



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 May 23, 2018*

ARTICLE I

Name and Service Area

- 1.1 The name of the organization shall be the Community Advisory Committee (CAC) for the West Orange County Consortium for Special Education (WOCCE).
- 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

In accordance with Ed Code 56190 and 56194, the CAC for the West Orange County Consortium for Special Education (WOCCE) shall serve in an advisory capacity and have the authority and fulfill the responsibilities that are defined for it in the local plan. The responsibilities shall include, but not need be limited to, all of the following:

- 2.1 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 CAC.
- 2.2 Recommending annual priorities to be addressed by the plan.
- 2.3 Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- 2.4 Encouraging community involvement in the development and review of the local plan.
- 2.5 Supporting activities on behalf of individuals with exceptional needs.
- 2.6 Assisting in parent awareness of the importance of regular school attendance.

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. California Education Code 56192



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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. California Education Code 56193
- 3.3 The members of the CAC 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. California Education Code 56191 Each district shall have one voting member and one alternate voting member.
- 3.4 WOCCE will appoint an administrative liaison to the CAC.
- 3.5 Each District will appoint one staff 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.

ARTICLE 4

Member Duties and Privileges

- 4.1 Each voting member shall be responsible for attendance at all CAC board meetings, which will be held at least quarterly, or shall notify an officer of their absence prior to the CAC meeting.
- 4.2 Each district 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 CAC board 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) board 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 President.

ARTICLE 5

Officers of the CAC

- 5.1 The Executive Committee shall consist of the Immediate Past President, and Vice President of the CAC.
- 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 President, 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 July 1 to June 30.
- 5.3 Elections will be held by secret ballot.
- 5.4 The Vice President will assume the responsibilities of the President in the absence of the President. An election will be held in the event of a vacancy for any of the CAC officers.



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ARTICLE 6

CAC Meetings

- 6.1 Frequency: The CAC shall meet at least quarterly during the school year, with a minimum of four (4) meetings per year. The exact dates and times shall be established at the first yearly meeting.
- 6.2 A calendar shall be established annually with meeting dates and times. Notice of all regular and special meetings shall be in writing and shall comply with the Brown Act.
- 6.3 Items to be included on the agenda must be submitted to the President at least ten (10) days prior to the upcoming board meeting.
- 6.4 Quorum: A quorum shall be $3/5$ (60%) of members with a simple majority for a vote to pass.
- 6.5 Special Meetings: Special meetings may be called by the President or by the majority vote of the CAC.
- 6.6 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 voting members.

ARTICLE 8

Amendments

- 8.1 These Bylaws may be amended at any regular CAC board 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.