

**NORTH ORANGE COUNTY SELPA
COMMUNITY ADVISORY COMMITTEE BYLAWS
ORGANIZATION OF CONSTITUTION AND
BYLAWS FOR COMMUNITY ADVISORY COMMITTEE**

Article I NAME AND LOCATION

Section 1.1 The name of this organization of volunteers shall be the Community Advisory Committee (CAC) for the North Orange County Special Education Local Plan Area (NOC SELPA).

Section 1.2 The location shall be within the North Orange County Special Education Local Plan Area (NOC SELPA).

Section 1.3 The area served includes the following local education agencies (LEAs): Buena Park School District, Fullerton School District, Fullerton Joint Union High School District, La Habra City School District, Lowell Joint School District, and Orange County Department of Education.

Article II PURPOSE

Section 2.1 The purpose of this committee is to:

Section 2.1.1 Advise the North Orange County SELPA regarding the development, amendment, and review of the SELPA Local Plan.

Section 2.1.2 Recommend annual priorities to be addressed under the Local Plan.

Section 2.1.3 Assist in parent education and recruiting parents and other volunteers who may contribute to the implementation of the plan.

Section 2.1.4 Encourage community involvement in the development and review of the Local Plan.

Section 2.1.5 Support activities on behalf of individuals with exceptional needs.

Section 2.1.6 Assist in parent awareness of the importance of regular school attendance.

Article III GOAL AND OBJECTIVES

Section 3.1 Goal

The broad goal of the CAC is to involve interested parents, students, teachers, community members and education specialists in advising and providing input to the NOC SELPA and District Boards and their administrative and professional staff of the unique needs of students with exceptional needs, to assist the administration in furthering and improving the functioning of the Special Education Local Plan Area, and to support local and regional activities organized on behalf of special education students.

Section 3.2 Objectives

Section 3.2.1 To promote communication between parents/guardians of individuals with exceptional needs and school district administrators and professional staff to obtain support for improved educational opportunities for individuals with exceptional needs. Parents with individual

concerns, needs, or issues relating to their special education child shall be encouraged to contact the District Director.

- Section 3.2.2 To maintain communication among local, county, state legislative, and administrative personnel to inform them of new developments in special education and to give input on the special needs of students with exceptional needs within the NOC SELPA.
- Section 3.2.3 To encourage attendance and recruitment for the CAC and obtain community support for improved educational opportunities for all students with exceptional needs.
- Section 3.2.4 To conduct informative presentations. Parents and/or guardians, as well as professional staff, are invited to attend all CAC presentations and scheduled meetings held by the CAC. All interested community members are also welcome to attend. The CAC will strive to solicit input from parents of children with disabilities in determining topics for CAC presentations.
- Section 3.2.5 To provide an article for each of the North Orange County SELPA newsletters. The contents of said article shall include, but not be limited to, pertinent information regarding the ongoing needs of students with exceptional needs.
- Section 3.2.6 To encourage directors to distribute brochures and presentation flyers as well as promote the dissemination of CAC information so that parents are informed of the CAC yearly activities.
- Section 3.2.7 To receive the Local Plan for special education at least 30 days prior to review, provide recommendations and advisement prior to submission, both for initial plan development and subsequent revisions of the Local Plan. Once reviewed, the Chairperson will sign the Local Plan as specified in Education Code.
- Section 3.2.8 District representatives serve as a liaison between the community, Superintendents' Council and local Board of Education. As needed, attend district Board meetings to give input on CAC goals. Gather information regarding district school board actions and report these matters at CAC meetings.
- Section 3.2.9 Provide a forum where needs can be assessed, 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 identified in the Local Plan.
- Section 3.2.10 Provide a parent representative to participate on the development team for the Local Plan review.
- Section 3.2.11 Participate in parent training offered by their district and the SELPA.

Article IV **MEMBERSHIP**

Section 4.1 **Composition**

The Community Advisory Committee shall be composed of one parent representative from each district participating in the North Orange County SELPA, three teachers or other district staff member, one community agency representative, and one student representative.

At least the majority of the members shall be parents of students enrolled in schools participating in the Local Plan, and at least a majority of those parents shall be parents of

students with exceptional needs. Current members may suggest prospective CAC members to their district director for consideration in the selection process.

Section 4.2 **Appointment**

Membership shall include the following:

Section 4.2.1 The North Orange County SELPA Administrator as an ex-officio non-voting member who may not serve as an officer.

Section 4.2.2 Each district shall appoint one parent of a student residing and enrolled in the school district or district offered school program. In cases where the district is unable to obtain a parent representative they may appoint an individual, residing in or employed by the school district, concerned with the interests of students with exceptional needs, as long as this does not adversely effect the requirement for the majority of members of the CAC to be parents of students enrolled in schools within the North Orange County SELPA.

