

Ventura County Special Education Local Plan Area Community Advisory Committee (CAC)

CONSTITUTION AND BYLAWS FOR VENTURA COUNTY SELPA COMMUNITY ADVISORY COMMITTEE

Article I ~ Name and Location

Section 1.01: The name of the organization shall be the ***Community Advisory Committee***.

Section 1.02: The location shall be within the Ventura County Special Education Local Plan Area (*SELPA*).

Article II ~ Purpose

Section 2.01: The purpose of the Committee shall be to represent broad interests in the community and to promote a maximum degree of interaction with the Department of Special Education and the school district.

Article III ~ Duties

Section 3.01: The Committee shall have the following duties:

1. Advise in the development and implementation of the Local Plan for Special Education.
2. Serve as a liaison between the community and the Operations Cabinet.
3. Make recommendations designed to raise the community consciousness and increase community acceptance of the differences in learning abilities in children and the need for educational and vocational provisions to accommodate these differences.
4. Encourage public involvement in forums where issues can be raised, suggestions for change and/or improvements can be discussed and recommendations for action can be made, with respect to planning and provision of special education programs and services in the Ventura County SELPA.
5. Participate in the review of the programs under the Local Plan for Special Education and make recommendation on annual priorities addressed under the Local Plan for Special Education.
6. Advise and participate in the development of parent training and program guidelines.
7. Have the opportunity to become familiar with all of the laws pertaining to special education.
8. Encourage the establishment of procedures to ensure public access to all written

documentation related to the Ventura County Local Plan.

Article IV ~ Membership

Section 4.01: Membership shall include a rotation of the administrators of special education in the Operations Cabinet and the SELPA administrator as non-voting members, neither of whom may serve as officers; parents of students enrolled in public schools; representatives of private or public community agencies; school personnel; and individuals concerned with the interests of exceptional children.

1. One half or more of the members shall be parents of students in the SELPA school districts.
2. At least a majority of such parents shall be parents of individuals with exceptional needs.

Section 4.02: The Committee shall consist of no less than 20 members.

Section 4.03: The term of office shall be for two years and shall be annually staggered so that no more than half of the members serve the first year of a term in any one year. There is no limit to the number of terms which may be served by an individual.

Section 4.04: Each district in the SELPA will appoint one member and an alternate who are parents of a special education student. In cases where the district is unable to obtain a parent representative, the district shall appoint a representative, in order to be in compliance with California Education Code.

Section 4.05: The Operations Cabinet will recommend regular and special educators to be members at large. School Districts will be asked to appoint these persons per the procedure in *Section 4.06*.

Section 4.06: All district-appointed members shall be screened by the District/County Administrator of Special Education for eligibility and then presented to the respective School Boards of Education for approval.

Section 4.07: Representatives from community agencies and organizations shall be appointed by their agency.

Section 4.08: Additional members representing, private schools, persons with disabilities, parents of students without disabilities, and others at large will be approved by a majority vote of members at a regularly scheduled CAC meeting.

Section 4.09: Vacancies in membership will be filled within 60 days or as soon as possible by the process in *Section 4.04, 4.05, 4.06, 4.07, 4.08*.

Section 4.10: All appointed members or alternates shall have the right to vote. If both are in attendance, the appointed member shall vote.

Section 4.11: Appointed of members shall reflect the selection of representatives by their peers or by district/organization policy.

Article V ~ Meetings

Section 5.01: The Committee shall meet as frequently as deemed necessary but no less than

quarterly meetings each year.

Section 5.02: All meetings have prior public notice and be open to the public.

Section 5.03: All members shall receive written notification (can include electronic by members choice) at least five working days in advance of all regular Committee meetings.

Section 5.04: A quorum shall exist when one-third of the Committee members are present.

Section 5.05: The Chairperson shall not commit the Committee or its members to any action without a vote of the Committee. Any member may call for a roll call or ballot vote by motion, if seconded.

