

## COMMUNITY ADVISORY COMMITTEE (CAC)

### Bylaws Recommendations

February 27, 2017

CHANGE FROM/CHANGE TO	REASON
<p><b>Article I:</b> PCSS &gt; PCS  <i>Article I calls for the basis of the authority of CAC. The California Education code sections that are listed do not mandate LAUSD, it gives guidance as to the requirements of establishment of CAC. This section should contain the exact language of what the California Education Code says.</i></p> <p><i>Bylaws may not conflict with federal laws and regulations, state laws and regulations and district policies. With the language of or you give choice and that is not what the law states.</i></p>	Most current term
<p><b>Article II, Mission:</b> <i>Please refer to California Education Code Section 56194. The CAC advises more than annual programs</i></p>	
<p><b>Article III, sec A-D, page 2:</b> People with exceptional needs &gt; disabilities  <i>Please refer to the exact language of California Education Code Section 56194. Article III misquotes the purpose and responsibility of CAC.</i></p>	Exceptional could also mean a gifted person
<p><b>Article III, sec A1, page 2:</b> The entity shall review and consider comments from the CAC. Add and respond annually to a summary report of CAC comments in writing.</p>	This is consistent with PAC bylaws which state that the superintendent responds in writing
<p><b>Article III, sec C, page 2:</b> The CAC shall support activities, trainings, workshops....</p>	More specific language is needed, Add "shall support Local Districts"
<p><b>Article III, sec F, page 3:</b>  F= "Assisting in parent awareness" &gt; change parent to all stakeholders  <i>process to address attendance regarding medical leave etc.</i></p>	More general, broader, more inclusive

Add G= Helping to create an effective network of communication to inform parents of issues related to Special Education	
<b>Article IV, sec A, page 3:</b> Representative of Public + Private agency/Add: representative from Institute of Higher Education	
<b>Article IV, sec C, page 3:</b> Subject matter jurisdiction set forth under Article 3, sections B, C, D, and E- ? Check, is this complete? >	Unclear Include F?
<b>Article IV, sec C, F, page 4:</b> member must be present in order to vote (add language to reflect that members who phone in can vote under the following circumstance...) additional policy language is needed in accordance with the Brown Act.	
<b>Article IV, sec f, page 4:</b> Perhaps this is not for inclusion in the Bylaws, but please keep in mind: Principals' meetings are scheduled District-wide on the 3 <sup>rd</sup> Wednesdays of the month. This will always be a conflict for AALA members because CAC meetings are held on Wednesdays. Consider moving CAC meetings to the 4 <sup>th</sup> Wednesdays. Consider not scheduling a December meeting.	
<b>Article IV, sec D, F, page 4:</b> Reimbursement> must be present for at least two hours (a minimum of) What district policy and guidelines are you referencing?	Elsewhere for attendance it notes a minimum of 1 hour 30 minutes and quorum is established by 11am. We agree to consistent language: "a minimum of two hours".
<b>Article IV, sec E, page 4:</b> Alternates> Add: If there is no quorum, then if a member who is missing is a parent of an SWD, then the alternate, who is also a parent of an SWD, may replace that member during roll call, before 11am, during the meeting and may vote at a meeting. Then even if the member arrives after roll call, the alternate remains seated.	
<b>Article V, sec A, page 4:</b> Change G to A	New section
<b>Article V, sec B, page 5:</b> Change H to B Add: consider language about how members submit an application. Mid-year vacancies: Question: Can members be added at any time during the year? Can they be submitted to the BOE at any time, or would the BOE designate PCS to act on their behalf? Or: Can we hold the BOE until the following year? Process to address regarding medical leave ect.	

<p><b>Article VI, sec A, page 5:</b> All letters of sections to A-D</p> <p>Clarify: upon termination, do members sit out one year or can they participate the following year? *members agree with sitting out a school year. Include an appeal process for exceptional cases? Add language: members must adhere to LAUSD operating norms and code of conduct. Look at other formats for persons with disability who cannot sign</p>	
<p><b>Article VI, sec C, Page 5:</b> Add verbal vote procedures according to Brown Act. D: change to PCS</p>	
<p><b>Article VI, sec L:</b> <i>Look at other formats for persons with disability who cannot write and sign</i></p>	
<p><b>Article VII, sec 2, 4, page 7:</b> 2b in his/her absence or in assigned duties as prescribed by PCS. 4a: Assist the chairperson in following all rules and bylaws.</p>	
<p><b>Article VII, sec add E, p. 6:</b> E&gt; add policy for when officer positions are vacated mid-year or make this section F and adjust letters. Add commas between secretary, parliamentarian, ...</p>	
<p><b>Article VII, section H:</b> <i>As the positions are defined as officers the proper term is will not shall. You cannot require with shall otherwise the officers operate as an executive board with authority</i></p>	
<p><b>Article VIII, sec A, D, page 7:</b> One session for review and comment on the SELPA Local Plan as needed. D: Add 5 members of public subject to LAUSD norms and code of conduct. Leah says this isn't enforceable as the Brown Act comments should be limited to subjects under CAC jurisdiction and items on the agenda.</p> <p><b>Article VIII, sec E, page 3:</b> If CAC moves to Division of Special Ed, should we change: E&gt;1. PCS – to a designated LAUSD administrator? 2. PCS Add&gt; 3. SELPA Director to respond to report of CAC comments in writing.</p> <p>Also: meeting presentation materials to be submitted in writing within 72 hours before a meeting so they can be translated.</p>	
<p><b>Article VIII, section B/, page 6:</b> Do away with roll call, allow sign-in sheet to establish quorum.</p>	<p>Waste of time, takes away from working or presentation time. The meeting is video recorded.</p>
<p>Also do away with minutes being accepted by another roll call. After quorum is</p>	<p>Same reason. The meetings are video recorded in</p>

established, just ask by show of hands for approval or consensus	case of discrepancies.
<b>Article VIII, section C:</b> <i>use correct verbiage as outlined under Brown Act.</i>	
<b>Article VIII, section E:</b> <i>This item needs to be removed.. bylaws guide the operation of the meeting you cannot violate a committee's right to operate its agenda.</i>	
<b>Article VIII, section F:</b> <i>The law requires translation when appropriate is to be removed and use the correct legal verbiage as prescribed by law.</i>	
<b>Article VIII, section G:</b> <i>Use the required language under Brown Act.</i>	
<b>Article IX, Bylaws: Opening sentence:</b> <i>bylaws are not required they are an operation tool and this statement is not correct as you are to specify the requirements under Brown Act. What are standard bylaws????</i>	
<b>Article IX, section A:</b> <i>It is strongly recommended to remove this language. District has no authority to deem illegal.</i>	
<b>Appendix, section 9, 10:</b> Add a glossary of terms	