

SOC CAC BYLAWS
APRIL 15, 2021

Bylaws of the Community Advisory Committee
South Orange County Special Education Local Plan Area

ARTICLE I

NAME

The name of this organization shall be the Community Advisory Committee (CAC) for the South Orange County Special Education Local Planning Area (SOC SELPA).

The area served by the CAC shall include the Laguna Beach Unified School District (LBUSD) and Saddleback Valley Unified School District (SVUSD) located in Orange County, California.

ARTICLE II

PURPOSE

The Community Advisory Committee has specific and important roles and responsibilities that are vital in the overall functioning of SOC SELPA's Special Education programs. Community Advisory Committees are commissioned by law and are a reflection of the community they serve. The Community Advisory Committee is designed to be a dynamic collaborative partnership of educators, parents and community members. This mandated group exemplifies the need for informed involvement among those who provide Special Education programs and services and those who receive Special Education programs and services. The CAC has an overall advisory responsibility to the Saddleback Valley and Laguna Beach Unified School Districts. Ongoing input is provided by the CAC to the SOC SELPA Director who also provides ongoing updates on topics such as pending legislation, SOC SELPA local plan implementation status, and effects of fiscal constraints on provision of services, parent rights and other appropriate subjects. Input is provided to the Superintendents and School Boards of the Saddleback Valley and Laguna Beach Unified School Districts about any concerns from the CAC that are appropriate to their responsibilities. (Authority: Education Code Sections 56190 – 56194).

The CAC shall have the authority and fulfill the responsibilities that are defined for it in the local plan. The responsibilities shall include, but need not be limited to, all the following:

1. Advising the policy and administrative entities of the special education local plan area, SOC SELPA, regarding the development, amendment and review of the Local Plan. The entities shall review and consider comments from the CAC. [Education Code §56194(a)]
2. Making annual recommendations on needs, goals, and priorities to be addressed by the Local Plan. [Education Code §56194(b)]
3. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan. [Education Code §56194(c)]

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4. Encouraging community involvement in the development and review of the Local Plan. [Education Code §56194(d)]
5. Supporting activities on behalf of individuals with exceptional needs. [Education Code §56194(e)]
6. Assisting in parent awareness of the importance of regular school attendance. [Education Code §56194(f)]
7. Supporting community involvement in the parent advisory committee established pursuant to Section 52063 to encourage the inclusion of parents of individuals with exceptional needs to the extent these pupils also fall within one or more of the definitions in Section 42238.01. [Education Code §56194(g)]
8. Becoming familiar with the current laws and regulations pertaining to special education.
9. Reviewing the Local Plan's Annual Budget Plan and providing recommendations to the SOC SELPA Director.
10. Establishing and fulfilling other responsibilities as deemed necessary by the Community Advisory Committee. [Education Code §56194]

ARTICLE III

MEMBERSHIP

Voting Membership:

The voting membership of 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, general 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. At least the majority of the voting membership 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. [Education Code §§ 56192, 56193]

The voting membership shall be composed of at least thirteen (13) but not more than fifteen (15) individuals. The composition of the voting membership shall be allocated according to the following table:

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<i>Voting Member Description</i>	<i>School District</i>		
	<i>LBUSD</i>	<i>SVUSD</i>	<i>Either</i>
Parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school	3	5	
Pupils and adults with disabilities	1	1	
General Education Teachers			1
Special education teachers and other school personnel which may include classroom teachers, instructional aides and/or other service providers	1	2	
Representatives of other public and private agencies and persons concerned with the needs of individuals with exceptional needs			1
<i>TOTAL</i>	5	8	2

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Local Educational Agencies Non -Voting Members:

1. **SOC SELPA Director:** The SOC SELPA Director shall be the SOC SELPA Administrative liaison to the CAC, and shall be a non-voting member of the CAC. (Ex-officio member) The SOC SELPA Director or designee shall attend CAC meetings. The SOC SELPA shall provide fiscal, logistical, and administrative support to the CAC to facilitate CAC meetings, parent trainings and other CAC related activities.

2. **Laguna Beach Unified School District Special Education Director**

3. **Saddleback Valley Unified School District Special Education Director**

The LBUSD and SVUSD Special Education Directors or designees will provide regular updates at each CAC meeting.

