

COMMUNITY ADVISORY COMMITTEE
BYLAWS
NATOMAS UNIFIED SCHOOL DISTRICT

ARTICLE I
Name and SELPA Status

- 1.1 Name**
The name of the organization shall be the Community Advisory Committee (CAC) for the Natomas Unified School District (NUSD).
- 1.2 Single District SELPA**
It is the intention of NUSD to become a single district Special Education Local Plan Area (SELPA) as of July 1, 2019. Upon approval of single district SELPA status, the CAC will serve as the Community Advisory Committee for this SELPA.

ARTICLE II
Responsibilities

- 2.1 Responsibilities**
The CAC shall:
- 2.1.1 Serve in an advisory capacity to NUSD administration and Board of Trustees regarding the development, amendment and review of the Special Education Local Plan (Local Plan).
 - 2.1.2 Make recommendations regarding the Local Plan, including annual priorities to be addressed by the Local Plan.
 - 2.1.3 Assist in parent education regarding special education laws and responsibilities and raise parent awareness of the importance of regular school attendance.
 - 2.1.4 Recruit parents and other volunteers who may contribute to the implementation of the Local Plan.
 - 2.1.5 Encourage community involvement in the development and review of the Local Plan.
 - 2.1.6 Support activities on behalf of individuals with exceptional needs.
- 2.2 Advocacy**
No CAC member may advocate for a child as a CAC representative or speak for the CAC without prior written approval of the committee.

ARTICLE III
Composition of the Community Advisory Committee

3.1 Composition

The CAC shall be composed of parents of individuals with exceptional needs enrolled in NUSD schools or private schools, parents of other students enrolled in NUSD, students and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. *California Education Code 56192*

3.2 Majority

At least the majority of the CAC members shall be composed of parents of students enrolled in NUSD schools, and at least a majority of such parents shall be parents of individuals with exceptional needs. *California Education Code 56193*

ARTICLE IV
Membership and Voting Rights

4.1 Voting Members

There shall be at least seven (7) voting members with the remaining members participating as non-voting members of the CAC, as described in this Article IV. All other CAC members that may be appointed by the Board from time to time but not described in this Article IV are non-voting members.

4.1.1 Parents. The NUSD Board of Trustees is responsible for appointing at least four (4) parents of students with exceptional needs to serve on the CAC as described in Paragraph 4.4, below, with each parent retaining one (1) vote. The NUSD Board may appoint parents of other students to serve on the CAC as long as at least 50% of the parent membership is comprised of parents of students with exceptional needs.

4.1.2 Other Members. The NUSD Board of Trustees is responsible for appointing other members in accordance with Paragraph 3.1 to serve on the CAC.

4.1.3 Agencies. An open invitation for participation as a voting member in the CAC will be extended to local education-related agencies (e.g., WarmLine, Alta Regional Center) each school year. The CAC Executive Committee will determine the selection of agency representation based upon the needs of the CAC. The number of agency representatives as voting members, when combined with staff and other member representation, will never exceed the parent majority as established in Education Code section 56193.

4.2 Non-Voting Members

4.2.1 Delegation of Non-Voting Members

The Executive Committee may appoint non-voting delegates as desired to encourage increased participation in the CAC.

4.2.2 Other Non-Voting Members

The Chairperson, Vice Chairperson and Secretary shall be deemed non-voting members of the CAC, except when the Chairperson must vote in order to break a tie. The SELPA Liaison shall also be deemed a non-voting member.

4.3 SELPA Liaison

The SELPA will appoint an NUSD administrator as the liaison to the CAC who shall act as Secretary, and who will be a non-voting member.

4.4 Appointment of Parents

Parents who are voting members will be nominated to the CAC through the following process. The Executive Committee shall establish a nominating committee for the purpose of designating candidates for the membership of the CAC. The Executive Committee shall meet in the spring of each year to identify expected membership needs for the following fall. As needed, applications for membership shall be elicited in the spring for CAC membership for the following fall and shall be finalized by the last CAC meeting of the school year. Each applicant shall then be approved by the NUSD Board of Trustees. *California Ed. Code 56191*

4.4 Term of Office

Term of office for all voting members shall be for two (2) years. Due to the requirement in California Education Code §56191 for staggered terms, four (4) voting members shall initially serve only one (1) year while the remaining three (3) voting members shall initially serve two (2) years. After the first year, all terms of office shall be two (2) years for all voting members.

4.5 Members' Duties and Privileges

4.5.1 The duties of the CAC shall be to carry out the Purposes of the CAC, as stated in Article II, above, consistent with California Education Code, Part 30.

4.5.2 NUSD shall provide a complete draft of the Local Plan in the manner it would be submitted to the State to each CAC member for review and comment, at least 30 days before it is presented to the NUSD Board of Trustees for adoption. Each CAC member shall review and provide input to the draft no later than 10 days before the draft will be submitted to the NUSD Board of Trustees.

4.5.3 Each voting member shall be responsible for attendance at all CAC meetings or shall notify the Chairperson or SELPA office regarding their absence prior to the CAC meeting. If a voting member fails to attend without due cause for two (2) meetings in a school year, the SELPA Liaison shall notify the Board of Trustees and may move for termination as a voting member.

