

# TRI-VALLEY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

## APPENDIX F

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### COMMUNITY ADVISORY COMMITTEE BYLAWS

# **LOCAL PLAN FOR SPECIAL EDUCATION**

# **Tri-Valley Special Education Local Plan Area (SELPA) Community Advisory Committee Bylaws**

## **ARTICLE I**

### NAME

The name of the organization shall be the Tri-Valley SELPA Community Advisory Committee (CAC).

The Tri-Valley SELPA CAC represents the following districts: Dublin Unified, Livermore Valley Joint Unified, Mountain House Elementary, Pleasanton Unified, Sunol Gen Unified School Districts, and Alameda County Office of Education.

## **ARTICLE II**

### GOALS AND OBJECTIVES

The broad goal of the Committee is to involve interested parents, students, teachers, community members and education specialists in advising and providing input to the Tri-Valley SELPA Board and district special education directors on the unique requirements of students with exceptional needs, to assist the administration in furthering and improving the functioning of the Special Education Local Plan Area, and to support local and regional activities organized on behalf of students with exceptional needs.

To maintain communication channels between parents/guardians of individuals with exceptional needs and school district administrators and professional staff.

Assist the SELPA to develop in the local community an understanding of the Local Plan for Special Education and the needs for special education for individuals with exceptional needs. Encourage community involvement in the development and review of the Local Plan. Recommend annual priorities to be addressed by the plan.

May liaise with district and state legislative and administrative personnel and other CAC committees to keep informed on new developments in special education; advise state legislators of the special education needs of Tri-Valley students with exceptional needs.

To assist in parent education and in recruiting parents and other volunteers who may contribute to the CAC and the implementation of the Local Plan. The CAC will sponsor parent education workshops and engage in other parent support activities such as creating a resource list, disseminating information on community activities, holding support groups and hosting activities such as the Make a Difference Awards.

Appoint a non-voting member to the SELPA Governance Council. It is this member's role to give CAC input regarding annual priorities and the budget plan, and to act as a liaison in expressing parent and community concerns.

## ARTICLE III

### MEMBERSHIP

The Community Advisory Committee is composed of representative of Dublin, Livermore, Mountain House, Pleasanton and Sunol Glen Districts and the Alameda County Office of Education

The District Directors of Special Education (or superintendents of districts that do not have directors of special education) shall seek recommendations for membership in the CAC. When possible, recommendations shall be solicited to balance the CAC to represent all districts, a variety of types of student disability, and ethnic diversity.

Each District superintendent (or as designated, special education director) selects from the recommendations and appoints members from his or her district to serve on the CAC.

The CAC will ideally consist of no fewer than six (6) members. The district directors of special education shall be appointed as a non-voting members of the CAC.

Members of the CAC may be:

- parents of individuals with disabilities enrolled in public or private schools
- parents of other students enrolled in school
- students with disabilities
- adults with disabilities
- special education teachers
- general education teachers
- related service providers, administrators, or other school personnel
- other public/private agencies
- other concerned community members

The majority shall be composed of parents of students enrolled in schools participating in the Local Plan and a majority of such parents shall be parents of individuals with exceptional needs.

All members of the committee will generally serve for a two-year term. The membership year begins July 1 and continues through June 30 of the next calendar year.

Any member may resign or make a request for a leave of absence by filing a written request to the CAC Chairperson for approval of the body.

Any member who misses three (3) consecutive regular meetings in the year without due cause, as determined by the Committee members, may be recommended for replacement by their local district. Excused absences are accepted when a member has notified a CAC officer of a valid reason for the absence.

In the event a member misrepresents the CAC goals and objectives or procedures as outlined in this section, the CAC officers or other voting or non-voting members may recommend to the member's district that the member be replaced.

## ARTICLE IV

### OFFICERS AND THEIR DUTIES

The officers of the committee will be a chairperson or co-chairpersons and a secretary who shall be elected annually for one year terms or until a successor has been elected. The officers will be elected at the last meeting of the administrative unit's (AU's) regular school year, provided that a quorum is present at that meeting. If no quorum is present, officers will be elected at the next CAC meeting at which a quorum is present.

Officers shall be elected annually by a majority vote of those present at a meeting at which a quorum is present. The district directors of special education shall be appointed as non-voting members of the CAC. The SELPA director shall serve as staff liaison to the committee.

The chairperson (or co-chairpersons) shall preside at all meetings of the CAC and shall sign all correspondence, reports, and other communications authorized by the CAC.

The secretary shall keep the minutes of all CAC meetings and transmit copies of the minutes to each member. The secretary shall keep a register of the addresses, email addresses and telephone numbers of members, as well as a record of attendance of each member of the CAC. Typing, duplication, and mailing shall be furnished by the Tri-Valley SELPA through the CAC annual budget as appropriate.

## ARTICLE V

### COMMITTEES

The CAC may, from time to time, establish and abolish such standing and special committees as it may determine necessary in performing its functions. Each member of standing and special committees shall be a member of the CAC. No standing or special committee may exercise the authority of the CAC. Standing committees may include, but are not limited to, nominating, communications, parent concerns, budget/finance review, recognition and public relations, or legislative.

## ARTICLE VI

### MEETINGS

The CAC shall schedule business meetings periodically throughout the year. All meetings of the committee shall be open to the public. In addition, the CAC shall schedule workshops, presentations, and other meetings throughout the year as appropriate. The CAC shall schedule no fewer than five (5) business meetings and/or events/year.

All meetings shall receive 72 hours prior public notice. CAC members shall receive written notification of scheduled meeting at least five working days in advance of each business meeting. Notices shall include the location, date, and hour of business meetings.

A quorum shall consist of 50% of appointed voting members plus one voting member.

The Chairperson shall not commit the Committee or its members to any action without a vote of the Committee. Any member may call for a roll call or ballot vote by motion, if seconded.

Every act or decision done or made by a majority of the members present at a meeting at which a quorum is present is the act of the Committee unless the Bylaws require a greater number.

There shall be a portion of the meeting designated as Public Comment provided for input from the community at large. Community input will be limited to four (4) minutes for each speaker for items not on the agenda, and four (4) minutes for each speaker for items on the agenda with a maximum of twenty (20) minutes total for each agenda item, unless recognized by the Chairperson to exceed the time limit.

No letters or personally presented statements of concerns against individuals will be acted on by the Tri-Valley CAC.

All CAC members will encourage a positive atmosphere during any CAC meeting or event. Tri-Valley CAC members will conduct themselves in a professional manner that encourages respectful dialogue between all persons present.

All regular and special meetings of the Tri-Valley SELPA CAC shall be conducted in accordance with Roberts Rules of Order Newly Revised, or in accordance with an appropriate adaptation thereof.

The secretary shall duly record minutes of all business meeting activities; minutes of business meetings shall be approved by the committee at the next regularly scheduled business meeting.

## **ARTICLE VII**

### **BYLAWS AND AMENDMENTS**

The bylaws and amendments to it will be approved by two-thirds (2/3) majority of the local CAC returned ballots and shall become effective immediately on their adoption.

These bylaws, or any portion thereof, may be altered, amended or repealed insofar as they remain in conformity with state and federal guidelines. All proposed amendments shall be submitted to each committee member in writing at least five business days prior to the date of such meeting where they are presented for approval.