The SOC SELPA Director and LBUSD and SVUSD Special Education Directors are encouraged to invite individuals to attend meetings that may contribute to the CAC efforts, purpose and responsibilities.

CAC Non-Voting Members:

Non-voting members may attend all general and special meetings, parent education sessions and events but not vote on CAC action items.

Appointment Process for CAC Voting Members:

Applications to become a CAC voting member will be available on the SOC CAC website maintained by the SOC SELPA and at the LBUSD and SVUSD District Offices. Applications are required to be returned to the SOC SELPA. All applicants will be reviewed at a CAC meeting and the CAC voting members will vote to recommend appointment of an applicant to the governing board of the respective school district within the SOC SELPA for approval. An applicant must be appointed by, and responsible to the governing board of each participating district in the Local Plan in order to become a CAC voting member. [Education Code §56191]

Term of Appointment:

The term of appointment for voting members shall be a minimum of two years and shall expire on June 30. Terms of appointment shall be annually staggered to ensure that no more than one-half of the voting membership serves the first year of the term in any one year.

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Voting Rights:

Each CAC voting member shall be entitled to one vote and may cast that vote on each matter submitted to a vote to the CAC. In order to assure active CAC participation, absentee ballots shall not be permitted.

Resignation:

Any voting member may resign by filing a written resignation with the CAC Chairperson and the SOC SELPA Director.

Termination:

In the event a CAC voting member misses three (3) consecutive regularly scheduled CAC meetings, such member may be removed by majority vote of the CAC voting membership.

Vacancy:

In the event of a vacancy of a CAC voting member, the CAC Chairperson shall coordinate with the SOC SELPA Director, as well as the LBUSD and SVUSD Special Education Directors to commence the appointment process for CAC voting member.

ARTICLE IV

OFFICERS OF THE CAC

The officers of the CAC shall be a chairperson, vice-chairperson, secretary and communications chair. The officers, along with the SOC SELPA Director, shall meet regularly to coordinate CAC activities.

All officers must be CAC voting members, and at least three officers must be parents of individuals with exceptional needs enrolled in public or private or parents of other pupils enrolled in schools within the SOC SELPA.

Election and Term of Office for Officers of the CAC:

Officers shall be elected annually and serve for a term of one year (July 1 – June 30).

An officer may not serve more than two consecutive terms in the same office with the exception of the chairperson, who may serve three consecutive terms.

Election of officers shall be by majority vote of the CAC voting membership.

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Officers' terms shall be from July 1 to June 30, with nominations in the 3rd quarter meeting and elections held in the 4th quarter meeting.

Resignation: Any officer may resign by providing a written resignation to the CAC Chairperson and SOC SELPA Director.

Vacancies: In the event there is a vacancy of the chairperson, the vice-chairperson will assume the responsibilities of the chairperson. An election will be held if a vacancy exists for all other officers.

Duties of Officers:

The chairperson shall:

- a) preside at all meetings of the Community Advisory Committee
- b) prepare agendas for all CAC meetings in collaboration with the SOC SELPA Director
- c) be responsible for the implementation of all Community Advisory Committee decisions
- d) serve as the CAC liaison to the SOC SELPA Director, and member school districts
- e) submit proposals to the SOC SELPA Director on behalf of the CAC related to necessary activities to carry out the CAC's statutory responsibilities
- f) serve on the Local Plan review committee and sign, on behalf of the CAC
- g) perform other responsibilities as directed by the Community Advisory Committee

The vice-chairperson shall:

- a) conduct meetings in the absence of the chairperson
- b) be responsible for the execution of the bylaws
- c) serve as parliamentarian to the CAC
- d) perform other responsibilities as directed by the chairperson

The secretary shall:

- a) maintain membership and attendance records
- b) seek approval of the CAC voting membership prior to the public distribution of written materials on behalf of the CAC
- c) keep minutes and distribute them to the CAC voting membership
- d) attend to correspondence
- e) act as treasurer as the need arises
- f) perform other responsibilities as directed by the chairperson

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The communications chair shall:

