

**Community Advisory Committee for the  
Riverside Unified School District Special Education Local Plan Area**

**Bylaws of the Community Advisory Committee  
for the Riverside Unified School District Special Education Local Plan Area**

(Revised June 2014)

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## **Article I – Identification**

### **1.1 NAME:**

The name of the committee shall be Community Advisory Committee (CAC) for the Riverside Unified School District (RUSD), Special Education Local Plan Area (SELPA).

### **1.2 AREA SERVED:**

The area served by the CAC shall include the total geographical area of RUSD.

## **ARTICLE II – PURPOSE AND GOALS**

### **2.1 PURPOSE:**

The purpose of the CAC is to carry out the duties, responsibilities, functions expressed in, and in compliance with Education Codes 56190-56194 and legislation related thereto, through the means of an organizational body whose membership represents as nearly as possible the geographic, ethnic, and socio-economic makeup of the communities it serves. These are fulfilled by the goals, responsibilities and objectives noted below.

### **2.2 GOAL:**

The CAC goal is to involve all interested parties, parents, teachers, district administrators, school board, community members, and educational specialists of the unique requirements of individual students with special needs and to assist in improving special educational services.

**2.2.1** This goal assures that CAC's concerns and recommendations for annual priorities addressed to the SELPA plan are brought to the attention of the District. Ongoing input of the CAC is required on topics such as pending legislation, SELPA plan implementation status, and effects of fiscal constraints on provision of services, parent rights and other special education related topics.

## **ARTICLE III – RESPONSIBILITIES AND OBJECTIVES**

### **3.1 RESPONSIBILITIES:**

In achieving these goals, efforts of the CAC shall be directed toward, but are not limited to the following specific responsibilities and objectives. Pursuant to Education Code 56194, the CAC has the following responsibilities:

**3.1.1** Advising the policy and administrative entity of the district, and the SELPA regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the Community Advisory Committee.

**3.1.2** Recommending annual priorities to be addressed by the local plan.

**3.1.3** Assisting in parent education, trainings, and workshops that will be provided by RUSD. Including but not limited to topics such as *Special Education Law* and *Procedural Rights and Safeguards*.

- 3.1.4 Advising the RUSD School Board, at least one time per school year, regarding the educational needs of individuals with disabilities, related to the right to Free Appropriate Public Education (FAPE) and a Least Restrictive Environment (LRE), and opportunities for their participation in all school related activities.
- 3.1.5 Advising and participating in the design of staff development, parent programs, and all special education related trainings that are provided by RUSD.
- 3.1.6 Supporting RUSD and community based activities on behalf of students with disabilities.
- 3.1.7 Encouraging community involvement in the development and review of the local plan.

### **3.2 OBJECTIVES:**

- 3.2.1 To facilitate communication channels between students with disabilities and/ or their parents or guardians, school district administrators, and professional staff. This shall include advising the administrative entity of the SELPA in the development and review of the local plan. (Reference: ED Code 56194).
- 3.2.2 To develop among community citizens an understanding of the RUSD SELPA, the CAC, and the needs for special education students.
- 3.2.3 To maintain communication with local, county, state legislative and administrative personnel for the purpose of keeping them informed about special education and the special needs of students with disabilities within the SELPA.
- 3.2.4 To make available a forum of the scheduled CAC Business Meetings for (students with disabilities) and/or their parents or guardians where they may express their needs and concerns regarding their children's education.
- 3.2.5 To seek support for improved educational opportunities for all students with disabilities, to review selected programs for special education, and to make recommendations to the RUSD SELPA, with the purpose of promoting exemplary practices.
- 3.2.6 To support activities for students and/or parents of students with disabilities by sharing information and maintaining a communication network.

## **ARTICLE IV – MEMBERSHIP**

### **4.1 COMPOSITION:**

- 4.1.1 The CAC shall consist of a minimum of 10 members, which shall be composed of parents of individuals with exceptional needs enrolled in public, nonpublic, or private schools, individuals with exceptional needs enrolled in special education

programs, regular education teachers, pupils and adults with disabilities, special education teachers and other school personnel, representatives of other public and private agencies, and persons connected with the needs of individuals with exceptional needs.

**4.1.2** The **majority** of such committee shall be composed of parents of pupils enrolled in public, nonpublic or private schools participating in the local plan and at least a majority of such parents shall be parents of individuals with exceptional needs.

**4.1.3 Ex-officio Members** (Non-voting members): RUSD SELPA Director, SELPA personnel and/or SELPA liaison/designee.

**4.1.4** The CAC seeks to have members representing students with diverse populations of disabilities serving the SELPA in RUSD. But the CAC will not be limited to members who actively show interest and leadership towards individuals with exceptional needs.

**4.1.5** As **vacancies** occur, the CAC and the District will seek out qualified nominees. Members whose term of office is expiring may be nominated again.

**4.1.6** Anyone interested in membership shall attend one meeting before applying for membership.

#### **4.2 TERM OF MEMBERSHIP:**

**4.2.1 Appointments of Membership:** CAC members shall be appointed from a list of nominees by a majority vote and approved by the RUSD Board of Education. Appointments must be in accordance with Educational Code 56191.

