

**By-Laws of the  
COMMUNITY ADVISORY COMMITTEE**

**For the  
SOLANO COUNTY  
SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)**

**ARTICLE I**

**Name**

- 1.1 The name of the organization shall be the Solano County SELPA Community Advisory Committee (CAC).
- 1.2 The area served by the CAC shall include the following school districts in Solano County as well as the Solano County Office of Education.
  - Benicia Unified School District
  - Dixon Unified School District
  - Fairfield-Suisun Unified School District
  - Travis Unified School District
  - Vacaville Unified School District
- 1.3 In order to promote local involvement of parents of children with disabilities and other community members, establishment of a Local Advisory Committee (LAC) is encouraged in each of the five (5) districts participating in the Solano County SELPA CAC. LACs shall be optional, and as such, shall be separate from the CAC in composition and responsibility.

**ARTICLE II**

**Responsibilities**

- 2.1 The CAC shall serve in an advisory capacity to the administration and policy-making body of the SELPA regarding development, amendment, and review of the Special Education Local Plan. It shall review and consider comments from its membership;
- 2.2 Make recommendations on annual priorities to be addressed by the plan;
- 2.3 Assist in parent education and recruiting parents and other volunteers, who may contribute to the implementation of the plan;
- 2.4 Encourage community involvement in the development and review of the Special Education Local Plan; and
- 2.5 Support activities on behalf of individuals with exceptional needs.

**ARTICLE III**

**Membership**

- 3.1 Composition of the Community Advisory Committee:

- 3.1.1 The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools; other parents of pupils enrolled in school; individuals with exceptional needs enrolled in special education programs; 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. Term of membership shall be two years, with no expressed term limits.
- 3.1.2 The majority of the CAC shall be composed of parents of pupils enrolled in schools participating in the Local Plan, and at least a majority of those parents shall be parents of individuals with exceptional needs. The CAC as a whole shall be limited to three members per district for a maximum total of 15 (fifteen) district appointed members. There shall be two additional standing members, which include the Immediate Past Chair and the Administrative Liaison from the Special Education Council (SEC). Agency representatives must attend three CAC meetings, and then apply to the Council of Superintendents (COS) for membership using the Application for CAC Membership form.
- 3.1.3 Each district shall ensure the local governing board appoints two parent representatives to the CAC. Districts, at their discretion, are encouraged to consider appointees from the LAC in districts where they exist. At their discretion, local governing board's may also appoint an additional representative for a total of three LEA representatives. Each local district member of the CAC shall be responsible to the governing board of their district.
- 3.1.4 The Special Education Council (SEC) shall appoint an administrative liaison to the CAC. The administrative liaison serves as a voting member. The SEC administrative liaison to the CAC may rotate among members of the SEC throughout the year based on availability.
- 3.1.5 CAC Voting Members:  
 Voting members of the committee shall be limited to no more than 20 total.  
 Voting members of the committee are:
- Each district's Board appointed representatives to the CAC (up to 15);
  - The SEC Administrative Liaison (1);
  - Immediate Past Chair (1 - this person may also serve as his/her district's appointed representative or designated alternate); and
  - Agency representative(s) as appointed by the Council of Superintendents (3);
- Members must be present to vote and shall support the activities of the CAC on behalf of special education.

## ARTICLE IV

### **Officers of the Community Advisory Committee**

- 4.1 Officers shall be: Chairperson, Vice-Chairperson, and Immediate Past Chairperson, who shall be elected annually and shall serve for a term of two (2) years with the terms being staggered to the extent practicable. Chairpersons, who serve in the second year of his/her term, shall continue as Past Chairperson for the following two years.
- 4.2 Officers' terms shall be from November to November with nominations in October and elections in November.
- 4.3 Elections will be held in open session as follows: nominations will be taken from members of the CAC for each vacant position, nominees may decline to be considered for a position, a slate of candidates for each position will be developed and the membership shall vote to determine the officers.

4.4 Duties of Officers:

4.4.1 Chair: The Chair shall preside at all meetings of the CAC and shall sign all letters, reports, and other communications. Prior to the monthly meeting, the Chair shall collaborate with SELPA staff to develop an agenda for the monthly meeting. The Chair shall appoint all Committee chairpersons and members subject to the consent of the members.

4.4.2 Vice-Chair: The Vice-Chair shall preside in the absence of the Chair. He/She shall perform all duties described for the Chair. In the event that the office of Chair becomes vacant, the Vice-Chair shall succeed as Chair.

