

# Bylaws

## Community Advisory Committee (CAC)

### Capistrano Unified School District Special Education Local Plan Area (CUSD SELPA)

#### Article I – Name

The name of this organization shall be the Community Advisory Committee (CAC) for the Capistrano Unified School District Special Education Local Plan Area (CUSD SELPA).

The area serviced by the CAC will include the Capistrano Unified School District.

#### Article 2 – Purpose

The purpose of the CAC, based on legislative intent, including PL 94-142 and SB 1870 (California Master Plan for Special Education), but not necessarily limited to these items, is to provide the CUSD SELPA Administration and the governing board of the school district with a representative group of citizens involved with, or concerned about, the education of individuals with exceptional needs.

The CAC shall fulfill its purpose by assuming responsibilities for the following:

- Advising the administration and policymaking body of the CUSD SELPA regarding the development, amendment and review of the CUSD Special Education Local Plan (Local Plan).

- Recommending annual priorities to be addressed by the Local Plan.

- Assisting in parent education regarding special education laws and responsibilities.

- Encouraging community involvement in the development and review of the local plan.

- Supporting activities on behalf of individuals with exceptional needs.

- Assisting in parent awareness of the importance of regular school attendance.

- Establishing and fulfilling other responsibilities as deemed by the CAC and allowed by Article 7 of the California Education Code.

#### Article 3 – Membership

Every voting and nonvoting member of the CAC has an equal right to propose motions, bring up other business, to speak, and to ask questions,

##### Nonvoting Membership:

All parents of pupils residing in the CUSD SELPA, as well as members of the community at large, are considered nonvoting members of the CAC.

**Voting Membership:**

The voting membership shall be comprised of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in the school district, individuals with exceptional needs enrolled in special education programs, general education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons connected with the needs of individuals with exceptional needs. The majority of the voting membership shall also be comprised of parents of pupils enrolled in schools in the CUSD SELPA, and the majority of such parents shall be parents of individuals with exceptional needs. An attempt will be made to get representation from different areas across the school district as well as by grade level.

The voting membership shall be comprised of a least 7 but not more than 20 individuals.

The CUSD SELPA Director or designee shall be the CUSD SELPA administrative liaison to the CAC, and shall be a nonvoting member of the CAC.

**Appointment:**

Applicants for voting membership will be nominated to the CAC through the SELPA Director for CUSD or designee, or through the CAC Nominating Subcommittee, or through the current CAC voting members.

Nominations will be accepted through April 1<sup>st</sup> for the term beginning July 1<sup>st</sup>. Such applications will be presented at a regularly scheduled CAC meeting in the spring. Names of approved applicants will be given to the SELPA Director no later than April 30 for submission to the Board of Trustees for approval prior to the end of the school year.

Nominations will be accepted through October 1<sup>st</sup> for the term beginning January 1<sup>st</sup>. Such applications will be presented at a regularly scheduled CAC meeting in the fall. Names of approved applicants will be given to the SELPA Director no later than October 31<sup>st</sup> for submission to the Board of Trustees for approval prior to the end of the calendar year.

**Term of Appointment:**

The term of appointment for voting members shall begin on July 1<sup>st</sup> or January 1<sup>st</sup> with a two year term to expire on June 30 or December 31<sup>st</sup> of the second year. Terms of appointment shall be annually staggered to ensure that no more than one-half of the voting membership serves the first year of the term in any one-year.

**Voting Members' Duties and Privileges:**

Each voting member shall be responsible for attending all CAC meetings and for notifying a member of the executive board before a meeting of his or her inability to attend that meeting.

Voting members shall represent the interest of special education students and programs through support of the activities of the CAC.

Each voting member shall be entitled to one vote on each matter that is submitted to a vote of the CAC. Voting members must be present to vote, unless a quorum is not present and the matter to be voted upon is submitted electronically to the voting members.

All CAC voting members should sit on at least one subcommittee of the CAC.

**Termination of Membership:**

Voting membership shall terminate for any voting member who is absent, without due cause, from two consecutive or three non-consecutive business meetings in a school year. Voting membership may also be terminated by at least a two-thirds vote of a quorum. The voting member, along with the SELPA Director or designee, shall be informed of his or her termination.

**Resignation:**

Any voting member may resign by filing a written resignation with the CAC and the SELPA Director or designee.

