

## **APPENDIX G**

### **COMMUNITY ADVISORY COMMITTEE (CAC) BYLAWS**

**THE SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE**

**BY-LAWS**

**Article I**      **NAME** - The name of the organization shall be the Sonoma County Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC).

**Article II**      **PURPOSE** - The purpose of the CAC shall be to bring together and support parents, professionals, and community members for discussion of strategies to promote effective special education programs and services.

**MISSION STATEMENT**

The CAC's ultimate goal is to ensure that our students succeed in maximizing their potential, receive the best possible education, and have equal access to all services.

The CAC collaborates with the local SELPA to ensure that the educational requirements of Special Education Students are met.

We serve as a liaison between SELPA and Sonoma County Office of Education (SCOE), local districts, families, community, students, and teachers, so all voices are heard.

We also provide consumer education, information, and a resource information base.

The Sonoma County Community Advisory Committee (CAC) advises the local Special Education Local Plan Area (SELPA) as specified by the State Ed Code Part 30, Sections 56001, 56190-56194, 56195.7, 56195.9, 56200, 56205, 56240, 56728.7, and 56780.

Adopted September 9, 1998

**Article III**      **DUTIES** - The CAC shall have the following duties:

Section

1. To advise the Sonoma County Board of Education and the Sonoma County SELPA's administration regarding the planning and operation of special education programs in Sonoma County.
2. To advise the Sonoma County Board of Education and the SELPA's administration regarding the development and review of the Local Plan and recommend priorities to be addressed by the Plan.
3. To assist in parent education.
4. To increase public awareness and community acceptance of individuals with exceptional needs and to promote understanding of their educational and vocational needs.

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5. To prepare reports, recommendations, and statements, regarding the activities of the CAC and the implementation of special education programs. An annual status report, above and beyond the monthly minutes, will be submitted to the Superintendents Council, SELPA Steering Committee and the Sonoma County Board of Education at the end of the school year. Any member may attach a minority report to any such action by the CAC.
6. To appoint representatives from the CAC to meet with other organizations and agencies.

**Article IV MEMBERSHIP**

Minimum membership in the CAC will include:

- 2 parent representatives from each area
- 1 educator representative from each area
- 1 SCOE representative
- 1 SELPA representative
- 2 community representatives
- 1 adult consumer

As described in the Sonoma County SELPA Local Plan 1996-2000  
Section C.1

**Section**

1. The CAC shall be composed of the following:
  - a. A majority of parents of children attending public and private school whose education is provided in Sonoma County. A majority of these shall be parents of individuals with exceptional needs.
  - b. Disabled pupils and adults.
  - c. Teachers and other school personnel.
  - d. The SELPA Director or a staff liaison appointed by the SELPA Director as a voting member.
  - e. Representatives of other public and private agencies.
  - f. Persons concerned with the needs of individuals with exceptional needs.

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2. The composition of the membership shall reflect the ethnic, social-economic, regional background and age groups of the pupils, and the types of progress and disabilities.
3. The CAC shall have at least twenty-six (26) and not more than thirty-six (36) members.
4. The terms of membership shall be two (2) years or until a successor is appointed.
5. Terms of appointment shall be annually staggered so that half the memberships appointed or re-appointed each year on September 1.
6. An individual may serve no more than three (3) consecutive terms (six (6) years) but may be re-appointed after an interval of a one (1) year. A member appointed to fill a vacancy in a term that will expire in less than a year may be re-appointed for three (3) additional terms.
7. All members shall be voted into membership by the CAC members. They must attend two consecutive meetings prior to applying for membership. All elected members shall then be presented to their appropriate School District Board by March for appointment the upcoming school year.
8. Nominations to the CAC may be made at any time by any member or interested community person (see Article IV Section 7).
9. Requests for a leave of absence must be brought to the membership of the whole for approval.
10. To resign, a member must submit a statement in writing to the Chairperson or a member may be declared to have resigned (Article IV Section 11).
11. Any member who has two consecutive unexcused absences will be contacted by the recording secretary and may be declared to have resigned unless an appeal is made to the CAC.

**Article V      MEETINGS**

**Section**

1. The CAC shall meet at least once a month for eleven (11) out of twelve (12) months a year. The CAC does not have a membership meeting in August. Notice

