

# **LASSEN SELPA COMMUNITY ADVISORY COMMITTEE BYLAWS**

## **Article I: Name and Location**

**Section 1.01:** The name of the organization shall be the Lassen SELPA Community Advisory Committee, henceforth referred to as the CAC.

**Section 1.02:** The location shall be within the Lassen Special Education Local Plan Area.

## **Article II: Purpose**

**Section 2.01:** The purpose of the CAC shall be to represent broad interests in the community and to promote a maximum degree of interaction with the department of Special Education, School Districts, and the parents of students with exceptional needs.

## **Article III: Duties**

**Section 3.01:** The CAC shall have the following duties:

1. Assist the policy and administrative entity of the Lassen SELPA regarding the development, amendment, and evaluation of the Local Plan for Special Education.
2. Recommending annual priorities to be addressed by the Plan.
3. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the Plan.
4. Encouraging community involvement in the development and review of the Local Plan.
5. Supporting activities on behalf of individuals with exceptional needs.
6. Assisting in parent awareness of the importance of regular school attendance.

## **Article IV: Membership**

**Section 4.01:** Membership shall include parents of students enrolled in school districts, representatives of private or public community agencies, individuals concerned with the interests of exceptional children, and school personnel.

1. Each Local Education Agency provides one representative member for the CAC who has been nominated to and approved by the local governing board.
2. Membership may be shared by two parent representatives of an LEA. Only one member per LEA may vote at each meeting.
3. Representation is designed so that the majority of the participants are parents and majority of the parents have students in Special Education.
4. Representatives of private or public community agencies.
5. An individual with exceptional needs.

**Section 4.02:** Individuals representing Local Education Agencies will be representatives for two years.

**Section 4.03:** All members shall be screened by the CAC as a whole for eligibility and presented to the majority of the committee for membership approval.

## **Article V: Meetings**

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**Section 5.01:** The CAC shall meet as frequently as deemed necessary, but no less than four times each year.

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

**Section 5.03:** All members shall receive notification in advance of all regular CAC meetings.

**Section 5.04:** The last regular CAC meeting before the end of the fiscal school year shall be designated the annual meeting.

**Section 5.05:** A quorum shall consist of those representatives who attend the CAC meeting.

**Section 5.06:** The SELPA Director or his/her duly authorized delegate shall be in attendance at each and every meeting for an official, duly constituted meeting to be conducted.

**Section 5.07:** The Chairperson shall not commit the CAC or its representatives to any action without a vote of the CAC. Any representative may call for a roll call or ballot vote by motion, if seconded.

**Section 5.08:** Emergency CAC representative meetings may be called provided each Committee member is personally contacted forty-eight hours in advance.

### **Article VI: Officers**

**Section 6.01:** There shall be the following officers: Chairperson, Vice Chairperson, and Secretary. These officers shall comprise the CAC Executive Committee.

**Section 6.02:** The term of office shall be one year. No person shall serve more than two consecutive terms in one office.

**Section 6.03:** The major duties of the officers are as follows:

1. Chairperson – Preside at all CAC meetings. Appoint chairperson for committees. Serve as CAC spokesperson to the school districts.
2. Vice Chairperson – Assist the Chairperson and in his/her absence serve as Chairperson.
3. Secretary – Record minutes of all CAC meetings. Remove and transmit CAC correspondence and materials designed by the members.

### **Article VII: Effective Date of Bylaws**

**Section 7.01:** These Bylaws shall become effective immediately on their adoption. Amendments to these Bylaws shall become effective immediately on their adoption unless the CAC members in adopting them as hereinafter provide that they are to become effective at a later date.

**Section 7.02:** These Bylaws may be altered, amended, or repealed and new Bylaws adopted by the vote of a majority of members present at any special or regular meeting at which a quorum is present, provided that written notice of such a meeting and 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 amendment(s) shall be submitted to CAC in writing. Adoption of the amendment requires a 2/3 vote of all CAC members present at the meeting.