**Article 4 – Officers of the CAC**

The officers of the CAC shall be a chairperson; 1<sup>st</sup> vice-chairperson; vice chairperson, communications/ social Media chairperson, secretary, and treasurer. The officers, along with the CUSD SELPA Director or designee, shall constitute the executive board. The composition of the executive board can be amended at the discretion of the current board.

All officers must be voting members, and at least two officers must be parents of individuals with exceptional needs enrolled in CUSD.

**Election and Term of Office for Chairperson, Vice-Chairpersons, Communications/ Social Media Chairperson, Secretary and Treasurer:**

Officers shall be elected annually and serve for a term of two years. An officer may not serve more than two consecutive terms in the same office except for the chairperson. The chairperson may serve three consecutive terms provided there are no other candidates.

Elections will be held by secret ballot, unless there is only one (1) candidate for an office, in which case, there may be a voice vote.

Officers' terms shall be from July 1 to June 30, with **nominations in March and elections in April.**

**Resignation:**

Any officer may resign by providing a written resignation to the executive board.

**Vacancies:**

The vice-chairperson will assume responsibilities of the chairperson. An election will be held if a vacancy exists for all other offices.

**Officers' Duties**

**Chairperson shall:**

- Preside at all meetings of the CAC
- Prepare agendas for all meetings of the CAC
- Be responsible for the implementation of all CAC decisions
- Be an ex-officio member of each subcommittee
- Act as liaison with the CUSD SELPA Director or designee
- Act as liaison to CUSD
- Assume other responsibilities as directed by the CAC
- Attend regular meetings with the CUSD SELPA Director or designee

**1<sup>st</sup> Vice-chairperson shall:**

- Conduct meetings in the absence of the chairperson
- Be responsible for the execution of the bylaws
- Serve as parliamentarian to the chairperson
- Be an ex-officio member of each subcommittee
- Assume other responsibilities as directed by the chairperson
- Attend regular meetings with the CUSD SELPA Director or designee

**Vice-chairpersons shall:**

Serve as mentor to PTSA Special Education representatives  
Encourage special education representation at all school PTSA's and attendance at CAC meetings  
Oversee and/or participate on at least one subcommittee  
Assume other responsibilities as directed by the chairperson

**Secretary shall:**

Maintain membership and attendance records  
Seek CAC approval prior to the public distribution of written materials  
Keep notes and distribute them to the CAC membership  
Prepare and send correspondence as determined by the CAC.  
Assume other responsibilities as directed by the chairperson

**Treasurer shall:**

Maintain accurate records to track CAC funds and financial transactions.  
Prepare financial reports for Board and Committee members' approval.  
Follow financial procedures set out by CUCPTSA.  
Coordinate with CUCPTSA to ensure payment and/or reimbursement of all costs.  
Assist in grant application processes.  
Assist PTSA Special Education reps in their budget requests to their individual school site PTAs for activities such as ability awareness, speakers and Special Olympic monies.

**Communications/ Social Media Chairperson shall:**

Keep an updated email distribution list for the current reps, voting members, and general Distribution List.  
Distribute bi-monthly emails with information about upcoming meetings and events.  
Work with the district to send out monthly emails regarding the CAC meeting info and important event notification to all individuals who have an IEP or 504 in CUSD.  
Oversee the recording of monthly meetings on Facebook Live.  
Post any meeting handouts, event flyers, invitations on Facebook and Instagram  
Regularly monitor Facebook and Instagram pages, answer questions or forward these  
Attend regular meetings with the CUSD SELPA Director or designee

**Executive Board shall:**

Be responsible for the overall coordination of activities

**Article 5 – CAC Meetings**

**Frequency:**

The CAC shall meet a minimum of three times during the school year, September through May, inclusive, with the exact dates and times established at the first yearly meeting.

**Meeting Notices:**

A calendar will be established annually with the business meeting dates and times. Notices for all regular and special meetings shall be in writing. Notices will state the date, time, location, and agenda of the upcoming meeting. Notices may be sent electronically to each voting member, to each school for distribution as well as other public and private agencies at least one week prior to the date of the meeting.

Items to be included on an upcoming meeting agenda should be submitted to the chairperson no less than 10 days prior to the date of the meeting.

**Place of Meetings:**

The CAC shall hold its meetings in readily accessible barrier-free facilities provided by the school district.