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- of regular meetings with a copy of the prior meeting's minutes shall go out in the regular SCOE and SELPA site communications prior to the monthly meeting. In addition there will be mailing of the same information to all CAC members and the interested public who have requested to receive CAC mailings delivered by U.S. mail posted at **least seven days prior to the meeting.**
2. All meetings shall be open to the public and held in accessible facilities. Call (707) 524-2750 for meeting time and place.
  3. Special meetings may be called by the Chairperson or by a majority of the CAC. **All members** must be notified at **least 48 hours prior** to such meetings.
  4. Meeting notices shall include time, date, place, and agenda.
  5. A quorum shall consist of a majority of CAC members.
  6. Every act or decision done or made by a majority of members present at a meeting duly held at which a quorum is present is an act of the CAC unless the Bylaws require a greater number.
  7. Persons other than members may be granted the privilege of the floor by the Chair or a majority vote.
  8. Items may be added to the agenda by non-members to be considered at the completion of regular CAC business.
  9. No letter or personally presented statement of charges against individuals will be heard by the CAC.
  10. The CAC Handbook shall be amended yearly and be completely revised every three years by the CAC membership. Typing, duplication, and mailing services shall be provided by the Sonoma County SELPA.
  11. The CAC, after notification of the Sonoma County Board of Education, may organize public meetings on special education issues. Publicity and outreach expenses shall be born by the Sonoma County SELPA subject to prior approval by the Sonoma County Board of Education. Every meeting shall be presided over by the Chair or his/her designee who shall have the authority to control the procedures of the meeting.

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**Article VI    OFFICERS**

Section

1.     The officers of the CAC shall be the Chair, Vice Chair, Finance Officer, and Secretary. These officers and the past Chair shall form the Executive Board.
  
2.     The term of the office shall be one year. An officer may not serve more than two consecutive terms in the same office with the exception of the Chairperson, who may serve three consecutive terms.
  
3.     Election of Officers:
  - a.     Officers shall be elected annually each October.
  
  - b.     Nominations for officers will be taken from the floor at the September meeting and those names will be sent out with the September minutes prior to the October meeting. Nominations will also be taken from the floor prior to the election at the October meeting. A nominee must be a member of the CAC and must agree to have their name placed in nomination (see Article VI Section 3 c.).
  
  - c.     Nominations for officers may be made from the floor by members of the CAC. Those eligible to serve on the Board must have previously served on a committee. The Chair must have previously served on the Executive Board.
  
  - d.     Elections shall be by ballot, unless there is only one candidate for office in which case there may be a voice vote.
  
  - e.     Vacancies in office shall be filled at the next regular meeting following the resignation of an officer.
  
  - f.     Officers elected at the October meeting will assume office as of November 1<sup>st</sup>.
  
  - g.     The October Executive Committee meeting will be a transition and planning meeting to be attended by both the incoming and out going officers.

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4. The duties of the officers shall be as follows:

**CHAIRPERSON**

- Preside at the monthly CAC General Meeting.
- Preside at monthly Executive Committee meetings.
- Preside at any Special meetings called by the Chairperson or by a majority of the CAC.
- Appoint chairpersons of all committees.
- Serve as committee spokesperson to the Sonoma County SELPA and School Board.
- Direct planning for parent education sessions.
- Oversee publication of the newsletter, CAC brochure, and other CAC publications
- Present annual report to school board/administrative entity (district, SELPA and/or county office)

**VICE CHAIRPERSON**

- Assist the Chairperson and in his/her absence serve as Chairperson
- Assume the position of Chairperson in the event the Chairperson leaves the committee
- Serve as editor-in-chief for the CAC newsletter
- Supervise yearly mailing of CAC newsletter
- Serve as Chairperson of membership committee
- Receive and submit to Board all applications for membership to the committee
- Responsible for the internal functioning of the CAC and for monitoring operations of the committees

**FINANCE OFFICER**

- Serve as the CAC's representative on the SELPA Finance Committee
- Responsible for processing and presenting all requests for CAC scholarships
- Responsible for the monitoring the CAC budget and up dating the membership
- Act as liaison with SELPA accounting department to make sure of the process for payment to individuals for scholarship expenses or for services rendered.
- Chair the CAC Finance Committee

**SECRETARY**

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- Record minutes of all Executive Committee and General Meetings. Typing, duplication, and mailing services shall be provided by the Sonoma County SELPA.
- Make monthly tapes of the meeting minutes to be on file.
- Receive and transmit committee correspondence and materials designated by members. Maintain and update committee roster, keeping track of balance and distribution of membership as to programs and parent/professional status
- Maintain notebook of all minutes, agendas, correspondence, and other information pertinent to the CAC

**Article VII COMMITTEES**

Section

1. The CAC shall have three types of committees: Standing Committees, Ad Hoc Committees, and an Executive Board.
2. The CAC shall have the following standing committees:  
*(the standing committees will operate on an as needed basis)*
  - a. **Local Plan Review and Legislative Committee: Identification and Assessment** (Local Plan, Legal, Legislative, Compliance).
    - Will continually evaluate SELPA programs, review the local plan, and keep the community informed regarding pertinent legislation.
    - Will elicit comments from the community regarding the programs and the local plan and will be involved in developing and amending the local plan.
    - Will be part of the triennial State Coordinated Compliance Review (CCR) process.
  - b. **Membership and Publicity Committee:**
    - Will be responsible for recruiting membership that reflects the community that the SELPA serves.
    - Will provide CAC orientation packets and application forms to interested persons.
    - Will stay in contact with the CAC secretary and officers regarding vacancies, member's terms of office and so forth.
    - Will ensure that the membership stays in accordance to the CAC bylaws and the California Education Code.
    - Will provide the media with information regarding the CAC and its activities.

