

# COMMUNITY ADVISORY COMMITTEE BYLAWS

For the

## SUTTER COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

**Adopted September 14, 1994**

**Amended April 14, 2004**

**Amended May 16, 2012**

**Amended October 18, 2013**

**Amended October 23, 2019**

**Amended March 24, 2021**

### **ARTICLE I: *Name***

- 1.1 The name of the organization shall be the Sutter County Community Advisory Committee (CAC) for the Sutter County Special Education Local Plan Area.
- 1.2 The area served by the CAC shall include the following school districts in Sutter County:
  - Sutter County Superintendent of Schools
  - Brittan Elementary School District
  - Browns Elementary School District
  - East Nicolaus Joint Union High School District
  - Franklin Elementary School District
  - Live Oak Unified School District
  - Marcum-Illinois Union School District
  - Meridian Elementary School District
  - Nuestro Elementary School District
  - Pleasant Grove Joint Union School District
  - Sutter Union High School District
  - Twin Rivers Charter School
  - Winship-Robbins Elementary School District
  - Yuba City Unified School District

## **ARTICLE II**

### ***Responsibilities***

- 2.1 The CAC shall serve in an advisory capacity to the administration and policy-making body of the SELPA regarding the development of the local comprehensive plan and review of the programs under such plan.
- 2.2 Make recommendations on annual priorities to be addressed under the plan.
- 2.3 Assist in parent education regarding special education laws and responsibilities. Recruit parents and other volunteers who may contribute to the implementation of the plan.
- 2.4 Encourage public involvement in the development and review of the local comprehensive plan.
- 2.5 Act in support of individuals with exceptional needs.
- 2.6 No person may advocate for a child as a CAC representative or speak for the CAC without prior written approval of the membership.

## **ARTICLE III**

### ***Membership***

- 3.1 Composition of the Community Advisory Committee
  - 3.1.1 The CAC may be composed of parents of individuals with exceptional needs enrolled in public or private schools, other parents of pupils enrolled in school, individuals with exceptional needs enrolled in special education programs, regular 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. *Ed Code 56192*
  - 3.1.2 The majority of such a committee shall be composed of 51% parents enrolled in schools participating in the local plan, and at least 51% of such parents shall be parents of individuals with exceptional needs. *Ed Code 56193*
  - 3.1.3 The committee shall seek membership that is representative of the Sutter County SELPA Community. The goal is to have each representative not only represent an LEA but represent the

SELPA as a whole.

- 3.1.4 Each district is responsible for nominating individuals to serve on this committee as described in the local plan. The boards of each SELPA member LEA shall appoint up to two (2) CAC representatives for each participating district. These individuals are voting members of the CAC and participate in all voting activities. Each appointed member serves a two-year term, with one half of the membership appointed on alternating years (2020 Local Plan: Section B, Article 6,p.10).
- 3.1.5 Each LEA provider district may appoint a staff representative, who can also serve as a voting member.
- 3.1.6 An open invitation for participation will be extended to the following agencies, with each agency retaining one vote: *Family SOUP, Sutter Children and Families Commission, Alta California Regional Center*
- 3.1.7 The SELPA will appoint an administrative liaison to the CAC. The administrative liaison can serve as a voting member.

### **3.2 Appointment**

Voting members will be nominated to the CAC through their LEA administration, or through the CAC membership committee. Each applicant will be approved by a LEA board of education. Ed. Code 56191

- 3.2.1 Any resident of Sutter County may self-nominate, or be nominated by staff or residents of participating districts or the county office.
- 3.2.2 Candidates shall review the membership criteria and complete the standard nomination form. Membership criteria shall be published on the SELPA website and shall be available from the SELPA office or any school district office.
- 3.2.3 Nominations are to be submitted directly to the Superintendent or his/her designee of the district in which the candidate resides, It shall be the responsibility of the district to forward the local board approved nominations to the Sutter SELPA Office.
- 3.3.3 Representatives from community agencies and organizations shall be nominated by their agency, and such nominations shall be submitted to the Sutter SELPA Office.

### **3.3 Term of Office**

Term of office shall be for a minimum of two (2) years, with one half of the membership appointed on alternating years.

### **3.4 Members' Duties and Privileges**

- 3.4.1 Each voting member shall be responsible for attendance at all CAC meetings or shall notify the CAC Chair or SELPA office prior to the CAC meeting.
- 3.4.2 Members shall support the activities of the CAC on behalf of special education students and programs.

3.4.3 Each member shall be entitled to one (1) vote on each matter that is submitted to a vote of the CAC. Members must be present to vote.

### **3.5 Termination of Membership**

Membership shall terminate for any member who is absent, without due cause, from two (2) consecutive or three (3) business meetings in a school year. Membership may be terminated upon vote of the CAC.

### **3.6 Resignation**

Any member may resign by filing a written resignation with the chairperson or the CAC.