**Quorum and Majority Vote:**

A quorum shall be defined as at least one-half of the duly constituted voting membership of the CAC. A majority vote shall be defined as more than one-half of the total votes of a quorum. If a quorum is not present, then the matter to be voted upon may be voted upon electronically. Such matter to be voted upon will be sent out by an officer of the Executive Board, duly designated by the chairperson, and the results will be tallied by such officer and communicated to the chairperson. The chairperson will then report the results of such electronic vote at the next duly scheduled meeting of the CAC.

**Conduct of Meetings:**

All regular and special meetings of the CAC shall be conducted in accordance with these bylaws and Roberts Rules of Order, or in accordance with an appropriate adaptation thereof.

**Meeting Records:**

Notes of all CAC meetings shall be recorded and kept by the Secretary. A copy of the notes will be distributed before and approved at the next regularly scheduled CAC meeting.

**Special Meetings:**

Special meetings may be called by the chairperson or by a majority vote of the CAC.

**Open Meetings:**

All meetings of the CAC, including standing and special subcommittees, shall be open to the public.

**Article 6 – CAC Subcommittees**

The CAC may establish and abolish standing or special subcommittees as needed. No standing or special subcommittee may circumvent the authority of the CAC. The CAC chairperson and 1<sup>st</sup> vice-chairperson are ex-officio members of each subcommittee.

The chairperson of each subcommittee will be appointed by the CAC executive board, however, each subcommittee will recruit its own members. Subcommittee members, other than the chairperson of each subcommittee, do not have to be voting members of the CAC.

The following standing subcommittees may exist and may be chaired in combination with another subcommittee, should this be necessary:

**Local Plan Review Subcommittee:**

Will review the Local Plan, prior to any changes, and receive input from the community regarding the Local Plan. Be involved in developing and amending the Local Plan.

**Ability Awareness Subcommittee:**

Maintain Ability Awareness handbook  
Oversee Ability Awareness cabinet in the family resource center  
Provide support for Ability Awareness Activities at individual schools as needed

**Legislation/Parent Advocacy:**

Will report monthly on legislation pertaining directly to matters relating to special education.

**Sunshine Awards (Exceptional Educator Event)**

Will oversee coordination of event as outlined in Sunshine Award Procedural Handbook

**Grade Level Transitions Event:**

Will oversee coordination of event as outlined in the Grade Level Transitions Event Procedural Handbook

**Special Olympics Liaison:**

Will act as a liaison between host school site, district administration and CAC. Work collaboratively with district and host school site and execute duties as outlined in Special Olympic Event Procedural Handbook

**Nominating Committee**

Will oversee the process of seeking out nominees for filling positions of the executive board, committee chairs, and voting members for the upcoming term.

**Hospitality/Events**

Will coordinate food and beverage for monthly meetings, grade level transition, and sunshine awards – may have a sponsor so it would be a matter of confirming dates and reminder calls/emails, otherwise coordinate volunteers to bring items to meetings (sign up sheet at meetings)

**Article 7 -- Accountability and Responsibility**

The CAC shall serve only in an advisory capacity to the department of special education and the school district. The voting membership of the CAC shall be appointed by, and responsible to the Board of Trustees of the school district. Any recommendations of the CAC shall be sent to the SELPA Director or designee. The responsibility for action on recommendations shall rest with the Superintendent and the Board of Trustees of the school district.

The SELPA Director shall provide each voting member of the CAC with a copy of the currently approved Local Plan and a copy of any proposed amendments or revisions to the currently approved Local Plan. The SELPA Director shall also provide each voting member of the CAC with information on special education funding.

The CAC shall have at least 30 days to review any proposed amendments or revisions to the currently approved Local Plan before submission to the California Department of Education. A verification statement of this review shall be signed by a representative of the executive board of the CAC.

No person may advocate for an individual child as a CAC representative. No person may speak for the CAC without prior written approval of the voting membership.

### **Article 8 – Amendments**

These bylaws may be amended at any regular CAC business meeting but at least every 3 years. Amendment of these bylaws shall require at least two-thirds vote of a quorum, provided that notice has been given to all voting members at least two weeks prior to the meeting.

Approved by CAC October 18, 2011  
Revised nomination dates 2014  
Revised October 2018  
Revised January 2019  
Revised March 2020  
Revised April 21, 2021