At their sole and mutual agreement, the Chair and Vice-Chair may elect to Co-Chair the CAC meetings for their entire term of office. In such a case, the individual nominated to the position of Chair will assume the role of past chair when their term has ended. If the nominated Chair is unavailable after their term has ended, the Vice-Chair shall serve as the Immediate Past Chair.

4.4.4 Immediate Past Chair: The Immediate Past Chair will serve in an advisory capacity to the Chair and shall serve as a voting member.

4.5 The Solano County SELPA CAC shall include the following non-voting positions.

4.5.1 SELPA Administrative Liaison. The Solano County SELPA Administrative Liaison shall assist the chair in organizing the meetings of the CAC and carrying out the activities of the CAC.

4.5.2 SELPA Secretary: A SELPA Secretary shall be responsible for the minutes of monthly CAC meetings and shall send a copy to each of the members. The duties shall also include keeping a register of the members.

4.6 Non-Participation:

Upon a member's missing three consecutive meetings, the CAC membership shall vote to:

- 1) Call the non-attending member to inquire about their intent to continue to represent the district and resume attending CAC meetings; or
- 2) Direct the CAC chair to notify the district director of the representative's non-attendance and request that a replacement be named.

**ARTICLE V**

**CAC Meetings**

5.1 Frequency:

The CAC shall meet monthly during the school year unless otherwise stipulated by a majority vote of the membership. There shall be no fewer than 8 (eight) meetings per school year with the exact dates and times established by the last meeting of each school year.

5.2 Meeting Notices:

A calendar shall be established annually with the business meeting dates and times. Notice of all regular and special meetings shall be in writing. Notices will state the date, time, and location, and shall be posted at least 72 hours before said meeting.

Items to be included on the agenda must be submitted to the Chair, SELPA Administrative Liaison, or the SELPA secretary one week prior to the upcoming business meeting.

5.3 Quorum:

A quorum of the CAC shall be a simple majority of those members present for a vote to pass.

5.4 Conduct of Meetings:

All regular and special meetings of the CAC shall be conducted in accordance with the CAC By-Laws and The Ralph M. Brown Act.

5.5 Meeting Records:

A copy of the minutes of the CAC meeting shall be sent to the Directors of Special Education and the District Superintendents. The local newspaper will be provided with news releases as appropriate regarding dates, times, and locations.

5.6 Special Meetings:

Special meetings may be called by the Assistant Superintendent, SELPA, the CAC Chair, or by majority vote of the CAC membership with notification to the Assistant Superintendent, SELPA.

5.7 Open Meetings:

Meetings of the committee and of standing or special committees shall be open to the public.

5.8 Committees:

The Chair can form and appoint members to ad hoc committees.

5.9 Concerns:

The CAC is a committee that serves in an advisory capacity only in the areas of programs and services and the corresponding procedural safeguards for students with disabilities. Therefore, no statements of charges against individuals will be heard by the CAC nor will the CAC hear parent requests for specific services or issues related to individual students.

5.10 Political Activities:

The CAC serves solely as an advisory committee to the SELPA. In that capacity, its advocacy for students with disabilities is general in nature. The areas of focus are specific programs and services for procedural safeguards of these students. Therefore, the CAC as an organization does not endorse any private agencies, organizations, or causes. However, the CAC does advocate relative to initiatives impacting students with disabilities.

## **ARTICLE VI**

### **Amendments**

- 7.1 Recommended amendments to these by-laws shall be presented at any regularly scheduled CAC business meeting by a simple majority vote of those present. Final approval of any by-law amendment is at the discretion of the Council of Superintendents.

**AGENCY Application for CAC Membership**

**COMMUNITY ADVISORY COMMITTEE FOR SPECIAL EDUCATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Agency: \_\_\_\_\_

Name and Contact of supervisor: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Area(s) of interest: \_\_\_\_\_

Civic activities or organizations you belong to, if any: \_\_\_\_\_

In what do you plan to contribute to the CAC? \_\_\_\_\_

How did you hear about the CAC? \_\_\_\_\_

Have you attended any CAC business meetings in the past?     \_\_\_ Yes     \_\_\_ No

When? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

*For CAC Use*

Sent to Director: \_\_\_\_\_

Name

Date

Number of CAC Members from Your District to Date: \_\_\_\_\_

Current Members Comprised of:

\_\_\_ Parents     \_\_\_ Special Education Staff     \_\_\_ Regular Education Staff