon return. All requests for leave of absence should be directed to any member of the Executive Committee.

Section 4.07 A CAC member may resign by notifying any member of the Executive Committee in writing.

Section 4.08 The CAC will work collaboratively with Special Education administration, staff in an active effort to recruit new members through a variety of mediums.

Section 4.09 Members and Officers shall support the activities of the CAC on behalf of Special Education students and programs. The Committee members will be responsible for contacting

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parent groups, school personnel, community agencies or other appropriate groups for applicants to the CAC. All members are encouraged to participate in committees and activities sponsored by the CAC.

Article V
MEETINGS

Section 5.01 The CAC shall meet as frequently as deemed necessary but there shall be no less than five regularly scheduled meetings each year may be held September through August, unless for some reason there is a cancellation or lack of quorum.

Section 5.02 All general meetings shall be open to the public, and publicly noticed at least 72 hours prior to the meeting date by the district in accordance with the requirements or the Ralph M Brown Act (Govt. Code 54950 et seq.), as amended unless otherwise exempted by law. All meetings shall be conducted within the boundaries of the SCUSD unless otherwise exempted by the law. The General Meeting shall be held on the 4th Tuesday of the month unless a holiday or other conflict exists.

Section 5.03 Special meetings may be called by the chairperson and two members of the Executive Committee, provided each CAC member is notified 24 hours in advance, as to the time, place and business to be transacted or discussed, in accordance with the Ralph M Brown Act (Govt. Code 54956 et seq.).

Article VI
VOTING

Section 6.01 Each member shall be entitled to one vote on each matter that is submitted to a vote of the CAC. Members must be present to vote.

Section 6.02 A simple majority vote of the members will be required for usual business.

Section 6.03 Members of the same family or who reside at the same address will count as one vote.

Section 6.04 A quorum for general meetings shall exist when a minimum of three (3) CAC members who are present.

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Section 6.05 Any member may call for a roll call or ballot vote by motion, if seconded.

Section 6.06 No member of the CAC shall commit the CAC or its membership to any action without a vote of the CAC, with the exception of the creation and distribution of training and meeting information.

Section 6.07 "Action Taken" is defined as a decision, commitment, or promise to make a positive or negative decision, of substance, made by an individual or group of individuals on behalf of the CAC, which would otherwise require an actual vote by a majority of the members when sitting as a body.

Article VII
OFFICERS

Section 7.01 There shall be the following officers:

- a) Chairperson,
- b) Vice-Chairperson,
- c) Secretary
- d) Treasurer
- e) Member at Large
- f) Member at Large
- g) Parliamentarian
- h) All officers will be voting members
- i) The Chairperson and Vice-Chairperson shall be parents of children with special needs.
- j) These positions shall define the Executive Committee.

Section 7.02 The term of office shall be two years. No person may serve more than two consecutive terms in the same office.

Section 7.03 Duties:

- a) Chairperson:

The Chairperson shall:

- (1) Preside at all CAC meetings, including but not limited to General Meetings, Special Meetings, and Executive Meetings,
- (2) Prepare and/or approve agenda for meetings,

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- (3) Serve as CAC spokesperson to the school district, and present the annual report to the Board,
- (4) Appoint all committee chairpersons as necessary,
- (5) Direct planning for parent education sessions,
- (6) Oversee publication of the newsletter, CAC brochure, and other CAC publications,
- (7) Manage the CAC website.

b) Vice-Chairperson:

The Vice-Chairperson shall:

- (1) Assist the Chairperson with all duties as required and in his/her absence, serve as chairperson,
- (2) Serve as ex-officio member of all committees,
- (3) Chair the auditing committee,
- (4) Obtain, maintain, and display collection of parent information materials at all CAC meetings,
- (5) Assume the position of chair in the event the chair leaves the committee prior to the term ending and until the next regularly scheduled election.

c) Secretary:

The Secretary shall:

- (1) Create or assist with meeting agenda distribution,
- (2) Keep a record of minutes of all meetings of the CAC, and provide them to each of the members,
- (3) Maintain a record of attendance of members at monthly meetings, and keep track of membership as to committee members and parent/professional status,
- (4) Maintain copies of all official written correspondence and provide them to each of the members.,
- (5) Maintain a list of Active and Inactive Members,
- (6) Update the CAC mailing list.

