

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT SPECIAL EDUCATION LOCAL PLAN AREA

COMMUNITY ADVISORY COMMITTEE

BYLAWS

Article I: Information

Section 1.1 Name of Council

The name of the organization shall be the Community Advisory Committee for the San Bernardino City Unified School District Special Education Local Plan Area, hereinafter referred to as Community Advisory Committee (CAC).

Section 1.2 Area Served

The area served by the CAC shall include the geographic area of the San Bernardino City Unified School District within San Bernardino County.

Section 1.3 Purpose

The purpose of the CAC shall be in an advisory capacity of the San Bernardino City Unified School District Special Education Local Plan Area regarding annual priorities, parent education, and other special education related activities. The CAC shall collaborate with the District/SELPA to ensure that the educational requirements of special education students are met and shall serve as a liaison between the SELPA and families, community, students, and teachers.

Article II: Objectives and Responsibilities

The goal of the Community Advisory Committee (CAC) shall be to improve communication and understanding between parents and staff of special education students and parents and staff of regular education students. In order to achieve this, the CAC will:

1. Advise the policy and administrative entity of the District regarding the development and review of the Local Plan, including a process for review and consideration of CAC comments.
2. Recommend annual priorities to be addressed by the Local Plan.
3. Assist in the education and recruitment of parents and other volunteers to help implement the plan by means such as outreach, presentations, and informational meetings.

4. Encourage community involvement in the development and review of the Local Plan.
5. Support activities on behalf of individuals with exceptional needs.
6. Assist in parent awareness of the importance of regular school attendance.

(CEC Section 56194)

Article III: Membership

Section 1

The membership of the CAC shall consist of:

- A) A minimum of majority of whom are parents of individuals with exceptional needs representing students in the full range of special education programs/services provided by the District including public school, non-public school and state special school programs [specifically, at least fifty-one percent (51%) of the membership approved by the Board must be parents of students with special needs];
- B) Membership of the CAC also includes a parent of a regular education student enrolled in the San Bernardino City School District;
- C) Special education teachers and other school personnel;
- D) Disabled pupils and adults;
- E) Representatives of other public and private agencies;
- F) Persons concerned with the needs of individuals with exceptional needs of the District's general public.

(CEC Sections 56192, 56193)

Section 2

Selection of Members

CAC Membership shall consist of a minimum of 21 members, inclusive of the Executive Committee. Members shall be selected by consensus of those present at a regular meeting and submitted to the Board of Education for approval.

Section 3

Voting Rights

Each member shall be entitled to one vote and may cast that vote on each item submitted at any meeting of the CAC. Proxy voting is not permitted. Absentee ballots will be permitted only for election of officers.

Section 4 Terms of Membership

Membership shall be a minimum of two (2) years with staggered terms to ensure that no more than one-half of the membership serves the first year of the term in any one year.

Section 5 Resignations

Any member shall resign by filing a written resignation through the Secretary of the CAC.

Section 6 Termination of Membership

A member selected as a parent/guardian shall no longer hold membership should he/she no longer have a son/daughter enrolled in a program or service provided or contracted for by the District, including a public, non-public or state special school program. Membership shall automatically terminate for any member who is absent from all regular and special meetings for a period of three (3) consecutive months without an appropriate excuse. The appropriateness of the excuse shall be determined by the CAC.

Article IV: Officers of the CAC

Section 1.1 The Executive Officers shall consist of a chairperson and/or co-chairperson, vice chairperson, secretary, and Community Liaison Parliamentarian. A minimum of three (3) officers must be parents of students with disabilities enrolled in the District. Effective with the 2020-2021 academic year, the office of Community Liaison / Parliamentarian will be divided into two (2) separate offices, Community Liaison and Parliamentarian.

Section 1.2 The Executive Officers are nominated and then elected from the membership.

Section 1.3 A parent/guardian shall no longer hold an office if he/she no longer has a son or daughter in a program provided by or contracted for by the District including public, non-public, or state special school program.

Section 1.4 The Community Liaison/Parliamentarian and effective 2020-2021 the Community Liaison is the Community Liaison employed by the San Bernardino City Unified School District and is not a voting member.

Section 1.5 The term of office shall begin at the close of the May meeting and continue for two (2) years.

Section 2 Duties of the officers shall include

1. Chairperson and/or co-Chairperson:

- a. Preside at all CAC meetings.
- b. Call special meetings.
- c. Appoint all committees
- d. Make appointments to fill vacancies.
- e. Establish HOC committees as needed.
- f. Prepare meeting agenda with the Secretary two (2) weeks prior to the meeting.
- g. Ensure monthly meeting agenda is forwarded to the Director of Special Education one (1) week prior to notification of meeting.
- h. Serve as ex-officio on all committees.
- i. Have the privilege of voting.
- j. Serve as advisor for the newly elected Chairperson for one (1) year after the term as Chairperson has ended.

2. Vice Chairperson:

- a. Preside in absence of the chairperson/co-chairperson.
- b. Succeed to the chairperson in the event of the chairperson's resignation or inability to serve and shall remain in the office until the next election.
- c. Assume any duties assigned by the Chairperson
- d. Have the privilege of voting.

3. Secretary:

- a. Work with Chairperson to prepare the agenda for the meetings and submit with a copy of the previous month's minutes to the Director of Special Education's secretary for processing under the Brown Act.
- b. Record and forward the minutes of all council meetings to the members and the Director of Special Education within five (5) business days of the meeting.
- c. Maintain notebook of all minutes, agendas, correspondence and other information pertinent to the CAC.

d. If the secretary is unable to attend a meeting, an officer shall appoint someone to fill in.

e. Have the privilege of voting.

