

1 LOCAL PLAN FOR SPECIAL EDUCATION  
2 SELPA III  
3 COMMUNITY ADVISORY COMMITTEE  
4 BYLAWS  
5  
6

7 **INTRODUCTION**  
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9 The Community Advisory Committee was established by authority of Senate  
10 Bill 1870, Section 56190 through Section 56194.  
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12 This committee shall be known as the Community Advisory Committee for  
13 the Special Education Local Plan Area (SELPA III) Santa Clara County. It  
14 shall be referred to in these bylaws hereafter as the CAC. SELPA III  
15 comprises the Santa Clara County Office of Education and these eleven  
16 school districts: Cambrian School District, Campbell Union School District,  
17 Campbell Union High School District, Lakeside Joint School District, Loma  
18 Prieta Joint Union Elementary School District, Los Gatos Union School  
19 District, Los Gatos-Saratoga Union High School District, Luther Burbank  
20 School District, Moreland School District, Saratoga Union School District,  
21 and Union Elementary School District.  
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23 **PURPOSE**  
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25 The Community Advisory Committee promotes community awareness of the  
26 unique needs of children with disabilities as well as programs and services  
27 available to them and their families. The CAC shall promote the  
28 development of parent education programs within SELPA III.  
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30 Specific duties of the CAC shall include, but not be limited to:

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- 32 • fulfill responsibilities per California Education Code Section 56194
- 33 • advising the administration of SELPA III in the development,
- 34 amendment, and review of the local plan
- 35 • providing continuing input related to the implementation of the local
- 36 plan
- 37 • recommending annual priorities to be addressed by SELPA III local plan
- 38 • assisting in parent education
- 39 • encouraging community involvement in the development and review of
- 40 the local plan
- 41 • supporting activities on behalf of individuals with exceptional needs.

### 42 MEETINGS

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45 At least four business meetings will be held during the academic year, and

46 presentations as planned. At least 5 days notice is needed to cancel or

47 reschedule a meeting. Any individual whose presence is determined by the

48 CAC to be relevant may attend.

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50 A subcommittee may be formed when a particular need or issue arises as

51 approved by the Board, and will meet as needed.

### 52 MEMBERSHIP

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55 The Community Advisory Committee shall be composed of at least one

56 representative from each district. A maximum of four representatives may

57 be appointed from any one district. Per California Education Code 56192, the

58 CAC shall be composed of:

- 59
- 60 • parents of individuals with exceptional needs enrolled in public or
- 61 private schools
- 62 • parents of other pupils enrolled in school
- 63 • pupils and adults with disabilities
- 64 • regular education teachers, special education teachers, and other
- 65 school personnel
- 66 • representatives of other public and private agencies
- 67 • persons concerned with the needs of individuals with exceptional
- 68 needs.

69

70 Per California Education Code Section 56193, at least the majority of the

71 members should be parents of pupils enrolled in schools participating in the

72 local plan, and at least a majority of such parents shall be parents of  
73 individuals with exceptional needs.

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75 The CAC shall notify member districts of specific vacancies within their  
76 representation through the SELPA III Operations Committee.

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78 Members will be selected by the superintendent or designee and appointed by  
79 each district governing board.

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81 The Selpa Director and each district special education administrator shall be  
82 ex officio nonvoting members of CAC.

83  
84 Per California Education Code Section 56191, the members of the  
85 Community Advisory Committee shall be appointed by, and responsible to,  
86 the governing board of each participating district or county office, or any  
87 combination thereof participating in the local plan. Appointment shall be in  
88 accordance with a locally determined selection procedure that is described in  
89 the local plan. Where appropriate, this procedure shall provide for selection  
90 of representatives of groups specified in California Education Code Section  
91 56192 by their peers. Such procedure shall provide that terms of  
92 appointment are for a least two years and are annually staggered to ensure  
93 that no more than one half of the membership serves the first year of the  
94 term in any one year

95  
96 To terminate a member, the CAC can make a formal recommendation to the  
97 member's school district.

98  
99 Members wishing to resign during the year shall notify the chairperson and  
100 their district's superintendent in writing. It is requested that the district  
101 appoint a replacement.

## 102 VOTING

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104  
105 A quorum shall be necessary to amend the bylaws, to elect officers,  
106 recommend termination, and to ratify expenditures over \$100. A quorum  
107 shall exist when at least one-third of the districts are represented. At least  
108 51% of members voting must be parents of children with disabilities served  
109 by SELPA III.

110  
111 Absentee and proxy votes are not permitted.

112  
113 Election of officers shall be by majority vote.

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115 **OFFICERS**

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117 The officers of the CAC will include: Chair, Vice-chair, and Recording  
118 Secretary. Other officers may be deemed desirable.

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120 The Chair shall:

- 121 • preside over meetings
- 122 • appoint committees as needed
- 123 • plan the meeting agenda
- 124 • sign all correspondence of the CAC
- 125 • review minutes of each CAC meeting prior to printing and distribution.

126

127 The Vice-chair shall:

- 128 • preside at CAC meetings in the absence of the Chair
- 129 • perform other duties designated by the Chair

130

131 The Recording Secretary shall:

- 132 • maintain a current address list of CAC members
- 133 • take minutes at all CAC meetings
- 134 • provide a draft of minutes to the Chair at least two weeks prior to each  
135 monthly meeting
- 136 • distribute minutes to designated organizations
- 137 • record committee finances
- 138 • keep a complete file of all printed material related to the CAC.

139

140 In the event there is no Recording Secretary, the minutes shall be taken by  
141 an attending member who will provide a draft of minutes to the Chair at  
142 least two weeks prior to the next scheduled meeting.

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144 Officers will be elected in May and installed at the last business meeting.

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146 **AGENDA ITEMS**

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148 Agenda items should be submitted to the Chair at least ten days prior to the  
149 meeting at which they are to be considered.

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151 **COMMUNICATION**

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153 The SELPA III Operations Committee must approve all correspondence,  
154 presenters, and materials communicated from the CAC to the parent  
155 community.

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