d) Treasurer:

The Treasurer shall:

- (1) Prepare and present budgets to SELPA,
- (2) Review and monitor CAC detailed income and expenditures,

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- (3) Make a report of income and expenditures to the CAC at general meetings.
- (4) Act as a Liaison with district regarding all financial matters pertaining to CAC.
- (5) Record all accounts payables and receivables.

e) **Parliamentarian:**

The Parliamentarian shall:

- (1) Shall assist the Chair in making sure that all meetings are run according to the *Robert's Rules of Order Newly Revised*, and all motions are properly made and passed,
- (2) Will be in charge of reviewing CAC Bylaws, recommending changes to the general membership and making any written changes necessary. Will have copies available for distribution to anyone who asks for a copy and make sure all new members get a copy,
- (3) Facilitate the Nominating process.

f) **Members at Large:**

The Member(s) at Large shall:

- (1) Participate as needed as members of the Executive Committee,
- (2) Complete duties as assigned by Chair or Vice Chair.

- g) Executive Committee shall be responsible for the creation and distribution of training information, general planning, coordination with district, district committees, and community entities.

Article VIII
ELECTION OF OFFICERS

Section 8.01 At the April general scheduled meeting, nominations will be accepted for the next year's officers.

Section 8.02 At the May meeting, the CAC will elect the officers from the members that were nominated in April. In addition, nominations for officers may be made from the floor by voting members of the CAC. The CAC Chair must have previously served on the Executive Board.

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Section 8.03 A member must be present to vote.

Section 8.04 A quorum must be present for an election to be held.

Section 8.05 Voting shall be by secret ballot.

Section 8.06 Election will be by simple majority of those voting members present.

Section 8.07 A candidate must receive a majority of the votes cast to be elected.

Section 8.08 Terms shall commence on July 1 of each year.

Section 8.09 If a quorum is not present, or if a candidate for a position fails to receive a majority of votes cast, the Chairperson shall call a special election.

Section 8.10 Every elected member whose term has expired may continue to discharge the duties of his or her office until a successor has been elected.

Article IX
COMMITTEES

Section 9.01 Committees shall be created as necessary in order to implement the objectives and responsibilities of the CAC.

Section 9.02 Standing Committees:

Standing Committees are committees that meet on a regular schedule and shall be chaired by a member of the CAC. All standing committee meetings shall be open to the public, and publicly noticed at least 72 hours prior to the meeting date in accordance with the requirements or the Ralph M Brown Act (Govt. Code 54950 et seq.), as amended unless otherwise exempted by law. All meetings shall be conducted within the boundaries of the SCUSD unless otherwise exempted by the law.

Section 9.02.1 Executive Committee:

The Executive Committee is a standing committee of the CAC. The Executive Committee shall include all the officers of the CAC and one or more members at large. The Executive Committee shall review the bylaws every four years and meet with the SELPA Administrator in August to discuss the work of the CAC for the upcoming year.

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The Executive Committee and Member(s) at Large, shall have the authority to meet and take action on behalf of the full CAC. Executive Committee meetings are scheduled as needed, based on operational needs and the availability of the Executive Officers. The quorum for Executive Committee meetings is three (3) Executive Officers.

Section 9.03 Ad Hoc Committees:

Ad hoc committees may be formed for specific, short-term tasks. Ad hoc committees shall function until the completion of their specified task and their report to the CAC. Ad hoc committee chairpersons need not be voting members. Ad hoc committee meetings are not subject to the requirements of the Ralph M. Brown Act. The committee chairperson may call an Ad hoc committee meeting on less than 24 hours notice providing that the members are notified. Participation on Ad hoc committees will be open to persons who are not members of the CAC, but whose participation would contribute to the purpose of the CAC. Such participation will be at the discretion of the CAC Chairperson.

