



West Orange County Consortium for Special Education

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BYLAWS OF THE COMMUNITY ADVISORY COMMITTEE FOR THE WEST ORANGE COUNTY CONSORTIUM FOR SPECIAL EDUCATION *REVISED SEPTEMBER, 2015*

ARTICLE I

Name

- 1.1 The name of the organization shall be the Community Advisory Committee (CAC) for the West Orange County Consortium for Special Education. The CAC is responsible to the Superintendents' Council.
- 1.2 The area served by the CAC shall include the following Local Education Agencies: Fountain Valley School District, Huntington Beach Union High School District, Huntington Beach City School District, Ocean View School District and Westminster School District.
- 1.3 The authority of this is set forth as a necessary component of the Part 30, Section 56190, and Article 7 of the California Education Code.

ARTICLE 2

Responsibilities

- 2.1 The CAC shall serve in an advisory capacity, providing input to the administration and policy-making body of the SELPA regarding the development of the Local Plan, review of the programs under such plans, and selection of the SELPA Director. The CAC works with the SELPA Director in implementing its responsibilities. Each plan submitted under Section 56195.1 shall establish a Community Advisory Committee. The Committee shall only serve in an advisory capacity (30 EC 56190).
- 2.2 Make recommendations on annual priorities to be addressed under the plan. The CAC will use information gained from parent and community needs assessments in making recommendations.
- 2.3 Assist in parent education regarding special education laws and responsibilities. Recruit parents and other volunteers who may contribute to the implementation of the plan.
- 2.4 Encourage public involvement in the development and review of the Local Plan.
- 2.5 Act in support of individuals with exceptional needs.
- 2.6 Acknowledge receipt of the evaluation report on SELPA program operations.
- 2.7 No person may advocate for a child as a CAC representative or speak for the CAC without prior written approval of the membership.
- 2.8 The CAC will provide input directly to the Superintendents' Council regarding parent and community concerns, interests, and annual priorities addressed by the Local Plan.

ARTICLE 3

Composition of the Community Advisory Committee

- 3.1 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, or adults with disabilities, general education teachers, special education teachers, and other school personnel, representatives of other public and private agencies, and persons concerned with individuals with exceptional needs.



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- 3.2 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. The committee shall have at least five (5) but not more than twenty-five (25) members.
- 3.3 Members will be recruited from each district. Each district shall have a minimum of one (1) voting member. A maximum of five (5) members shall be from each district.
- 3.4 The SELPA will appoint an administrative liaison to the CAC.
- 3.5 Each District will appoint one administrative liaison to the CAC.
- 3.6 Members are appointed for a minimum of two years and may be annually staggered to ensure no more than half of the membership serves the first year of any term in any one year.
- 3.7 Appointment: Voting members will be nominated by the CAC. Nominations will be approved by the Governance Council/Superintendents' Council.

ARTICLE 4

Member Duties and Privileges

- 4.1 Each voting member shall be responsible for attendance at all CAC business meetings, which will be held at least quarterly, or shall notify an officer of their absence prior to the CAC meeting.
- 4.2 Each member shall be entitled to one (1) vote on each matter that is submitted to a vote of the CAC. Members must be present to vote unless the committee approves electronic submission of a vote on that matter.
- 4.3 Termination of Membership: Membership shall terminate for any member who is absent, without due cause, from two (2) business meetings in a school year, or at the discretion of the Executive Committee.
- 4.4 Resignation: Any member may resign by filing a written resignation with the CAC Chairperson.

ARTICLE 5

Officers of the CAC

- 5.1 The Executive Committee shall consist of Immediate Past Chairperson, Chairperson, Vice-Chairperson, Secretary and Historian.
- 5.2 Officers shall be elected annually and shall serve for a term of one year. Any officer may not serve more than two (2) consecutive terms in the same position with the exception of the chairperson who may serve three (3) consecutive terms unless there are no other candidates and as approved by the Executive Committee. Officer's terms shall be from October to October, with nominations in September and elections in October.
- 5.3 Elections will be held by secret ballot.
- 5.4 The Vice-Chairperson will assume the responsibilities of the Chairperson in the absence of the Chairperson. An election will be held in the event of a vacancy for any of the CAC officers.

ARTICLE 6

CAC Meetings

- 6.1 Frequency: The committee shall meet at least quarterly during the school year, September through June, with a minimum of four (4) meetings per year. The exact dates and times shall be established at the first yearly meeting.

Serving Children with Disabilities in Fountain Valley School District, Huntington Beach City School District, Ocean View School District, Westminster School District and Huntington Beach Union High School District.



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- 6.2 A calendar shall be established annually with 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 mailed or otherwise communicated as approved by the committee to each member not less than five (5) days before said meeting. The notice shall include an agenda of the upcoming meeting and the unapproved meeting minutes of the past meeting.
- 6.3 Items to be included on the agenda must be submitted to the chairperson at least ten (10) days prior to the upcoming business meeting.
- 6.4 Quorum: A quorum shall be 3/5 (60%) members with a simple majority for a vote to pass.
- 6.5 Meeting Records: A copy of the draft minutes of the CAC meeting shall be sent to the WOCCSE Executive Director for dissemination to the Superintendents' Council.
- 6.6 Special Meetings: Special meetings may be called by the chairperson or by the majority vote of the CAC.
- 6.7 Open Meetings: Meetings of the CAC and of CAC standing or special committees shall be open to the public.

ARTICLE 7

CAC Subcommittees

- 7.1 Any member of the public may participate on all committees. Voting shall be reserved to CAC members.

ARTICLE 8

Amendments

- 8.1 These Bylaws may be amended at an regular CAC business meeting. Requires simple majority vote of at least a quorum, provided that a written notice has been given to all members at least ten (10) days prior to the meeting.