BYLAWS
COMMUNITY ADVISORY COMMITTEE
FOR SPECIAL EDUCATION
SELPA IV

ARTICLE I
NAME OF COMMITTEE

Section 1.01 The name of the committee shall be the Community Advisory Committee for Special Education (CAC-SE), Special Education Local Plan Area IV, San Jose Unified School District (SJUSD), Santa Clara County Office of Education (SCCOE) (SELPA IV).

ARTICLE II
PURPOSE OF THE COMMUNITY ADVISORY COMMITTEE

Section 2.01 The purpose of the CAC-SE shall be to act in an advisory capacity to the SJUSD and Santa Clara County Boards of Education regarding effective Special Education programs and services. The CAC-SE shall achieve its purpose by promoting maximum interaction between students, parents, community members, teachers, staff, the Department of Special Education, SJUSD administration, the SJUSD Board of Education, the Santa Clara County Office of Education (SCCOE) and other Local Education Agencies (LEAs).

In achieving this purpose, the CAC-SE shall have such authority and fulfill such responsibilities as are defined for it in the Local Plan for Special Education and appropriate legislation. (CAL. ED. CODE 56190 – 56194, 56195.9)
ARTICLE III
RESPONSIBILITIES

Section 3.01 The CAC-SE shall be responsible for, but not limited to, the following:

1) Advising the policy and administrative entity of the Special Education Local Plan Area regarding the development, amendment, and review of the Local Plan. The entity shall review and consider comments from the community advisory committee.

2) Recommending annual priorities to be addressed by the plan.

3) Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.

4) Encouraging community involvement in the development and review of the local plan.

5) Supporting activities on behalf of individuals with exceptional needs.

6) Assisting in parent awareness of the importance of regular school attendance.

7) With the SELPA Operations Committee, developing an organized system of obtaining information and advice on community interest, concerns and needs related to Special Education an organized system of obtaining information and advice on community interest, concerns and needs related to Special Education.

8) Preparing at least annual reports of various activities of the CAC-SE and any concerns or recommendations related to the development and implementation of the Local Plan for Special Education. Such reports shall be submitted by the CAC-SE to the SELPA LEAs’ governing boards.

9) Advising the policy and administrative entity of the Local Plan Area regarding special education related topics and goals, including the needs and priorities of exceptional children.

These objectives are consistent with California Education Code section 56194.
ARTICLE IV
MEMBERSHIP

Section 4.01 The members of the CAC-SE 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. (CA Ed. Code 56191)

Section 4.02 The CAC-SE shall have a minimum of five and not more than twenty-seven members.

Section 4.03 The community advisory committee 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, and persons concerned with the needs of individuals with exceptional needs. (CA Ed. Code 56192)

Section 4.04 At least the majority of such committee shall be composed of 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. (CA. Ed. Code 56193)

Section 4.05 The Directors of Special Education and/or their designees shall serve as ex-officio members of the CAC-SE and have no voting rights.

Section 4.06 Applications for membership shall be available at every meeting of the CAC-SE and soft copy accessible on the SJUSD website. Applications for membership shall be submitted at CAC SE meetings or via email to any board member of the CAC-SE.

Section 4.07 Members of the CAC-SE shall be approved by the Selection and Nominating Committee, then appointed by the district or county Board of Education.

Section 4.08 Members of the CAC-SE shall serve for a two year term. Members may re-apply at the end of their term. No committee member shall serve more that three consecutive terms.

Section 4.09 Vacancies may be filled by appointment by the CAC-SE officers. and approved by the district or county Board of Education. All new appointments to fill a vacancy will be for the remainder of the existing term.
Section 4.10 A member shall no longer hold membership should he or she miss three consecutive regular meetings without due cause as communicated to the CAC-SE Chair. The member shall be informed of this termination in writing by the CAC-SE Chair and added to meeting notes.

Section 4.11 Members must be present to vote. Each member attending the meeting shall be entitled to one vote per motion. A majority vote is required for a motion to pass.

Section 4.12 Membership on the CAC-SE is not transferable.

Section 4.13 A member may send an alternate. An alternate shall have no voting power.

Section 4.14 Any member may resign by filing a written resignation with the Chair of the CAC-SE.

Section 4.15 Any member may be terminated for cause by a two-thirds affirmative vote of the total membership of the CAC-SE.

Section 4.16 All members shall have full rights and obligations as described in these bylaws.

ARTICLE V OFFICERS

Section 5.01 The officers of the CAC-SE shall be Chair, Vice-Chair, Secretary, Treasurer and Parliamentarian. These officers and a CAC-SE member who represents the district, shall comprise the Executive Committee.

Section 5.02 The CAC-SE shall elect its own officers from within its membership for a two year term at the last regular meeting of the school year. Election shall be by simple majority of the CAC-SE members present at the meeting. The officers’ term shall begin effective June 1st of the current year.

Section 5.03 Any CAC-SE member may nominate any other member, including himself or herself, to an officer position.

Section 5.04 Any officer may be removed by a two-thirds vote of all members.

Section 5.05 When a vacancy occurs in any office, because of death, resignation, removal or otherwise, a replacement shall be nominated from the CAC-SE membership by the chairperson to fill the vacancy for the unexpired portion of the term, and ratified by a majority vote of the members present.
Section 5.06  The major duties of the officers are:

Chair:  Preside at all regular and special meetings of the CAC-SE, serve as CAC-SE spokesperson to the LEAs, develop each meeting agenda and transmit to the LEAs for posting, serve as an ex-officio member of all subcommittees.

Vice-Chair:  Assume the duties of the Chair in his or her absence, keep accurate records of each voting member's term of service, and serve as an ex-officio member of all subcommittees.

