LOCAL PLAN FOR SPECIAL EDUCATION
SELPA III
COMMUNITY ADVISORY COMMITTEE
BYLAWS

INTRODUCTION

The Community Advisory Committee was established by authority of Senate Bill 1870, Section 56190 through Section 56194.

This committee shall be known as the Community Advisory Committee for the Special Education Local Plan Area (SELPA III) Santa Clara County. It shall be referred to in these bylaws hereafter as the CAC. SELPA III comprises the Santa Clara County Office of Education and these eleven school districts: Cambrian School District, Campbell Union School District, Campbell Union High School District, Lakeside Joint School District, Loma Prieta Joint Union Elementary School District, Los Gatos Union School District, Los Gatos-Saratoga Union High School District, Luther Burbank School District, Moreland School District, Saratoga Union School District, and Union Elementary School District.

PURPOSE

The Community Advisory Committee promotes community awareness of the unique needs of children with disabilities as well as programs and services available to them and their families. The CAC shall promote the development of parent education programs within SELPA III.
Specific duties of the CAC shall include, but not be limited to:

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

MEETINGS

At least four business meetings will be held during the academic year, and presentations as planned. At least 5 days notice is needed to cancel or reschedule a meeting. Any individual whose presence is determined by the CAC to be relevant may attend.

A subcommittee may be formed when a particular need or issue arises as approved by the Board, and will meet as needed.

MEMBERSHIP

The Community Advisory Committee shall be composed of at least one representative from each district. A maximum of four representatives may be appointed from any one district. Per California Education Code 56192, the CAC shall be composed of:

- parents of individuals with exceptional needs enrolled in public or private schools
- parents of other pupils enrolled in school
- pupils and adults with disabilities
- regular education teachers, special education teachers, and other school personnel
- representatives of other public and private agencies
- persons concerned with the needs of individuals with exceptional needs.

Per California Education Code Section 56193, at least the majority of the members should be parents of pupils enrolled in schools participating in the
local plan, and at least a majority of such parents shall be parents of individuals with exceptional needs.

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

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

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

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

To terminate a member, the CAC can make a formal recommendation to the member’s school district.

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

**VOTING**

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

Absentee and proxy votes are not permitted.

Election of officers shall be by majority vote.
OFFICERS

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

The Chair shall:

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

The Vice-chair shall:

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

The Recording Secretary shall:

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

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

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

AGENDA ITEMS

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

COMMUNICATION

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