4. Community Liaison/Parliamentarian [Through June 30, 2020]:

a. Communicate in writing to the Director of Special Education all recommendations made by the CAC.

b. Serve as the chairperson for the membership committee.

c. Serve as chairperson for planning parent education activities.

d. Maintain representative committee roster; prepare rosters for voting; maintain and update the SELPA CAC notebook.

e. Review annually Roberts Rules of Order and parliamentary procedures for the CAC and clarify points of order as needed in the meetings.

f. Will ensure that all tasks follow the mandates of the bylaws and related statutes.

g. Assist the Chairperson to recruit new members or parents interested in attending meetings and trainings.

h. Assist with other tasks assigned by the committee or the Chairperson.

i. Does not have the privilege of voting, except for purposes of tie breaking.

5. Community Liaison [Effective 2020-2021]:

a. Communicate in writing to the Director of Special Education all recommendations made by the CAC.

b. Serve as the chairperson for the membership committee.

c. Serve as chairperson for planning parent education activities.

d. Maintain representative committee roster; prepare rosters for voting; maintain and update the SELPA CAC notebook.

e. Assist the Chairperson to recruit new members or parents interested in attending meetings and trainings.

- f. Assist with other tasks assigned by the committee or the Chairperson.
- g. Does not have the privilege of voting.

6. Parliamentarian [Effective 2020-2021]:

- a. Review annually Roberts Rules of Order and parliamentary procedures for the CAC and clarify points of order as needed in the meetings.
- b. Will ensure that all tasks follow the mandates of the bylaws and related statutes.
- c. Assist with other tasks assigned by the committee or the Chairperson.
- d. Have the privilege of voting.

Section 3 Election of Officers

- A) Following the April meeting, the nominating committee shall prepare a slate of officers which shall be forwarded, in writing, to council members at least one (1) week prior to the May meeting. No nominations will be accepted without the nominee's prior consent to serve.
- B) Voting shall be done at the May meeting with officers elected by a majority of those present.
- C) Voting shall be by closed ballot.
- D) Chairperson for the membership committee shall be the judge of elections.
- E) Ties shall be broken with a run-off between those receiving the highest number of votes.

Article V: Meetings

Section 1 All meetings shall be scheduled for place and time to meet the needs of the council. General meetings shall be held no less than four (4) times per year. Specific meetings may be added or canceled by a majority vote at the preceding meetings, or by a majority of the Executive Officers upon special request to the chairperson.

Section 2 A calendar of meetings and trainings will be voted on at the last meeting of the school year for the following year. All meetings are open to the public.

Section 3 A quorum of 1/3 of the current membership (minimum 7 members), which includes the Executive Committee, shall be required at each meeting of the CAC.

Section 4 All decisions shall be made by majority (one more than half the membership present). Any tie shall be broken by a vote from the Community Liaison/Parliamentarian.

Section 5 Notices of all regular and special meetings shall be in writing and submitted to the Director of Special Education's secretary, CAC Board members and members no less than 2 weeks before the scheduled meeting. Notices will include date, time, location, agenda of the meeting as well as minutes of the prior meeting. Notices are to be posted in accordance with the Brown Act. Notices will be disseminated to the District's public schools as well as the contracted nonpublic schools and private schools within the boundaries of the District.

Section 6 Any member who wishes to place an item on the agenda shall present the item to the chairperson at least two weeks prior to the scheduled meeting.

Section 7 Meetings shall be conducted according to Robert's Rules of Order, but all rules are superseded by council bylaws.

Section 8 Meetings shall be an hour and a half in length. If there is a need for additional time, a vote shall be taken to extend the meeting.

Article VI: Relationship to Special Education

Section 1 The Director and/or his/her designee(s) shall serve the council only in an advisory capacity.

Section 2 It shall be the function of the Community Liaison/Parliamentarian and the Community Liaison effective 2020-2021 to communicate to the Director of Special Education the activities of the council and communicate to the council any tasks the Director may assign.

Section 3 Specific recommendations formulated and approved by the council shall be submitted in writing to the Director by the Community Liaison/Parliamentarian and the Community Liaison effective 2020-2021. The Director shall forward the council's recommendations to the appropriate board committee with a recommendation for appropriate action. A copy of the Director's recommendation shall be sent to the council president. A request shall be made that a member of the council shall be present at the time council's recommendation is made to the proper committee of the school board.

Section 4 The CAC shall periodically review the progress of the organization and its recommendations with the Director, or the Director's designee(s), as deemed appropriate.

Article VII: Committees

- Section 1** All committees shall be appointed by the Chairperson or co-chairperson for a purpose or purposes to be determined by the CAC.
- Section 2** Committees shall function until the purpose for which they were formed has been completed and a report of their activities has been made to the CAC.
- Section 3** A chairperson shall be selected by each committee to schedule meetings, preside at committee meetings, and report to the CAC.
- Section 4** A committee shall take no action without a meeting.
- Section 5** All committee members shall receive at least seven days' notice prior to a meeting. Notices may be by personal contact, telephone communication, or in writing. Notices may be waived by mutual consent or ratification of all members on a committee.
- Section 6** A quorum shall consist of a majority of the committee representatives.

Article VIII: Rules of Order

- Section 1** The Brown Act and Robert's Rules of Order shall govern the procedures of the CAC.
- Section 2** All actions of the CAC shall be taken at a scheduled CAC meeting.
- Section 3** A quorum shall consist of seven (7) voting members.
- Section 4** A majority of the quorum voting members present shall carry a motion.
- Section 5** Abstentions shall be counted in determining the quorum.

Article IX: Amendments

- Section 1** These Bylaws may be amended or revised by a majority vote of the members present at any regular meeting, provided that a written notice has been given to all members at least one (1) week prior to the meeting.
- Section 2** These Bylaws shall become effective upon their approval by a majority vote of the CAC membership.

Approved on September ____, 2019