Section 4.2.3 Districts may nominate teachers or other District staff, who shall be reviewed by the North Orange County SELPA Special Education Directors. The District Directors shall recommend up to three school staff representatives for approval by the Superintendents' Council.

Section 4.2.4 Each Unified or High School District may nominate one student with exceptional needs residing and enrolled in the district. Student nominees shall be reviewed by the CAC, and the selected student representatives shall be recommended for approval by their respective School Board of Education.

Section 4.3 **Term**

The term of office shall be for two years with half the members approved every year. The term of membership begins July 1 through June 30 of the designated odd/even year.

Section 4.3.1 Buena Park School District, La Habra City School District, and Lowell Joint School District shall appoint parent representatives in odd-numbered years. Fullerton School District and Fullerton Joint Union High School District shall appoint parent representatives in even-numbered years.

Section 4.3.2 One agency representative, two teachers representatives, will be appointed in even-numbered years, and one teacher and one student representative will be appointed in odd-numbered years.

Section 4.3.3 Voting Members shall cast one vote on issues, give input, hold office, and serve on standing and special committees. Members must be present to vote. Members shall not use information readily available to CAC members for personal gain but shall make every effort to put community-wide issues ahead of personal issues, or that of any one organization or agency.

Article V **MEETINGS AND PROCEDURES**

Section 5.1 **Meetings**

The Committee shall meet as frequently as deemed necessary, but no less than four regularly scheduled business or presentations meetings each year.

- Section 5.1.1 All meetings shall have five days prior public notice and be open to the public.
- Section 5.1.2 Unless the Committee decides. Otherwise, all meetings shall be held at the North Orange County SELPA Office or a North Orange County District Office.
- Section 5.1.3 All members shall receive written or personal notification at least five working days in advance of all regular Committee meetings.
- Section 5.1.4 The last regular meeting before the end of the fiscal school year of the Responsible Local Agency shall be designated the annual meeting.
- Section 5.1.5 A quorum shall consist of 50% of the appointed voting members.
- Section 5.1.6 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 5.1.7 Emergency meetings may be called provided each Committee member is personally contacted at least twenty-four (24) hours in advance.
- Section 5.2 **Procedures**
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 5.2.1 Committee officers shall be elected at the annual meeting of the Committee
- Section 5.2.2 Any member may resign or request a leave of absence by filing a written request to the CAC Chairperson for approval of the body.
- Section 5.2.3 Any vacancy on the Committee shall be filled for the remainder of the unexpired term by the process outlined in Article IV.
- Section 5.2.4 Any member who misses three consecutive regular meetings in the year without due cause, as determined by the Committee members, may be recommended for a replacement to their local governing board. Excused absences are accepted when a member has notified an Executive Committee member of a valid reason for the absence.
- Section 5.2.5 In the event a member misrepresents the CAC goals and objectives or procedures as outlined in Article III and VI of the body's bylaws; the CAC Executive Committee may recommend replacement of the member to the local governing board.
- Section 5.2.6 All CAC members will encourage a positive atmosphere during any CAC meeting or event. North Orange County SELPA CAC members will conduct themselves in a professional manner that encourages respectful dialogue between all persons present.
- Section 5.2.7 All regular and special meetings of the North Orange County SELPA CAC shall be conducted in accordance with Robert's Rules of Order Newly Revised, or in accordance with an appropriate adaptation thereof.

Article VI **OFFICERS**

Section 6.1 **Composition**
There shall be the following officers: Chairperson, Vice Chairperson, Secretary, and Immediate Past Chairperson. Whenever possible, a majority of officers will be parents of students with disabilities residing and enrolled within the local plan area. Officers must be members in good standing.

Section 6.2 **Nomination**
Nomination for officers will be taken from the floor at the annual meeting. Officers will assume office as of July 1. Nominees must state a willingness to serve before elected. In the event, no nominations are submitted for a position the Chairperson may appoint a person to the position or extend the current officer for an additional term.

Section 6.3 **Terms of Office**
The term of office shall be two years. No person shall serve more than three consecutive terms in one office with the exception of the Chairperson who may serve four consecutive terms. In the event of a vacancy for any reason, the office shall be filled by majority vote of the quorum present at the next meeting following the vacancy.