4.5.4. Members shall support the activities of the CAC on behalf of special education students and programs.

4.5.5. Each voting member shall be entitled to one (1) vote on each matter that is submitted to a vote of the CAC.

4.5.6. Members must be present to vote.

4.6 Termination of Membership

If a voting member fails to attend two (2) meeting in a school year without due cause and without prior notice, membership may be terminated.

4.6.1 A voting member may be removed without cause with a two-thirds (2/3) vote of CAC members. A voting member may be removed with cause by a majority vote of the CAC members.

4.7 Resignation

Any member may resign by filing a written resignation with the Chairperson or the CAC Secretary.

4.8 Conflict of Interest

Members with a conflict of interest shall be designated as ex officio and shall not be eligible to vote. A conflict of interest is defined as a situation in which a member's performance of official duties may be unduly influenced by considerations of private interest or whose private interest might benefit from the member's official actions or influence with respect to the CAC.

ARTICLE V

Officers of the Community Advisory Committee

5.1 Executive Committee Members

The Executive Committee of CAC shall be composed of the Chairperson, the Vice Chairperson and the Secretary. The SELPA appointed liaison shall act as Secretary and is a non-elected position.

5.2 Election and Term of Office for Chairperson and Vice Chairperson

The Chairperson and the Vice Chairperson shall be elected to serve for a term of two (2) years.

5.2.1 Elections will be held by secret ballot of voting members, unless there is only one (1) candidate for an office, in which case, there may be a voice vote.

5.2.2 Officers' terms shall be from July 1st to June 30th.

5.3 Vacancies

In the event of Chairperson vacancy, the Vice Chairperson will assume the responsibilities of the Chairperson. An election shall be held if a vacancy exists for all other offices. Appointments to fill a vacancy shall be for the remainder of the existing term.

5.4 Duties of the Chairperson

- Facilitate committee meetings.
- Appoint chairpersons and members of subcommittees.
- Serve as ex-officio member of all subcommittees.
- Facilitate development of committee publications such as the newsletter, CAC brochure, and/or CAC Handbook.
- Vote to break ties when necessary.

5.5 Duties of the Vice Chairperson

- Assist the Chairperson, and in his/her absence serve as Chairperson.
- Serve as ex-officio member of subcommittees.
- Assume position of Chairperson in the event the Chairperson leaves the committee.

5.6 Duties of the Secretary

- Keep minutes of each CAC meeting.
- Take attendance at each CAC meeting.

5.7 Duties of the SELPA Office

- Develop the CAC agenda with prior committee input
- Distribute the agenda and minutes to CAC members.
- Archive all minutes of the committee meetings.
- Maintain and update committee roster.
- Provide clerical support to the CAC.

ARTICLE VI
CAC Meetings

6.1 Frequency

The committee shall meet a minimum of **four (4) times** during the school year, August through June, inclusive, with the exact dates and times established at the first yearly meeting or soon thereafter.

6.2 Meeting Notices

A calendar shall be established annually with the business meeting dates and times. Notice of all regular and special meetings shall comply with The Brown Act.

6.3 Quorum

A quorum shall be greater than 50% of the voting members provided that a majority of those present consist of parents of students with exceptional needs, with a simple majority for a vote to pass.

6.4 Conduct of Meetings

All regular and special meetings of the CAC shall be conducted in accordance with *Roberts Rules of Order Newly Revised*.

6.5 Meeting Records

A copy of the agendas and minutes of the CAC meeting shall be posted on the NUSD website, as well as mailed, or emailed, to each member.

6.6 Special Meetings

Special meetings may be called by the Chairperson or by the majority vote of the CAC.

6.7 Open Meetings

Meetings of the CAC and of standing or special committees shall be open to the public in accordance with The Brown Act.

6.8 Concerns

Noncompliance/Member: Concerns regarding compliance issues against another CAC member will be governed by *Roberts Rules of Order*. *No letters or personally presented statements of charges against individuals will be heard by the CAC.*

ARTICLE VII
CAC Sub-Committees

7.0 Sub-Committees

At the direction of the CAC, sub-committees may be formed for a variety of purposes, including the following:

- Assisting in professional development activities, parent education and community awareness about individuals with disabilities.
- Promoting parent awareness.

- Involvement in community activities relating to individuals with exceptional needs.
- Providing information regarding the CAC and its activities to the community.
- Acquiring knowledge and understanding concerning the legislative process and bills that may impact special education.

7.1 Participation/Voting

Any CAC member or member of the public may participate on all committees. Voting shall be reserved to CAC voting members.

7.2 Special Sub-Committees Needed From Time-to-Time

All special sub-committees must be approved by a vote of the CAC members. Sub-Committee Chairs shall be appointed by the Chairperson. Committees will serve until the completion of the work for which they were appointed. All committees are to make reports to the CAC and act only on the CAC recommendations.

ARTICLE VIII
Amendments

8.1 These Bylaws May Be Amended at Any Regular CAC Meeting

Amendment to these Bylaws shall only be done on a two-thirds (2/3) approval of the voting members, provided that a written notice of the proposed amendment has been given to all members at least one (1) meeting prior to the meeting in which the amendment is acted upon.

8.1.1. All changes to the Bylaws shall be consistent with the Local Plan.

8.1.2. These Bylaws will be adopted by a two-thirds (2/3) approval of the voting members at the first meeting of the CAC.



Secretary, Community Advisory Committee
Natomas Unified School District

10/10, 2018