

# **COMMUNITY ADVISORY COMMITTEE BYLAWS**

*[Draft for consideration of adoption at April 2017 CAC meeting]*

## **1. NAME AND LOCATION**

1.1 The name of the organization shall be the Community Advisory Committee for Special Education for the Poway Unified School District (CAC).

1.2 The location of the CCAC shall include those areas within the boundaries of the Poway Unified School District.

## **2. PURPOSE**

2.1 The purpose of the Community Advisory Committee shall be to advise the District on the development, amendment, and review of the Local Plan for Special Education.

2.2 The CAC shall recommend annual priorities to be addressed in the plan and:

2.2.1 Assist in parent education and in recruiting parents who may contribute to the implementation of the plan.

2.2.2 Support activities on behalf of individuals with exceptional needs.

2.2.3 Assist in developing parent awareness of the importance of school attendance.

## **3. DUTIES**

The duties of the CAC shall be to carry out the Purposes of the CAC, as stated in Section 2, above, consistent with California Education Code, Part 30.

The District shall provide a complete draft of the Local Plan, in the manner it would be submitted to the State, to each CAC member for review and comment, at least 30 days before it is presented to the District for adoption. Each CAC member shall review and provide input on the draft no later than 10 days before the draft would be submitted to the State.

The CAC shall support children receiving Special Education services in the District by conducting and sponsoring activities and creating community awareness regarding matters of general interest and benefit to these children and their families.

## **4. MEMBERSHIP**

4.1 The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in the District, special

education teachers, students and adults with disabilities, general class room teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs.

- 4.2 The majority of the Committee shall be composed of parents of students enrolled in the District.
- 4.3 The CAC shall be composed of approximately 15 members of whom at least 50% must be parents or guardians of children with exceptional needs.
- 4.4 There shall be a membership sub-committee for the purpose of designating candidates for membership on the CAC. The continuing membership shall meet in the spring of each year to identify expected membership needs for the following fall. As needed, applications for membership shall be elicited in the spring and CAC membership for the following fall shall be finalized by September 30 of the school year. The candidates shall be appointed by the District Board of Education. Appointment by the Board of Education from the list of candidates shall be made by the fall of the new school year.
- 4.5 The voting members of the CAC shall be comprised of those members whose names were submitted by CAC and approved by the School Board. Nonvoting members shall be designated as ex officio.
- 4.6 The Chairperson (or Co-Chairpersons, in the event the CAC is comprised of Chairpersons) shall not vote except in the case of a tie.
- 4.7 Terms of membership on the CAC shall be for at least two years. Each term shall commence July 1 and end two years hence. A CAC member's term may be extended for a subsequent two-year period by so notifying the membership sub-committee, as indicated in Section 4.4, above. Membership should be staggered to the extent possible to ensure that no more than one-half of the membership serves the first year of the term in any one year.
- 4.8 The membership of the committee shall endeavor to approximate the ethnic composition of the District and shall endeavor to represent a variety of exceptionalities.
- 4.9 Appointments to fill a vacancy shall be for the remainder of the existing term.
- 4.10 Any member who misses two consecutive or three total business meetings or three total business meetings in a year must notify the CAC Chairperson at the time of the second missed meeting regarding his or her ability to continue membership. A member who misses two consecutive or three total business meetings who does not so notify the

CAC chairperson to express his or her interest and ability to serve as a CAC member may be removed by vote from CAC membership by vote at a subsequent business meeting.

- 4.11 Current CAC members shall indicate whether they will return for the subsequent school year by the last business meeting of the year.
- 4.12 Any person may resign from an officer position and/or membership at any time before the term is up by submitting his or her resignation in writing to the Chairperson (or Co-Chairpersons, in the even the CAC is comprised of Co-Chairpersons).

## 5. OFFICERS

5.1 The officers of the CAC shall be as follows: Chairperson, Vice-Chairperson, and Secretary. The CAC may have two officers to serve as Co-Chairpersons, in which case they shall share the responsibilities identified below for Chairperson and Vice-Chairperson.

5.2 The CAC shall elect its own officers from within its membership for a 2-year term, as explained in section 5.3.1.

5.3 Nomination of Officers:

5.3.1 Any CAC member may nominate a new officer. Each prospective new officer, and each existing officer whose two-year term is expiring but who wishes to return for a subsequent two-year term, shall request consideration for office. A vote by the continuing CAC membership for the Chairperson or Co-Chairpersons shall occur at the last business meeting of the year. The new term begins July 1. A vote shall be taken by the voting members for the offices of Vice-Chairperson and Secretary at the first business meeting of the school year.

5.3.2 Nominees must state a willingness to serve before election.

5.4 Duties of Officers:

5.4.1 The Chairperson shall:

Support children in the District receiving special education services in a manner consistent with the Purpose of the CAC as stated herein, and

- Develop the agenda and preside over meetings

- Vote to break ties when necessary
- Assign duties and make appointments to subcommittees; each CAC member shall be a member of one or more CAC subcommittees
- Represent or appoint a representative, to represent CAC at other appropriate meetings
- Work, in conjunction with the District and CAC, to promote the purpose of the CAC within District
- Discharge the work of the CAC in a collegial and efficient manner

5.4.2 The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence. Vice chair will learn duties of Chair and become familiar with District, State, Federal policy.

5.4.3 The Secretary, or his or her designee, shall:

- Keep attendance
- Take minutes at CAC meetings
- Perform written correspondence of the CAC
- See that all members are provided with an agenda of upcoming meetings.

## 6. COMMITTEES

6.1 All committees shall be selected by the Chairperson for a purpose or purposes determined by the CAC. All CAC members shall actively participate in one or more sub-committees convened by the CAC to effectuate its priorities and objectives.

6.2 Committees shall function until the purpose for which they were formed has been completed and a report of their activities has been made to the CAC.

6.3 A Chairperson shall be selected by each sub-committee to schedule meetings and report to the CAC.

6.4 A sub-committee shall take no action without a formal meeting of the sub-committee and a CAC vote.

6.5 Sub-committee meetings are not business meetings and may not be open to the public.

## 7. MEETINGS

7.1 The Executive Director of Special Education or his/her designee shall call a meeting of the committee no later than September 30 of each year. The committee shall hold five business meetings during the school year and at least one CAC-sponsored parent education event during the school year. Additional meetings may be called if deemed necessary and require five calendar days' prior notice.

7.2 All business meetings shall be open to the public. The agenda shall be posted 72 hours in advance on the CAC's website and elsewhere as appropriate. Public input may be made at the direction of the Chairperson.

7.3 The agenda for each meeting shall be prepared by the Chairperson or his or her designee. The agenda shall include a time for additional items recommended by members of the CAC.

7.4 A quorum shall consist of a majority of the voting members provided that a majority of those present consist of parents.

7.5 The procedures not specified by these Bylaws for the conduct of meeting shall be governed by Robert's Rules of Order Newly Revised.

## 8. AMENDMENT OF BYLAWS

8.1 A proposed amendment shall be submitted to the membership at least one meeting prior to the time the amendment is to be acted upon.

8.2 All changes to the Bylaws shall be consistent with the Local Plan.

8.3 Amendments to the Bylaws shall require a vote of the majority of the membership.

8.4 These Bylaws and amendments thereto shall become effective immediately upon adoption, unless otherwise specified.