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- c.     **Parent and Community Education Committee:**
- Will assist with in-service activities and parent education and will encourage parent awareness.
  - Will assist in educating the community about individuals with disabilities through newspapers, and other media.
  - Will assist with organizing and developing newsletters, CAC parent handbook, CAC needs assessments, and so forth.
  - Will be available to work with other agencies and organizations that serve special education students.
- d.     **Personnel Development/Program Needs Committee:**
- Will collaborate with special education staff, district, SELPA to develop and implement efficient planning, recruitment, hiring procedures and training for special education teachers, designated instruction and services (DIS) staff, and so forth.
  - Will gather information on programs in the community and the needs of students, parents, teachers, and school personnel.
  - Will provide input to the SELPA on program, personnel and training development.
  - Will be involved in setting the SELPA priorities.
- e.     **Curriculum/ Placement/ Accessibility Committee:**
- Monitor and advocate for legislation regarding accessibility and safety in schools at all levels.
- f.     **Integration/Least Restrictive Environment Committee:**  
(Administrative Accountability)
- Regular and special education interfacing to endorse and support integration/mainstreaming policies and procedures.
  - Provide administrators, teachers, and parents with in- service on the value of integration practices for all students, accountability, and best educational practices.
  - Support and recognize outstanding programs.
- g.     **Inclusion Committee:**
- Regular and special education outreach and interfacing to help to make sure Inclusion is available to all parents/guardians who want that placement for their children.

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- Regular and special education interfacing to endorse, establish and monitor Inclusion policies, procedures, accountability, and best educational practices.
- Provide administrators, teachers, and parents with in-service on the value of Inclusion for general education and special education students.
- Support and recognize outstanding programs and instruction teams.

**h. Gifted and Talented Enrichment Committee:**

(GATE Identified Special Education Students)

- Regular and special education outreach and interfacing to help to make sure GATE is available to all parents/guardians whose children qualify for GATE and who want that placement for their children, with particular accountability for students with learning differences.
- Regular and special education interfacing to endorse, establish and monitor GATE policies, procedures, accountability, and best educational practices.
- Provide administrators, teachers, and parents with an in-service on the value of GATE for identified students.

**i. Transportation Committee:**

- Meet with Transportation on an as need basis.
- Work with Transportation on the CAC Transportation Handbook.
- Work with Transportation on driver training.
- Act as an advocate for special education parents/guardians and students with Transportation as the need arises.
- Keep the CAC membership informed of any proposed changes in Transportation services.
- Arrange and coordinate for Transportation to come and speak at one (1) CAC General meeting a year.

**j. Finance Committee:**

- Monitor, review and report on the SELPA budget development process.

**k. Nonpublic School (NPS) Committee:**

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- Work with the SELPA to ensure that individuals in nonpublic schools receive information provided by the CAC regarding in-services, parent training, handbooks, and so forth.

- l. **Private School Committee:**
  - Work with the SELPA to ensure that individuals in nonpublic schools receive information provided by the CAC regarding in-services, parent training, handbooks, and so forth.
- m. **Parent Support Committee:**
  - Coordinate referrals and information exchange between various parent support groups.
3. Subcommittees shall be formed whenever a particular issue or need arises.
4. The Executive Board shall meet at a frequency determined by the Chairperson. **All CAC members** shall be notified of the time, date, place, and subject of such meeting at **least seven (7) days in advance**.
5. The Executive Board shall meet with the SELPA Director monthly to discuss upcoming monthly CAC meeting agendas, and SELPA guest speakers.
6. The CAC may establish ad hoc committees to carry out its purpose.
7. The Chairperson, with approval of the CAC, shall appoint the committee Chairperson and other members of the committees.
8. Each committee shall appoint a member to keep a written record of its proceedings and report its actions to the next regular meeting of the CAC.
9. Any CAC member or member of the public may participate on all committees, except that voting shall be reserved to members.
10. All CAC members must sit on at least one (1) committee.
11. New members shall receive an orientation **within 30 days** following official appointment their appropriate School District Board.

**Article VIII** **PARLIAMENTARY AUTHORITY** - On question or point of order not contained in these bylaws, the CAC shall be governed by Robert's Rules of Order-Newly Revised.

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**Article IX**     **AMENDMENTS** - These Bylaws may be amended at any regular CAC meeting by a **two-thirds vote** of those present, provided that **written notice** has been given to **all members** at **least one week prior** to the meeting.