- a) assist in efforts to obtain community involvement in the CAC and CAC events
- b) lead parent recruitment for the CAC and CAC events
- c) collaborate with SOC SELPA Director on parent education efforts and facilitate opportunities for parents to share resources
- d) collaborate with SOC SELPA Director in making available information about community resources and parent education opportunities
- e) collaborate with SOC SELPA Director on the maintenance of the CAC website and social networking activities
- f) collaborate with SOC SELPA Director on publications produced on behalf of the CAC

ARTICLE V

CAC MEETINGS

Meeting Frequency:

The CAC shall meet as frequently as deemed necessary but there shall be no less than four regularly scheduled meetings to be held during the academic school calendar.

Meeting Calendar:

An annual meeting calendar for all regularly scheduled CAC meetings shall be developed and approved for the following school year by the last CAC meeting of the school year. Meeting calendars shall establish the date, time and location of each regularly scheduled CAC meeting.

Meeting Notices:

Meeting notices for all regularly scheduled meetings shall be publicly posted at least 72 hours prior to the meeting date in accordance with the requirements of the Ralph M. Brown Act (Government Code §54950 et seq.)(hereinafter referred to as the Brown Act).

Meeting Agenda:

The meeting agenda shall specify the date, time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The meeting agenda shall be distributed to all CAC voting members and posted on the SOC CAC website maintained by the SOC SELPA prior to the meeting. Items to be included on an upcoming meeting agenda must be submitted to the chairperson at least ten (10) days before the meeting.

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Place of Meetings:

The CAC shall hold its meetings in readily accessible barrier-free facilities provided by the SOC SELPA member school districts as well as be virtually accessible to the extent feasible, and may be recorded.

Quorum and Majority Vote:

- A quorum shall be defined as at least one-half of the duly constituted voting membership of the CAC.
- Each CAC voting member shall be entitled to one vote on each matter that is submitted to a vote of the CAC. Members must be present to vote.
- A majority vote of the CAC voting members is required to pass an action, unless otherwise required in the Bylaws.
- A majority vote shall be defined as more than one-half of the total votes of the CAC voting members.

Conduct of Meetings:

All regular and special meetings of the CAC shall be conducted in accordance with these bylaws, the Brown Act and Robert's Rules of Order.

Meeting Records:

Minutes of each CAC meeting shall be recorded by the secretary and distributed to all CAC voting members and posted on the SOC CAC website maintained by the SOC SELPA.

Special Meetings:

Special meetings may be called by the chairperson, or by a majority vote of the CAC voting members, by providing 24 hours' notice of the special meeting specifying the time, place and business to be transacted in accordance with the Brown Act. [Government Code §54956]

ARTICLE VI

COMMITTEES

The Community Advisory Committee may from time to time establish and abolish, by majority vote of the CAC voting members, such standing or special committees as it may require. No standing or special subcommittee may exercise the authority of the CAC.

ARTICLE VII

ACCOUNTABILITY AND RESPONSIBILITY

The Community Advisory Committee shall act in an advisory capacity. The recommendations of the CAC shall be directed to the policy and administrative entities of the Local Plan. The responsibility for action on recommendations by the CAC shall rest with the superintendents

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and the governing boards of the member school districts in the SOC SELPA.

The SOC SELPA Director shall provide each CAC voting member with a copy of the currently approved Local Plan. The SOC SELPA Director shall also provide each CAC voting member with a copy of any proposed amendments or revisions to the currently approved Local Plan. The SOC SELPA Director shall provide CAC voting members with any written notice of non-compliance with the Local Plan from the California Department of Education.

The SOC SELPA Director shall provide the CAC voting members (30) days review of the Local Plan, before its submission to the California Department of Education. The CAC voting members shall have at least 10 days to review any proposed amendments or revisions to the currently approved Local Plan before its submission to the California Department of Education. A verification statement of this review shall be signed by CAC Chairperson.

ARTICLE VIII

AMENDMENTS

Recommendations for proposed amendments to these bylaws require two-thirds vote of the CAC voting members. The recommendations are to be forwarded to the SOC SELPA Director and are subject to approval by the governing boards of the school districts in the South Orange County Special Education Local Plan Area.

END OF DOCUMENT