**4.2.2** A copy of the Board minutes and the person's contact information shall be provided to the SELPA.

**4.2.3** The SELPA will update the CAC membership database and send each new person a CAC member packet.

**4.2.4 Non-voting delegates.** The executive board may appoint non-voting delegates as desired to encourage increased participation in the CAC.

#### **4.3 TERM OF APPOINTMENT:**

**4.3.1** Terms of appointment shall be for at least two(2) years and are annually staggered to ensure that no more than one half of the membership serves the first year of the term in any one year.

**4.3.2** The term shall be from July 1 to June 30.

**4.3.3** Nominations shall be held in April and elections shall be in May. There must be a majority of members present to transact an election.

#### **4.4 EXPECTATIONS:**

- 4.4.1 Responsibility of attendance:** CAC are required to attend all business meetings and community information presentations.
- 4.4.2 Absence:** If a member misses three (3) consecutive or more than four total meetings and/or workshops in a year (July 1 to June 30), he/she and SELPA shall be notified. When a CAC member does not meet attendance, the CAC Executive Board may recommend the Local School Board that a new representative may be appointed.
- 4.4.3 Misrepresentation:** In the event of a member misrepresenting the CAC goals and objectives as specified in Article II of the body's bylaws, the CAC executive board may recommend replacement.

### **ARTICLE V – OFFICERS OF COMMUNITY ADVISORY COMMITTEE**

#### **5.1 COMPOSITION:**

**Executive Committee:** The officers shall be a Chairperson, Vice-Chairperson, Public Information officer, Membership at Large, and Secretary. All officers must be members. The chairperson shall oversee of all committees, both standing and special. The Executive officers shall consist of the following:

<u>Area</u>	<u>Number</u>
Special Education Parents	4
General education Parents	2
Special Education Teacher(s)	1
General Education teacher(s)	1
Handicapped Pupils/Adults	1
Public and/or Private Agencies	1

- 5.1.1** CAC officers are selected for their willingness to step up to leadership and may serve as a parent and/or public school employee. It is important that he/she clarify whose "voice" he/she is speaking when making decisions.
- 5.1.2** All officers may request support services from the District CAC Liaison regarding any information needed to the functioning of the CAC.

#### **5.2 ELECTION OF OFFICERS:**

- 5.2.2** CAC officers shall be elected for a two (2) year term by a majority vote of the quorum present at the May meeting.
- 5.2.2.1** Even years: Chair, Public Information Officer, one Member at Large.
- 5.2.2.2** Odd years: Vice-Chair, Secretary, one member at Large.

**5.2.3** The chair will appoint a Nominating Committee of three members to continue recruiting new executive members.

**5.2.3.1** By January/February nomination forms will be made available to submit names of candidates.

**5.2.3.2** Nomination forms shall be accepted by CAC Chair and/ or SELPA Liaison by the end of March.

### **5.3 TERM OF OFFICERS:**

**5.3.1 Term:** The term of office is for two (2) years. July1 – June 30.

**5.3.2 Maximum Office Term:** The officers may not serve more than 2 elected consecutive terms in the same position. Appointments made by mid-term due to a vacancy do not count in this determination.

**5.3.3 Attendance:** Officers are required to attend Business Meetings, Community Presentations and Executive Meetings. If unable to attend, an officer must contact the chair or secretary to the meeting to be excused.

**5.3.4 Officer vacancy:** When a vacancy occurs in any office, other than chairperson, because of death, resignation, removal or otherwise, a member shall be appointed by the chairperson to fill vacancy for the unexpired portion of the term.

**5.3.5 Chairperson vacancy:** In the event in which the office of chairperson becomes vacant, the vice-chairperson shall succeed as chairperson.

### **5.4 DUTIES OF THE OFFICERS:**

#### **5.4.1 Chairperson:**

**5.4.1.1** Preside over all meetings of the CAC.

**5.4.1.2** Sign all letters, reports and other communication of the CAC.

**5.4.1.3** All correspondence written on behalf of the CAC shall be reviewed and approved by the Chair prior to dissemination.

**5.4.1.4** Perform duties as prescribed by the CAC membership.

**5.4.1.5** Assign duties and appoint subcommittees with committee persons.

**5.4.1.6** Serves as an ex-officio member of all committees, standing and special.

**5.4.1.7** Represent or appoint designee to represent CAC at the Governance Council meetings.

**5.4.1.8** The Chair and SELPA representative will work collaboratively to develop and post agenda no later than seventy-two hours prior to the next meeting.

**5.4.2 Vice-Chairperson:**

**5.4.2.1** Assume the duties of the Chair in his/her absence.

**5.4.2.2** Perform the duties as prescribed by the CAC membership.

**5.4.2.3** Serve as an ex-officio member of all subcommittee(s) and coordinate such Committee(s).

**5.4.2.4** Prepare an annual report of CAC to be presented in May.

**5.4.3 Secretary:**

**5.4.3.1** Maintain minutes of all CAC proceedings and submit them for CAC approval.

**5.4.3.2** Maintain minutes of all Executive Board meetings, submit them for Executive approval and make available to the CAC membership at the next business meeting.

