

BYLAWS

ARTICLE I: AUTHORITY

California Education Code sections 56190-56194, mandates LAUSD to deliver quality special education services, in compliance with federal and state laws, to all children with disabilities within the LAUSD Special Education Local Plan Area (SELPA) and therefore is required to establish a Community Advisory Committee (CAC).

These bylaws are provided by the Parent Community Student Services Branch (PCSB) and the Division of Special Education for the use of Community Advisory Committee (CAC). Bylaws may not be in conflict with federal rules, regulations, and state or District policies. The CAC operates under the California Open Meeting Law provisions of the Ralph M. Brown Act.

ARTICLE II: MISSION

The Community Advisory Committee (CAC) for Special Education advises the Board of Education, SELPA Director and the LAUSD Superintendent of Schools on the annual priorities addressed in the SELPA and advocates for effective Special Education programs and services.

ARTICLE III: PURPOSE/RESPONSIBILITY

- A. The CAC shall act in support of pupils with exceptional needs/disabilities by promoting maximum interaction of parents and community members with the Division of Special Education and the LAUSD.
- B. The CAC shall assist in providing support for the successful integration of all pupils with exceptional needs/disabilities in the general education environment.
- C. The CAC shall support activities, trainings and workshops to promote the success of pupils with exceptional needs/disabilities in all areas of the educational process including college attendance, independent life skills, socialization, and transition activities.
- D. The CAC shall advise the Division of Special Education on issues related to pupils with exceptional needs/disabilities who are English Learners (EL) and Standard English Learners (SEL).

The responsibilities of the CAC are those outlined in the California Education Code section 56194.

- A. Advising the policy and administrative entity of the SELPA regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the CAC.
- B. Recommending annual priorities to be addressed by the local plan.
- C. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.

- D. Encouraging community involvement in the development and review of the local plan.
- E. Supporting activities on behalf of individuals with exceptional needs.
- F. Assisting in parent awareness of the importance of regular school attendance.

ARTICLE IV: MEMBERSHIP

A. Composition/Requirements:

The establishment of membership shall be in accordance with California Education Code sections 56191-56193. The CAC shall consist of 32 members and two parent alternates appointed by the Board of Education.

The 32 members will consist of a minimum of 17 and a maximum of 22 parents of pupils enrolled in schools participating in the local plan, and such parents shall be parents of individuals with exceptional needs or disabilities enrolled in public or private schools within the LAUSD, including charter schools and non-public placements contracted with LAUSD, or enrolled in private schools participating in the local plan.

In addition, the CAC shall include a minimum of one representative for each category listed below:

- Adult with disabilities
- General education parent
- Community member at-large
- Representative of public and private agency
- United Teachers of Los Angeles (UTLA) teacher with a general education credential
- United Teachers of Los Angeles (UTLA) teacher with a special education credential
- Associated Administrators of Los Angeles (AALA) representative
- Pupil with disabilities enrolled in public or private schools within the LAUSD, including charter schools participating in the local plan. (*California Education Code sections 56192, 56193*)

B. Term of Membership

Members may serve for a two year term, with half of the committee members' terms expiring on alternate years.

C. Rights and Guidelines

1. Voting: Each member is entitled to vote on those matters submitted to voting under subject matter jurisdiction SELPA and the Ralph M. Brown Act. The subject matter jurisdiction is limited to the matters as set forth under Article III, sections B, C, D, and E. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be present in order to vote and be elected as a member, alternate or officer.

2. Operating Norms and Code of Conduct: Members' actions must adhere to the CAC bylaws and the LAUSD Operating Norms and Code of Conduct.
3. Individual CAC members may identify themselves as CAC members when they advocate as individuals or on behalf of their schools or other committees, so long as they do not claim to advocate on behalf of the CAC without authorization. No individual member may commit the CAC to any action or recommendation without approval from the District.

D. Reimbursement:

CAC members and alternates will be reimbursed according to District Policy guidelines for reimbursement. Members and alternates must be present at meetings for at least two hours to receive mileage and childcare reimbursement.