## **ARTICLE IV**

### *Officers of the Community Advisory Committee*

#### **4.1 Executive Committee**

The officers shall be a chairperson, a vice chairperson who shall act as treasurer **Duties of Officers**

##### **Chairperson:**

- Facilitate committee meetings
- Participate in subcommittee meetings
- Sign the CAC “Certification for the Local and Annual Budget and Service Plans

##### **Vice-Chairperson:**

- Assist the chairperson and in his/her absence serve as chairperson
- Participate in subcommittees
- Assume position of chairperson in the event the chairperson leaves the committee
- Provide budget reports to the CAC

#### **4.2 Election and Term of Office for Chairperson and Vice-Chairperson/Treasurer**

Officers shall be elected annually and shall serve for a term of two (2) years. An officer may not serve more than two (2) consecutive terms in the same office with the exception of the chairperson, who may serve three (3) consecutive terms. Following the completion of the Chairperson's final term, he/she shall serve as past Chairperson for an additional year.

4.2.1 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.

4.2.2 Officers terms shall be from July through June, with nominations in March and elections in May.

### **4.3 Vacancies**

The vice-chairperson will assume the responsibilities of the chairperson in their absence, and should they resign. An election will be held if a vacancy exists for all other offices.

### **4.4 SELPA Office**

The SELPA will serve as secretary and provide clerical support.

#### **Secretary:**

Review the minutes and identify corrections

Review other documents provided to CAC and provide a report as necessary

In-kind services to be provided by the SELPA Office include:

Keep regular and accurate accounts of all funds and shall at all times have the accounts open for inspection by the chairperson and vice-chair person

Take and archive minutes of all regular CAC meetings

Maintain and update committee roster

## **ARTICLE V**

### ***CAC Meetings***

#### **5.1 Frequency**

The committee shall meet a minimum of **five times** during the school year, August through June, inclusive, with the exact dates and times established at the first yearly meeting.

#### **5.2 Meeting Notices**

A calendar will be established annually with the business meeting dates and times. Notice of all regular and special meetings shall be in writing. Notices will state the date, time, and location, and shall be

mailed, or emailed, to each member not less than five (5) days before said meeting. The notice shall include an agenda of the upcoming meeting and minutes of the past meeting.

Items to be included on the agenda must be submitted to the chairperson **10** days prior to the upcoming business meeting.

### **5.3 Quorum**

A quorum shall be five members with a simple majority for a vote to pass.

### **5.4 Conduct of Meetings**

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

### **5.5 Meeting Records**

A copy of the agendas and minutes of the CAC meeting shall be posted on the SELPA website. At the direction of the committee, the local newspaper may be provided with meeting notices, and, when appropriate, news releases.

### **5.6 Special Meetings**

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

### **5.7 Open Meetings**

Meetings of the committee and of standing or special committees shall be open to the public

### **5.8 Concerns**

Noncompliance/Member: Concerns regarding compliance issues against another CAC member will be governed by Roberts Rules of Order. No letters or personally presented statements of charges against individuals will be heard by the CAC.

## **ARTICLE VI**

### **CAC Sub-Committees**

### **6.0 Sub-Committees**

At the direction of the committee, sub-committees may be formed for a variety of purposes

including the following:

- Assisting in professional development activities, parent education and community awareness about individuals with disabilities
- Promoting Parent Awareness
- Involvement in community activities relating to individuals with disabilities
- Recruiting members
- Providing information regarding the CAC and its activities to the community and the media
- Planning of Educator and Program Recognition awards
- Acquiring knowledge and understanding concerning the legislative process and bills that may impact special education

6.1 Any CAC member or member of the public may participate on all sub-committees. Voting shall be reserved to CAC members.

6.2 All committees are to make reports to the CAC and act only on the CAC recommendations.

## **ARTICLE VII**

### **CAC Committee Representatives**

7.1 The CAC will have three (3) standing committee representatives with one (1) alternate.

7.1.1 Low Incidence Committee Representative

Attend all Low Incidence Committee meetings. Act on behalf of the CAC at all times.

7.1.2 Medi-Cal Collaborative Committee Representative

Attend all Medi-Cal Collaborative Committee meetings

Report to CAC regarding actions of the Medi-Cal Collaborative Committee.

Act and vote on behalf of the CAC at all times.

7.1.3 Superintendent's Coordinating Committee (SCC) Representative

Attend SCC meetings.

Act as liaison on behalf of the CAC to the SCC.

Provide information for discussion and CAC recommendations.

Act on behalf of the CAC at all times.

## **ARTICLE VIII**

### ***Amendments***

#### **8.1 These Bylaws May Be Amended at Any Regular CAC Business Meeting**

Requires a two-thirds (2/3) vote of those present, provided that a written notice has been given to all members at least one (1) week prior to the meeting.

-