Article X

COMMUNICATIONS

Section 10.01 The Chairperson or any other Officers and Members of the CAC shall not commit the CAC or its membership to any action without a vote of the CAC, with the exception of the creation and distribution of training and meeting information.

Section 10.02 No person may advocate for a child as a CAC Representative.

Section 10.03 No person shall communicate substantive information on behalf of the CAC, with the media and through social media, without the prior approval of the membership.

Article XI

RESOLUTIONS

Section 11.01 Any member may introduce text of a proposed Resolution to the CAC membership for discussion. Voting on such proposed Resolution will occur at the next regularly scheduled meeting.

Section 11.02 Content of Resolutions:

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- (a) Resolutions must contain statements of fact, supported by at least two pieces of current, valid documentation (such as journal articles, quantitative data from a reputable source, legal citations, letters or other official documents).
- (b) Actions called for in the Resolution must be in accordance with the Bylaws of the CAC.
- (c) Resolutions must contain a Background Summary of facts supporting the resolution and the actions called for in the Resolution so that the content of the Resolution is easily understood by someone new to the issue,
- (d) Resolutions must contain a bibliography detailing the sources used in the creation of the Resolution,
- (e) Copies of all supporting documentation must be attached to any proposed Resolution.

Section 11.03 Text of proposed Resolutions shall also be provided to the President of the Board of Education in a timely manner, and at least 48 hours ahead of any vote by the full CAC.

Section 11.04 In order to be adopted as a Resolution of the full CAC, proposed Resolution must be passed by a majority of Active Members. Resolutions cannot be passed if a quorum is not present. In the event a quorum of Active Members is not present, voting on any proposed Resolutions shall be postponed until the next regularly scheduled meeting.

Section 11.05 Resolutions passed by the CAC shall become part of the public records of the CAC. Adopted CAC Resolutions will be transmitted to the Board of Education and reprinted and distributed in their entirety as part of the regular CAC minutes following their adoption. They shall also be made available on any CAC web site that exists or may be created in the future.

Section 11.06 The CAC Executive Board or assigned Committee, if applicable, shall oversee Resolutions in progress and ensure that Resolutions are introduced in a standardized format.

Article XII
PARLIAMENTARY AUTHORITY

Section 12.01 On question or point of order not contained in these Bylaws, the CAC shall be governed by Robert's Rules of Order Newly Published.

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Article XIII
BYLAWS AND AMENDMENTS

Section 13.01 These bylaws shall be reviewed every two years and ratified every four years by the Executive Committee.

Section 13.02 These bylaws, or any of them, may be altered, amended, or repealed as long as they remain in conformity with Special Education and with state and federal guidelines. All proposed amendments shall be submitted to each CAC member in writing at least ten days prior to the date of such meeting. Adoption of the amendment(s) shall require a majority vote by a quorum of CAC members. Amendments to these bylaws shall become effective immediately on their adoption unless the CAC members, in adopting them provide that they are to become effective at a later date.

Bylaw Revision and Ratification

DATES

<u>Revision Dates Known As Of 7-13-14:</u>	<u>Ratification Dates: (Every 4 Years)</u>
<u>7/24/06</u>	_____
<u>10/23/12</u>	_____
<u>8/25/15 - Multiple Areas Revised</u>	_____
<u>5/10/16 - Membership, Quorum and Committees</u>	_____

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Article XIII
 BYLAWS AND AMENDMENTS

Section 13.01 These bylaws shall be reviewed every two years and revised every four years by the Executive Committee.

Section 13.02 These bylaws, or any of their parts, may be altered, amended or repealed at any time by the Board of Directors with special notice and shall be subject to the same process as set forth in Section 13.01. The Board of Directors shall be authorized to amend these bylaws at any time and from time to time. Any amendments shall be subject to the same process as set forth in Section 13.01. Any amendments shall be subject to the same process as set forth in Section 13.01. Any amendments shall be subject to the same process as set forth in Section 13.01.

Bylaw Revision and Revision
 DATES

Revision Dates (Every 4 Years)	Revision Dates Known As Of 7-13-14
	7/23/16
	10/23/12
	8/23/12 - Multiple Areas Revised
	8/10/12 - Membership, Governance and Committees