**5.4.3.3** Shall provide a copy of the minutes and attendance of each meeting to each member.

**5.4.3.4** Ensure that all notices are duly given in accordance with the provisions of the Bylaws.

**5.4.4 Public Information Officer:**

**5.4.4.1** Promote an understanding of the SELPA and the needs for special education of students with disabilities for the general public.

**5.4.4.2** Coordinate the development of CAC newsletter.

**5.4.4.3** Assist in updating the SELPA CAC website.

**5.4.4.4** Maintain updated media list and assist with dissemination to media of committee items of interest to the community.

**5.4.4.5** Be involved in creation of CAC event fliers.

**5.4.5 Member at Large:**

**5.4.5.1** Promote an understanding of the SELPA and the needs for special education of exceptional needs for the general public.

**5.4.5.2** Assist other officers in getting their obligations met.

5.4.5.3 Be available to be part of community as needed.

5.4.5.4 Assist with all community event workshops.

5.4.5.5 Serve as membership lead recruiter (eg. mentor new members).

**5.4.6 Past Chairperson:**

5.4.6.1 Helps and advice Chairperson.

5.4.6.2 Assume the duties of Chair in the absence of the Chair and Vice-Chair.

5.4.6.3 Ensure new board members receive training on their new duties.

5.4.6.4 Serve as an ex-officio member on subcommittees.

**ARTICLE VI – CAC COMITTEES AND SUBCOMMITTEES**

**6.1 STANDING COMMITTEES:**

The CAC shall maintain the following standing committees.

**6.1.1 Executive Committee:** The Executive Committee shall be composed of all CAC officers in Article V of these Bylaws.

**6.1.2 Comprehensive Plan Review Committee:** Will be composed of the executive Committee and required SELPA personnel to review the local plan and its components yearly.

**6.2 AD HOC COMMITTEE:**

**6.2.1** The RUSD board may appoint, as need arise, up to three ad hoc members.

**6.2.2** Ad hoc members shall service only so long as necessary to fulfill the purpose for which they were appointed; and in no event, may any ad hoc member serve for a period longer than 10 months.

**6.2.3** Ad hoc members shall have no voting privileges, nor shall any appoint an alternate to serve in his/her instead nor shall succeed himself/herself to a second appointment.

**6.3 SUBCOMMITTEES:**

**6.3.1 Composition:** These subcommittees may include non-voting delegates and they shall be appointed by the Chair for purpose determined by the CAC whenever necessary.

**6.3.2** The Chair shall appoint a CAC member to serve as a Chairperson for each subcommittee.



**6.3.3** Committees shall have a minimum of three members.

**6.3.4** A **vacancy** in the membership of any subcommittee may only be filled by the Subcommittee Chairperson.

## **ARTICLE VII – MEETING PROCEDURES**

### **7.1 MEETING:**

**7.1.1** The CAC shall meet as frequently as deemed necessary but no less than quarterly each school year between the months of July through June.

**7.1.2** The CAC meetings and Community Information Presentation shall be open to the public.

**7.1.3** The executive board meeting shall be open to executive officers. The Chair may invite other members to participate.

**7.1.4** There shall be a portion of the CAC Business Meeting, designated as public comment, provided for community input at large. This community input should be limited to three (3) minutes for each speaker per each agenda item.

**7.1.5** The CAC executive board and SELPA Liaison shall determine the time and location of the meetings.

### **7.2 VOTING RIGHTS:**

**7.2.1** Each member shall be entitled to one (1) vote on each matter submitted to a vote of the CAC.

**7.2.2** A quorum will be required for usual business in order to reflect the approval or disapproval of items before the committee.

**7.2.3** A quorum shall consist of no fewer than (6) voting members to be present at the meeting.

**7.2.4** Chairperson votes only when necessary to break a tie vote of the membership.

**7.2.5** Voting by proxy: In the event of a member in good standing being absent during the voting of an item on the agenda (including election), he/she may vote via interactive technology (Skype, facetime) or absentee by submitting his/her vote in writing or by email to the recording secretary.

### **7.3 CONDUCT OF MEETINGS:**

**7.3.1** All regular meetings and special meetings of CAC shall be conducted in accordance with Roberts Rules of Order. A summary of Roberts Rules of Order will be reviewed yearly, during regular September meeting.

- 7.3.2 All members will encourage a positive atmosphere during any CAC event. CAC Members shall conduct themselves in a professional manner that encourages positive dialog between all persons present.

#### **ARTICLE VIII – AMENDMENTS**

**8.1 BYLAWS:** CAC Bylaws shall conform to California Educational Code- Part 30- Chapter 2 Article 7, CAC and RUSD SELPA local plan.

**8.2** All changes to the bylaws shall be consistent to the local plan.

**8.3** Proposed amendments to CAC bylaws shall be submitted to the members at least one meeting prior.

**8.4** Changes to the bylaws may be adopted or these bylaws may be amended or repealed with the approval of the Riverside Unified School District Board of Education and approved by a majority vote of the quorum present at a regular scheduled CAC business meeting.