E. Alternates:

1. The CAC membership shall have two non-voting alternates, who must be parents of individuals with exceptional needs or disabilities enrolled in public or private schools including District-contracted non-public school placements and District-contracted charter schools participating in the local plan.
2. Alternates are not members until seated to replace current members, do not have voting privileges and are not counted for the establishment of quorum. At the first regular meeting succeeding current member resignations, the alternates may become seated voting members.
3. The alternate receiving the most votes during the initial election meeting is to be seated first. Once seated, alternates will complete the terms of the resigned members they are replacing.

F. Attendance:

Members must be seated as the official members and attend a minimum of 1 hour 30 minutes to be counted as present. Members may not be absent for more than 3 of the 7 regularly scheduled meetings, not to include the SELPA review and comment session, throughout the year, not including trainings or special meetings, in order to maintain membership on the CAC. Members will receive a warning letter after missing the second meeting. After missing the third meeting, a member's membership will be terminated.

ARTICLE V: SELECTION OF MEMBERS

G. Nomination and Selection of Members:

1. The CAC and the District will seek out qualified nominees. Members whose terms are expiring may submit a membership application for a subsequent term.
2. Persons selected will be presented to the LAUSD Board of Education for appointment as members.

H. Appointment of Members:

The members of the CAC shall be appointed by, and responsible to, the LAUSD Board of Education or designee.

ARTICLE VI: TERMINATION

I. Termination of Membership:

1. Membership shall terminate upon the third absence from CAC meetings within one school year.
2. A member will be automatically terminated from the CAC when he/she loses the association with the category he/she represents or speaks/acts on behalf of any LAUSD committee without prior authorization.
3. A member will be notified of his/her termination via a letter which will be mailed to the members' current address on file. A member who has been terminated from committee membership may be selected to participate in the CAC after one school year, not including the year of dismissal.

J. Transfer of Membership:

Membership on the CAC is not transferable.

K. Voting Rights:

1. The committee may conduct only public votes, no secret ballots. When voting by ballot, voting must take place with numbered ballots.
2. Each member is entitled to one vote on each matter submitted to a vote of the CAC. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present in the room in order to vote.

L. Resignation:

Any member may resign from his/her position at any time but must do so in writing, and must submit the signed letter of resignation to the Parent, Community and Student Services (PCSS).

ARTICLE VII: CAC OFFICERS, TERMS, RESPONSIBILITIES AND DUTIES

A. The officers of the CAC shall be:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Parliamentarian
5. Public Relations Officer

The Chairperson and the Vice-Chairperson must be parents of pupils enrolled in schools participating in the local plan; and these parents shall be parents of individuals with exceptional needs or disabilities, enrolled in public or private schools within the LAUSD

including District-contracted non-public school placements and District-contracted charter schools participating in the local plan.

The Secretary Parliamentarian and Public Relations positions may be held by any member of the CAC.

- B. CAC officers will serve for a term of one year until new officers are elected.
- C. All officers will be duly and democratically elected by vote of the CAC membership using nominees and electors physically present at the election meeting.
- D. A run-off election is held among the top two vote-getters when no one receives a majority vote.
- E. Officers will assume their positions following the conclusion of elections.

F. Officers' Responsibilities

- 1. Officers will become familiar with the content of these bylaws and the LAUSD SELPA local plan.
- 2. Plan the agenda with the staff of PCSS and the Division of Special Education.
- 3. Meet and present to the Board of Education when called to do so.
- 4. Provide written reports to the SELPA Director and to the membership of any meetings and activities in which officers participate when representing the CAC.
- 5. No officer shall represent the CAC or LAUSD at any event without prior authorization from PCSS and/or the Division of Special Education.
- 6. Members' information shall be kept confidential and may not be used for personal matters.

