

SANTA CLARA UNIFIED SCHOOL DISTRICT
COMMUNITY ADVISORY COMMITTEE
SPECIAL EDUCATION LOCAL PLANNING AREA
CONSTITUTION AND BY-LAWS

Article I – Name and Location

- Section 1.01 The name of the organization shall be the Community Advisory Committee (CAC).
- Section 1.02 The location shall be within the Santa Clara County/Santa Clara Unified School District Special Education Local Plan Area (SELPA).

Article II – Purpose

- Section 2.01 The purpose of the Community Advisory Committee shall be to represent broad interests in the community and to promote a maximum degree of interaction with the community and the Department of Student Services and Special Education of the Santa Clara Unified School District.

Article III – Duties

- Section 3.01 The Community Advisory Committee shall have the following duties in accordance with Cal. Ed Code § 56194:
- (1) To advise the Director of Special Education regarding the development, amendment and review of the local plan.
 - (2) To recommend annual priorities to be addressed by the plan.
 - (3) To assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
 - (4) To support activities on behalf of individuals with exceptional needs.
 - (5) To assist in parent awareness of the importance of regular school attendance.

Article IV – Board Appointed Membership

Section 4.01 Membership shall consist of the Director of Special Education and/or either the special education coordinator or a program specialist as non-voting members, none of whom may serve as officers, and 13 voting members. *The community advisory committee shall be composed of parents of individuals with exceptional needs enrolled in public schools within the District boundaries and, not more than one general education teacher and not more than one special education teacher, and one community member* in accordance with Cal. Ed. Code § 56192 and § 56193.

- (1) A quorum of the CAC shall consist of seven (7) voting members.
- (2) When possible, membership of the CAC shall represent all levels of students served from pre-school through post-secondary education.
- (3) No person shall be subjected to discrimination on the basis of disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code.
- (4) The school district governing body, the Santa Clara Unified School District Board of Education, shall serve as ex-officio members of the Council.

Section 4.02 Appointment of Membership: CAC members shall be appointed by, and responsible to, the Santa Clara Unified School District Board of Education. Appointment shall be in accordance with a locally determined selection procedure that is described in the local plan in accordance with Cal. Ed Code § 56191.

Section 4.03 Terms of Membership

- (1) Nominally, appointments to the CAC shall be for a term of two years with approximately one half of the members appointed each year in April / May. One-year terms will be used to maintain a balance of members being appointed on a yearly basis.
- (2) A member shall no longer hold membership should she/he miss two consecutive business meetings without due cause. The member shall be terminated by written notice from the CAC Chairperson with CAC approval.
- (3) Any member may resign by submitting a written resignation sent to the CAC Chairperson.
- (4) Vacancies may be filled by an appointment by the officers and approved by the Board of Education until the end of the previous member's term.

Article V – Non-Membership

Section 5.01 The community advisory committee shall be open to all parents of individuals with exceptional needs enrolled in a public school within the Santa Clara Unified School district attendance boundaries, general education teachers, special education teachers, other school personnel and community members.

Article VI – Executive Board

Section 6.01 There shall be the following officers: Chairperson, Vice-Chairperson and Secretary. These officers shall comprise the Executive Committee. The major duties of the officer are:

- (1) Chairperson: Preside at all CAC meetings; appoint committee chairpersons; serve as CAC spokesperson to the school district; serve as ex-officio member of all committees; meets monthly with the Director of Special Education; attends and presents CAC minutes at the monthly SELPA Operations Meeting. If possible, the immediate past chairperson shall serve as advisor to the new chairperson. In the absence of the secretary, the chairperson will designate another CAC member to record the minutes of that meeting.
- (2) Vice-Chairperson: Assist the chairperson and, in his or her absence, serve as chairperson; serve as an ex-officio member of all committees.
- (3) Secretary: Record minutes of all CAC meetings; receive and transmit correspondence and materials designated by members.

Section 6.02 The term of office shall be one year. No person shall serve more than two consecutive terms in one office.

Section 6.03 The officers, along with the Special Education Director or designee, shall constitute the Executive Board.

Article VII – Meetings

- Section 7.01 The CAC shall meet as deemed necessary, but no less than three voting meetings and one in service meeting each year. Emergency meetings may be called provided all members are contacted forty-eight (48) hours in advance.
- Section 7.02 All meetings shall be open to the public.
- Section 7.03 The CAC Executive Board, in consultation with the Special Education Director or designee, decides otherwise, all meetings shall be held at the Santa Clara Unified District Administration Office.
- Section 7.04 All members shall receive written, telephone or e-mail notification at least ten working days in advance of all regular CAC meetings. Agenda is to be posted for the public to view 72 hours in advance of the meeting.
- Section 7.05 The last regular meeting before the end of the school year shall be designated as the annual meeting.
- Section 7.06 The Chairperson shall not commit the CAC, nor its members, to any action without a vote of the CAC. Any member may call for a roll call or ballot vote by motion, if seconded.
- Section 7.07 Every act, or decision, done or made by a majority of the members present at a meeting duly held at which a quorum is present is the act of the CAC unless bylaws require a greater number.
- Section 7.08 All regular and special meetings of the CAC shall be conducted in accordance with these bylaws and Roberts Rules of Order.
- Section 7.09 The regularly scheduled May meeting of the CAC shall be for the purpose of electing CAC officers for the following term and shall be held no later than May 28th. A quorum must be present in order to hold an election of officers.

Article VIII – Committees

- Section 8.01 There shall be two types of committees: Standing Committees and Ad Hoc Committees. Standing Committees shall be (1) Public Information Committee and (2) Parent Education Committee.
- Section 8.02 The authority and duties of the committees shall be delegated by the CAC.
- Section 8.03 A quorum shall consist of a majority of the committee members.

Section 8.04 The Chairperson shall appoint all sub-committees as well as sub-committee chairpersons.

Section 8.05 Committees shall not take action without a meeting.

Section 8.06 Committee Members shall receive written or personal notification of all meetings at least ten (10) working days prior to the meeting. The committee chairperson or vice chairperson may call a meeting with less than ten days' notice providing all members are personally contacted by telephone and e-mail.

Section 8.07 Each ad hoc and standing committee shall be composed of a majority of parents.

Article IX – Amendments

Section 9.01 The by-laws may be amended at any regular or special meeting by a two-thirds vote of the members present provided that there is a quorum of the membership and provided that such proposed amendment has been presented in writing to the chairperson and distributed to all members at least thirty (30) days prior to the meeting.

_____ CAC Chairman	_____ Date	_____ School Board President	_____ Date
_____ Special Ed Director	_____ Date	_____ Superintendent	_____ Date