

**APPENDIX G**

**COMMUNITY ADVISORY COMMITTEE**  
**(CAC)**

*Adopted by the Community Advisory Committee 3/10/99*  
*Revised 11/19/12*

**SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE (CAC)**

**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 the Sonoma County Office of Education (SCOE), local districts, families, community, students and teachers, so all voices are heard. We also provide parent 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.

**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 administration regarding the planning and operation of special education programs in Sonoma County.
2.     To advise the Sonoma County Board of Education and the SELPAs 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.

**SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE (CAC)**

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.

**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.
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 terms of membership shall continue until the membership moves from the county or resigns their membership.
4. Terms of appointment shall be annually staggered so that half the memberships appointed or re-appointed each year on September 1.
5. Applicants for voting membership will be nominated to the CAC through the directors of special education for the school districts in the Sonoma County SELPA or through the CAC Membership Subcommittee. Applicants will be

**SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE (CAC)**

appointed to the CAC as voting members by the governing boards of the school districts in the Sonoma County SELPA.

6. Nominations to the CAC may be made at any time by any member or interested community person (see Article IV, Section 7).
7. To resign, a member must submit a statement in writing to the Chairperson or a member maybe declared to have resigned (Article IV).
8. Any member who has notified by unsubscribing, the recording secretary may be declared to have resigned unless an appeal is made to the CAC.

**Article IV      MEETINGS**

**Section**

1. The CAC shall meet at least four (4) times per year in September, November, February, and April, with an Executive Committee meeting in May. The CAC officers may elect to have additional meetings on specific topics. The CAC does not have a membership meeting in June, July and August. Notice of regular meetings shall go out in the regular SCOE and SELPA site communications ten (10) days prior to the monthly meeting.
2. All meetings shall be open to the public and held in accessible facilities as well as posted to the SELPA website.
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 the CAC members present at a meeting.
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 By-Laws 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.

**SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE (CAC)**

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 (3) years by the CAC membership. Production shall be provided by the Sonoma County SELPA with posting on its website.

**Article V 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 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.
3. Election of Officers:
  - a. Officers shall be elected biannually in April of even-numbered years.
  - b. Nominations for officers will be taken from the floor at the prior February meeting and those names will be sent out with the April agenda. Nominations will also be taken from the floor prior to the election at the April meeting. A nominee must be a member of the CAC and must agree to have their name placed in nomination (Article VI, Section 3c.).
  - c. Elections shall be by ballot, unless there is only one candidate for office in which case there may be a voice vote.
  - d. Vacancies in office shall be filled at the next regular meeting following the resignation of an officer.
  - e. Officers elected at the April meeting will assume office as of July 1<sup>st</sup>.
  - f. The May Executive Committee meeting will be a transition and planning meeting to be attended by both the incoming and out going officers.
4. The duties of the officers shall be as follows:

**SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE (CAC)**

**CHAIRPERSON**

- Preside at all CAC Meetings.
- 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.
- 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 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**

- Record minutes of all Executive Committee and General Meetings. Typing and e-mailing services shall be provided by the Sonoma County SELPA.
- 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.

**SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE (CAC)**

**Article VI    COMMITTEES**

**Section**

1.     The CAC shall have three (3) types of committees: Standing Committees, Ad Hoc Committees, and an Executive Board.
  
2.     The CAC may convene 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 Special Education Self Reviews and/or Verification Reviews.
  
  - 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.
  
  - c.     **Parent and Community Education Committee:**
    - Will assist with in-service activities and parent education and will encourage parent awareness, including parents whose primary language is other than English.
    - 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.

**SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE (CAC)**

- Will be available to work with other agencies and organizations that serve special education students.
  - Monitor any relevant state or federal legislation.
- d.     **Finance Committee:**  
- Monitor, review and report on the SELPA budget development process.
- e.     **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 quarterly 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 a membership packet **within thirty (30) days** following official appointment their appropriate School District Board.

**Article VII**   **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.



**SONOMA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE (CAC)**

**Article VIII 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.