H. Officer's Duties

- 1. The Chairperson shall:
 - a. Be a parent of a pupil with exceptional needs or disabilities currently enrolled in public or private schools within the LAUSD including District-contracted non-public school placements and District-contracted charter schools participating in the local plan;
 - b. Preside at all the CAC meetings
 - c. Finalize the CAC recommendations for agenda and submit to PCSS for approval
 - d. Be fair and impartial at all times. The Chairperson will maintain a position of impartiality and help to preserve an objective and impersonal approach, especially when serious divisions of opinion arise.
 - e. Sign all letters, reports and other communication of the CAC
 - f. Perform additional duties appropriate to the Chairperson position
 - g. Acknowledge participation in the development of the local plan on behalf of the CAC

2. The Vice-Chairperson shall:
 - a. Be a parent of a pupil with exceptional needs or disabilities currently enrolled in public or private schools within the LAUSD including District-contracted non-public school placements and District-contracted charter schools participating in the local plan;
 - b. Represent the Chairperson in his/her absence or - in assigned duties in the as prescribed by PCSS
 - c. Assist the Chairperson as requested.
3. The Secretary shall:
 - a. Keep minutes of all regular and special meetings of the CAC
 - b. Provide the original meeting minutes to the PCSS and a copy to the Chairperson
 - c. Conduct roll call and roll call for voting.
4. The Parliamentarian shall:
 - a. Assist the Chairperson in ensuring all rules and bylaws
 - b. Be knowledgeable about bylaws of the committee, parliamentary procedure, as prescribed by the PCSS and the Ralph M. Brown Act
5. The Public Relations Officer shall:
 - a. Announce public comment on the agenda
 - b. Promote the actions and purpose of the CAC to the public
 - c. Represent the opinions of the CAC when authorized by the District

ARTICLE VIII: MEETINGS

Meetings of the CAC shall be subject to the Ralph M. Brown Open Meeting Law and to the LAUSD's Operating Norms and Code of Conduct for Advisory Committees and School Site Councils. All meetings shall be open to the public. A representative of the Division of Special Education will be available at all meetings to document individual concerns as a referral for action.

A. Meeting Schedule:

PCSS shall hold 7 regular CAC meetings per school year and 1 session for review and comment on the SELPA. Trainings, elections, orientations, special meetings, or subcommittee meetings may be called by PCSS as needed.

B. Quorum:

1. The quorum shall be established with the presence of a simple majority of the total membership, 17 members.
2. Quorum shall be called no later than 60 minutes after the scheduled meeting start time.

C. Location of Meetings:

Subject to PCSS approval, the CAC shall hold its regular meetings at the PCSS office, or at a school or community facility with accessibility to the public, including persons with disabilities.

D. Meeting Open to the Public:

1. All meetings of the CAC shall be open to the public and operate under the Ralph M. Brown Act.
2. Notice of such meetings shall be provided in accordance with the Ralph M. Brown Act.
3. Members of the public, not to exceed five, will be allotted two minutes per person at the beginning of the meeting prior to any action taken by the committee to speak on matters within the jurisdiction of the CAC and the meeting agenda
4. Members of the public may sign up for public comment on a first-come, first-served basis up to ten minutes prior to the start of the meeting.

E. Meeting Presentation:

1. PCSS shall place on the agenda sufficient training sessions and SELPA review sessions to ensure that members are able to provide meaningful comment on the SELPA.
2. PCSS shall place comment sessions on the agenda for generating comments to the SELPA Director on the revisions or updates that are to be presented to the LAUSD Board of Education for approval.

F. Translation:

Translation of documents and interpretation will be provided at all meetings as appropriate.

G. Recording:

Meetings shall be videotaped, and video files shall be available on the PCSS website.

ARTICLE IX: BYLAWS

To ensure compliance with all rules and regulations governing public meeting, standard bylaws will be provided and must be used by the Community Advisory Committee (CAC).

A. Severability

If any provision or provisions of these bylaws shall be held to be invalid, illegal, unenforceable or in conflict with District policies, state and/or federal guidelines, or state and federal law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

- B. These bylaws are effective upon their approval by the Senior Executive Director of the PCSS.

Signature of Senior Executive Director, PCSS

Date

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