

**HUMBOLDT/DEL NORTE SPECIAL EDUCATION LOCAL PLANNING AREA
COMMUNITY ADVISORY COMMITTEE
BYLAWS**

I. PURPOSE

The Community Advisory Committee (CAC or Committee) shall have such authority and fulfill such responsibilities as are defined for it in the Humboldt/Del Norte Special Education Local Planning Area (SELPA) Local Plan. Such responsibilities shall include, but not be limited to:

- A. advising the policy and administrative entity of the district, special education service region, and/or county office of education, regarding the development, amendment, and review of the local plan;
- B. recommending annual priorities to be addressed by the local plan;
- C. assisting in parent education, including parent awareness of the importance of regular school attendance;
- D. encouraging community involvement through parent and volunteer recruitment to effect the development, implementation, and review of the local plan;
- E. supporting activities on behalf of pupils with exceptional needs (defined throughout as those who qualify for special education and have a current individual educational plan), and
- F. serving in a dual capacity as the Advisory Committee for other projects related to the education of individuals with exceptional needs as appropriate opportunities arise.

II. SPECIFIC COMPOSITION AND APPOINTMENTS

The Committee shall be composed of no more than seventeen (17) voting members. Members shall be comprised of parents of pupils with exceptional needs enrolled in public or private school, parents of other pupils enrolled in school, pupils and adults with disabilities, general 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 from the community at large.

A. Recruitment

The Membership Committee has specific responsibility for recruitment; however efforts will be made by all Committee members to recruit members from throughout the entire SELPA in order to preserve a balanced representation of the total community.

B. Membership

1. Voting Membership

- a) There shall be voting members representing the northern branch of the CAC from Del Norte County and voting members representing the southern branch of the CAC from Humboldt County if possible.
- b) Representation shall include but will not be limited to the following public and private non-profit agencies: Department of Health and Human Services, Redwood Coast Regional Center, and Head Start. Other public or private

non-profit agencies that want to be a part of the CAC shall notify the Chairpersons and request membership.

2. Associate Membership

- a) Interested community persons may become associate non-voting members.
- b) On recommendation of the Membership Committee, the Chairperson may appoint associate members.
- c) On recommendation of the Membership Committee and confirmation by the Community Advisory Committee, associate members may replace voting members as appropriate vacancies become available. The replacement's term will expire at the same time as the original member's.

C. Appointment of Voting Members

1. Parents of pupils with exceptional needs enrolled in public or private non-sectarian schools shall be appointed by the governing board of the school district where the pupil is enrolled to represent the school districts in each of the southern and northern branches of the SELPA.
2. The standing public and private non-profit agency members shall be appointed by their respective agency. The agencies may rotate representation among their own staff as long as their agency is represented. The agencies shall provide the Secretary with a list of their representatives.
3. Interested community members, including general and special education teachers, disabled pupils and adults, and parents of regular education pupils, shall be appointed by the governing board of the school district in which they reside or are employed.
4. The community-at-large member(s), depending where s/he resides, shall be appointed by the Humboldt County Board of Education or the Del Norte County Board of Education based upon a recommendation from the Superintendent. Interested persons should submit a letter of intent and resume to the Humboldt County Superintendent or the Del Norte County Superintendent.

III. TERM OF APPOINTMENT

- A. Each member shall be appointed for a two year term. Members will serve no more than two consecutive full terms unless approved by a simple majority of the members in attendance prior to the expiration of the member's second full term with approval from the governing board that made the original appointment.
- B. Limitation of the two consecutive terms may be waived for agencies who are required to fill a position and who have no other agency employee who would be willing or able to serve. An agency shall write a letter to the Committee stating the circumstances; the Committee shall vote to approve the waiver of term limitation.

IV. VOTING

- A. A quorum shall consist of three voting members.
- B. A simple majority vote for usual business will be required in order to reflect the approval or disapproval of action items before the Committee.
- C. A two-thirds majority vote will be required for the filling of all Committee vacancies.

- D. Revision of these bylaws shall require a two-thirds majority vote of members present with notice to all voting members advising them of proposed revisions at least eight (8) days in advance of the regularly scheduled meeting where the bylaws may be revised.

V. MEETING TIMES AND PLACES

At least four regular meetings will be held each year, the meeting dates and times will be scheduled at the last meeting of the academic year for the following school year.

- A. Meetings shall be held at the Humboldt County Office of Education in Eureka with tele-conferencing to Del Norte County and Southern Trinity County.
- B. Additional meetings of the CAC may be scheduled when necessary for the completion of its responsibilities.
- C. Meetings will be advertised on the HCOE website, reminders will be sent to all school districts; the public is encouraged to attend and provide input.
- D. Members shall receive notice of all regularly scheduled meetings by mail (electronic, postal, or in-house) at least five (5) business days before the meeting. The notice will include the agenda for the upcoming meeting, supporting materials as necessary, and the minutes of the previous meeting.
- E. Notice of any special meetings shall be received by the full membership at least three (3) business days in advance.