Section 5.06: Emergency meetings may be called provided each Committee member is personally contacted 72 hours in advance.

Section 5.07: Any member who misses two consecutive regular meetings or three regular meetings in the year without sending an alternate, as determined by the Chairperson, may be removed from the Committee upon majority vote.

Section 5.08: Every act or decision done or made by a majority of the members present at a meeting at which a quorum is present is the act of the Committee unless the Bylaws require a greater number.

Section 5.09: The Officer Nominating Subcommittee will develop a slate of officers in April of each year or one month prior to the election of officers. In addition, there will be provision for nominations from the floor. The slate of officers will be elected at the annual meeting in May or two months following a resignation. The officers will be elected by a plurality of the votes cast.

Section 5.10: The annual meeting of the Committee shall be for the purpose of electing Committee officers. It will be held in May of each year.

Article VI ~ Officers

Section 6.01: There shall be the following officers: **Chairperson, Vice-Chairperson, Secretary, Sergeant at Arms, Treasurer, Membership Secretary, and Public Information Officer.**

Section 6.02: The major duties of the officers are:

- ◆ ***Chairperson:*** Preside at all Committee meetings. Appoint chairpersons of subcommittees. Serve as Committee spokesperson to the school districts.
- ◆ ***Vice-Chairperson:*** Assist the Chairperson and, in his or her absence, serve as Chairperson.
- ◆ ***Secretary:*** Record minutes of all Committee meetings. Receive and transmit Committee correspondence and materials designated by the members. The SELPA staff will provide clerical services.
- ◆ ***Sergeant at Arms:*** To assist the Chairperson in keeping the meeting focused on the agenda and to follow parliamentary procedures and those required by the Brown Act.
- ◆ ***Treasurer:*** To work with SELPA staff in preparing a financial report to the Committee

as needed.

- ◆ **Membership Secretary:** To assist Committee in filling all membership positions and to keep records of dates of approvals by school boards and terms.
- ◆ **Public Information Officer:** To maintain updated media list for committee. To assist with organization and dissemination to media of committee items of interest to the community. To serve as a member of the Public Information Committee.

Section 6.03: Any office may be shared by two persons with approval of the committee.

Section 6.04: The term of office shall be one year. No person shall serve more than two consecutive terms in one office.

Section 6.05: If less than one-half of a term remains when an officer resigns, the vacancy will be filled as per *Section 5.09*.

Article VII ~ Subcommittees

Section 7.01: There shall be *three types of subcommittees: **standing subcommittees, ad hoc subcommittees, and an executive subcommittee.*** The standing subcommittees shall be:

- (1) *Public Information Subcommittee;*
- (2) *Parent Training Subcommittee;*
- (3) *Local Plan Review Subcommittee;*
- (4) *Staff Recognition Subcommittee (Golden Bell)*
- (5) *Officer Nominating Subcommittee; and*

Section 7.02: The duties of the subcommittees shall be delegated by the Committee.

Section 7.03: The Chairperson shall appoint all subcommittees as well as subcommittee chairpersons. The subcommittee chairperson shall report committee activities to the CAC Chairperson.

Section 7.04: Subcommittees shall not take action without a meeting.

Article VIII ~ Membership

Section 8.01: These Bylaws shall become effective immediately on their adoption. Amendments to these Bylaws shall become effective immediately on their adoption, unless otherwise specified in the amendment.

Amendments

Section 8.02: These Bylaws, or any part of them, may be altered, amended or repealed by new Bylaws adopted by the vote of members present at any special or regular meeting at which a quorum is present, provided that written notice of such meeting of the intention to change the Bylaws is delivered to each member at least ten days prior to the date of such meeting, or by written consent of all members without a meeting. All amendments shall be submitted to the Committee in writing or electronically. Adoption of the amendment(s) shall require a two-thirds vote of **all** Committee members present at the meeting. Amendments must be in compliance

with *California State Education Code and Administrative Code*.