Secretary:  Record minutes of all CAC-SE meetings. Keep attendance and guest records. Receive and transmit CAC-SE correspondence and materials to and from the members including notification of meetings and a copy of the minutes of each meeting.

Treasurer:  Monitor expenses of funds designated for use by the CAC-SE.

Parliamentarian:  Retain a copy of Robert’s Rules of Order, CAC-SE bylaws, and appropriate legislation at all regular and special meetings, and be prepared to make decisions using the same.

Section 5.07  The term shall be from June to May with nominations in April and elections in May. All officers shall be elected by a secret ballot majority vote of members present. There must be a quorum present to transact an election. Ten (10) days notice is required to all members prior to election.

ARTICLE VI MEETINGS

Section 6.01  The CAC-SE shall meet as frequently as deemed necessary but shall hold no less than nine regularly scheduled monthly meetings each school year.

Section 6.02  All meetings shall be open to the public. An agenda containing a description of each item of business to be discussed or acted upon shall be posted no later than 72 hours prior to the commencement of the meeting. Every meeting agenda shall include time for public comment on any matter relevant to the purpose of the CAC-SE.

Section 6.03  All members shall receive notification at least five working days in advance of all regular CAC-SE meetings.

Section 6.04  The presence of five (5) voting members shall constitute a quorum. A quorum is necessary for the transaction of all business.

Section 6.05  All decisions of the CAC-SE shall be by simple majority vote of members in attendance unless otherwise provided in these bylaws.
Section 6.06   All CAC-SE regular and special meetings shall be conducted using Robert’s Rules of order as much as possible, subject to any contradictions contained in these bylaws. The Parliamentarian’s interpretation of these rules of order shall be binding on the CAC-SE.

Section 6.07   Action shall not be taken on items not appearing on the posted agenda.

Section 6.08   No member shall commit the CAC-SE or its members to any action without a vote of the members.

ARTICLE VII COMMITTEES

Sections 7.01   The CAC-SE shall have standing subcommittees and may create any special subcommittee it deems necessary for the achievement of its purpose and objectives. The standing committees shall be:

Local Plan and Policy Review Subcommittee: Will receive input from the community regarding the Local Plan for Special Education, work in cooperation with an appropriate member of the SELPA to review the Local Plan, make recommendations to the CAC-SE regarding the Local Plan.

Education Programs Subcommittee: Will coordinate the CAC-SE’s community education events on topics that enrich parent, staff, and community member awareness, understanding, and ability to address the right to a free and appropriate public education under the law, educational needs and challenges, social and emotional challenges that affect the ability to succeed academically, and access to community resources and services. The Education Programs Subcommittee will gather information regarding the concerns of students, family, staff, and community organizations regarding access to educational, social/emotional, recreational, vocational, and transitional services.

Membership Subcommittee: Be responsible for recruiting CAC-SE members—with concerns for the community that SELPA IV serves, create and distribute CAC-SE orientation materials, provide CAC-SE membership application forms to all interested people, ensure that the CAC-SE membership conforms with the CAC-SE Bylaws and the California Education Code.

Publicity Subcommittee: Provide accurate CAC-SE information to the community via multiple sources including, but not limited to, social media, electronic mail and website. Design a fact sheet about the CAC-SE to be disseminated at SJUSD Back to School events no later than September of each school year. Send information to SJUSD Special Education staff regarding upcoming events via electronic mail on at least a quarterly basis.
**Legislative Subcommittee**: Receive and distribute legislative information pertaining directly to special education and report that information to the CAC-SE. At least one member of this subcommittee shall attend the annual SELPA Legislative Day in Sacramento.

**Section 7.02** The CAC-SE may from time to time establish and abolish standing or special subcommittees. Standing or special subcommittees may not exceed the responsibility delegated by the CAC-SE.

**Section 7.03** The authority and duties of the subcommittees shall be delegated by the CAC-SE.

**Section 7.04** A quorum shall consist of a majority of the subcommittee members.

**Section 7.05** The CAC-SE chair shall appoint all subcommittees as well as subcommittee members.

**Section 7.06** Subcommittee business shall be conducted in a manner deemed appropriate by the members of the subcommittee.

**Section 7.07** Subcommittees shall not take action without a meeting.

**Section 7.08** Subcommittee members shall receive written, phone, electronic or personal notification of all meetings.

**Section 7.09** A vacancy in the membership of any subcommittee may be filled by the Chair of CAC-SE or the subcommittee.

**Section 7.10** Each subcommittee shall have at least two members.

**ARTICLE VIII**

**BYLAWS AND AMENDMENTS**

**Section 8.01** By-Laws shall become effective immediately on their adoption by the CAC-SE unless the CAC-SE members provide that they are to become effective at a later date. These bylaws may be altered amended or repealed so long as they remain in conformity with federal and state law. All proposed amendments shall be submitted to the CAC-SE members in writing or via electronic distribution at least 10 days prior to the first meeting date when the bylaw changes are on the agenda. amendment(s) shall become effective if approved by a two-thirds vote of the members in attendance.
ADDENDUM
RECENT CHANGES TO BYLAWS

Approved by the SJUSD Board of Education June 9, 2016
May 2015 - Changed minimum number of committee members to 5 (Section 4.02)

December 3, 2007 - Changed the name of the Local Plan Review and Policy Making Committee to become Local Plan Review and Policy Review Committee (Section 7.01).

November 5, 2007 - Revised bylaws approved by CACSE

August 21, 2007 - Revised 2005 version of bylaws to bring them up to date with current SELPA requirements.