VI. MEETINGS AND STRUCTURE

A. Conduct of Meetings

All regular and special meetings shall be conducted in accordance with the parliamentary procedure in Robert's Rules of Order: Newly Revised, In Plain English, The Standard Code of Parliamentary Procedure, or The Modern Edition. A summary of Robert's Rules of Order will be made available to members and by request to all others.

B. Executive Committee

This committee shall be composed of the Committee Officers. The committee shall be responsible for:

1. providing input for the regular meetings;
2. preparing bylaw revisions;
3. appointing voting and associate members to committees;
4. completing any business not requiring a vote which cannot be held until the regular meeting;
5. creating a Community Education Committee and a Parent Advisory Committee as optional committees, and
6. other duties as determined by the Chairperson.

C. Community Education Committee

The Community Education Committee is an optional committee, created at the direction of the Executive Committee. It shall be composed of a chairperson and no less than two members. This committee shall be responsible for:

1. gathering information regarding in-service training needs and other needs as determined by the local plan;
 2. prioritizing annual goals for the CAC;
 3. supporting the SELPA to develop and improve programs to train special education teachers and classified staff on the needs and issues of pupils with exceptional needs and their families, and
 4. other duties as determined by the Committee Chairperson.
- D. Parent Advisory Committee
- The Parent Advisory Committee is an optional committee, created at the direction of the Executive Committee. It shall be composed of a chairperson and no less than two members. The committee shall be responsible for:
1. assisting families in finding information about various disabilities and which agencies/organizations can provide parents with service information for children with disabilities;
 2. providing area agencies with updated information regarding resources;
 3. providing a liaison to share family issues and concerns regarding services to special education pupils with the general membership;
 4. reviewing and revising the Special Education Parent Handbook "Be Involved", and
 5. creating, reviewing, and revising a "greetings" brochure.
- E. Membership Committee
- This committee shall be composed of an Executive Committee member and no less than two CAC members. This committee shall be responsible for:
1. monitoring attendance of members at regularly scheduled meetings;
 2. initiating a reminder letter to members who miss two consecutive meetings;
 3. initiating the nomination of associate members to vacant voting positions;
 4. maintaining the full membership roster and keeping track of the terms of office;
 5. sending letters to agencies (public and private) informing them of their appointee's term coming to the end of their second year and asking that they either reappoint or appoint a new person.
 6. initiating the re-nomination of members at the end of their term's second year;
 7. creating a CAC information flyer for use in recruitment, and
 8. alerting the media of upcoming meetings and events.
- F. Ad Hoc Committees
- These committees shall be formed for specific short-term and task-oriented purposes as needed and approved by a simple majority of members.

VII. ELECTION AND DUTIES OF OFFICERS

- A. Officers will be elected to serve one year terms and may serve a maximum of two consecutive terms in any single office if approved by a simple majority of the voting members in attendance.
- B. There shall be Chairperson, Vice Chairperson and Secretary.
- C. There shall be a Parliamentarian at the discretion and appointment of the Chairperson.

- D. Election of Committee Officers will take place at the first CAC meeting of the calendar year, with the nominations presented at the last CAC meeting of the previous calendar year. Voting may be in the form of a written ballot distributed prior to the meeting or telephonically from a remote location.
- E. Officers may be recalled by a two-thirds vote of all members present. Voting shall be in the form of a written ballot.
- F. Duties of the Officers shall include, but not be limited to:
 - 1. Chairperson: Conducting all Committee meetings, all Executive Committee meetings, and appointing committee chairpersons.
 - 2. Vice Chairperson: Assisting the Chairperson in his/her duties and fulfilling the same in the Chairperson's absence. Approves all announcements sent to the media.
 - 3. Secretary: Writing and compiling correspondence between Committee and members, agencies, and others as necessary. Recording and maintaining a chronological file of all Committee minutes. Making copies of bylaws, related Education Code sections, and parliamentary procedures available to all who request such. Maintaining a list of all standing and ad hoc committees and their members. Maintaining contact information for all members. Tracking members' appointments and terms. Notification of more than two absences to committee
 - 4. Parliamentarian: Guiding the members' compliance with parliamentary procedure. Office to be filled at the discretion of the Chairperson.

VIII. TERMINATION OF MEMBERSHIP

- A. Any members who choose to resign during his/her term of appointment shall notify the Chairperson in writing.
- B. The members may recommend the termination of any member who misses two or more consecutive regular meetings. An action item to do so shall be amended to the agenda before the agenda is approved at the start of any meeting when a quorum is present.

IX. RATIFICATION

The bylaws and revisions thereto shall be ratified by the Superintendents' Special Education Policy Council.

X. AUTHORITY

Nothing in these bylaws shall be construed in a manner that would be inconsistent with the purpose and requirements of the Community Advisory Committee as specified in the California Education Code §§56001, 56190-56195, 56200, 56205, 56240, or subsequent amendments.

Date revisions adopted by CAC: December 14, 2011
Date revisions ratified by SSEPC: February 9, 2012