Section 6.4 The major duties of the officers are as follows:

Chairperson - Preside at all Committee meetings. Appoint convener Chairperson of the committees. Serve, or appoint a designee, as CAC spokesperson to the school districts and Superintendents' Council Meetings. Serve as a non-voting ex officio member of all CAC committees. In collaboration with the CAC Secretary and North Orange County SELPA Administrator or his/her designee, the CAC chairperson will develop the CAC meeting agenda. The CAC chair's responsibilities also includes preparing reports as needed or requested, direct the planning of parent educational presentations oversee and approve, before dissemination, all correspondence written on behalf of CAC, such as but not limited to: letters, reports, publication of articles in the North Orange County SELPA newsletter and CAC pamphlet. Sign off on Local Plan Reviews.

Vice Chairperson - Assist the Chairperson and in his/her absence and the absence of Chairperson-Elect, serve as Chairperson. Serve as a non-voting ex officio member of all committees as appointed by the Chairperson. Promote an understanding of the North Orange County SELPA activities and the needs of students with disabilities to the local community. Provide CAC information to the local media, North Orange County SELPA newsletter, or district websites as well as other means of public awareness.

Secretary - Record attendance and minutes of all Committee meetings. Advise Chairperson and SELPA Administrator of the membership status of each member. Keep a membership list that includes dates of appointment and end of the term. Maintain subcommittee membership list and sub committee reports. Receive and transmit Committee correspondence and materials designated by the members, including public notification and notification to members prior to the meetings. The Secretary may designate these tasks to North Orange County SELPA staff.

Article VII **COMMITTEES AND STRUCTURE**

Section 7.1 There shall be three types of committees: Standing Committees, Ad Hoc Committees, and an Executive Committee.

- Section 7.1.1 The authority and duties of the Committees shall be delegated by the Community Advisory Committee Chairperson.
- Section 7.1.2 Each subcommittee shall have a minimum membership of three subcommittee members appointed by the chairperson. A quorum shall consist of a majority of the committee members.
- Section 7.1.3 The Chairperson shall appoint the convener of Standing and Ad Hoc Committees as well as Standing and Ad Hoc committee chairpersons.
- Section 7.1.4 Business shall be conducted in accordance with Robert's Rules of Order Newly Revised.
- Section 7.1.5 Committees shall not take action without a meeting.
- Section 7.1.6 Committee members shall receive written or personal notification of all meetings at least five working days prior to the meeting.
- Section 7.1.7 Committees may be created or inactivated as deemed necessary by a majority of the Community Advisory Committee.
- Section 7.2.1 Executive Committee – The Executive Committee shall be comprised of the Chairperson, Vice Chairperson, Secretary and Immediate Past Chairperson. Each member shall have one vote. A majority of members of the Executive Committee must be present to constitute a quorum. A majority vote shall be required for any motion to be approved by the Executive Committee. The Executive Committee can call an emergency meeting of the CAC in accordance with the CAC Bylaws. The Executive Committee will recommend topics and provide presenters and/or activities for North Orange County SELPA CAC meetings. The Executive Committee will participate in annual goal setting each year.

Article VIII ROLE OF NOC SELPA ADMINISTRATOR

- Section 8.1 The North Orange County Special Education Local Plan Area (NOC SELPA) Administrator shall serve as a liaison to the CAC and will assist with the operation and implementation of the CAC activities and serve as an ex-officio non-voting member of the Executive Committee of the CAC.
- Section 8.2 SELPA Administrator Duties and Responsibilities include, but are not limited to assisting the CAC in the following objectives.
- Section 8.3 Help develop an organized program of publicity and public information, such as assisting with articles in the NOC SELPA newsletters.
- Section 8.4 Help in the development of a forum where parents, guardians, or community members can express needs and/or concerns regarding their child's educational progress.
- Section 8.5 Help develop an understanding of the NOC SELPA and CAC in the community.
- Section 8.6 Assist the CAC appointed representatives to inform local, county, and state legislators of the special education needs of students with exceptional needs.

- Section 8.7 Inform CAC members of federal and state laws and regulations governing special education.
- Section 8.9 Provide an annual report of CAC activities to be distributed to the NOC SELPA Governance groups and members of CAC.
- Article IX **EFFECTIVE DATE OF BYLAWS**
- Section 9.1 CAC Bylaws shall conform to the California Education Code, Part 30, Chapter 2, Article 7: Community Advisory Committee as well as the North Orange County SELPA Local Plan.
- Section 9.2 These Bylaws Amendments thereto shall become effective immediately upon approval by the North Orange County SELPA Superintendents' Council.
- Section 9.3 Changes to the bylaws may be proposed by the Community Advisory Council for approval by the Superintendents Council. All changes shall require a two-thirds vote of all Committee members present at a regularly scheduled CAC business meeting.

CAC Review: 03/07/2017

Superintendents' Council Approval: 06/09/2017

