

LOS ANGELES UNIFIED SCHOOL DISTRICT
Parent and Community Services
COMMUNITY ADVISORY COMMITTEE

BYLAWS

ARTICLE I

AUTHORITY

California Education Code sections 56190-56194, mandates Los Angeles Unified School District Special Education Local Plan Area (SELPA) to deliver quality special education services, in compliance with federal Individuals with Disabilities Education Act (IDEA), Every Student Succeeds Act (ESSA) formally known as NCLB 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).

To ensure that:

56190 Each plan submitted under Section 56195 shall establish a community advisory committee. The committee shall serve only in an advisory capacity.

56191 The members of the community advisory committee 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. Appointment shall be in accordance with a locally determined selection procedure that is described in the local plan. Where appropriate, this procedure shall provide for selection of representatives of groups specified in Section 56192 by their peers. Such procedure shall provide that terms of appointment are for at least two years and are annually staggered to ensure that no more than one half of the membership serves the first year of the term in any one year.

56192 The community advisory committee shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs.

56193. At least 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.

ARTICLE II

PURPOSE

Mission Statement

The mission of the Division of Special Education is to provide leadership, guidance, and support to the school community in order to maximize learning for all students within an inclusive environment so that each student will contribute to and benefit from our diverse society.

Vision Statement

Inspire all students to reach their maximum potential as productive and responsible citizens.

- 100% Graduation
- Achieving Lifelong Potential
- College, Career and Life-ready

ARTICLE III

RESPONSIBILITIES

The responsibilities of the Community Advisory Committee shall be as outlined in the California State Education Code, Article VII, Section 56194.

The responsibilities shall include, but need not be limited to, all the following:

- A. Advising the Superintendent of LAUSD, the Board of Education and the Associate Superintendent of Special Education and the Director of the SELPA regarding the development, amendment, and review of the local plan. The Superintendent of LAUSD, the Board of Education and the Associate Superintendent of Special Education and the Director of the SELPA shall review and consider comments from the Community Advisory Committee (CAC) regarding the development and review of the plan.
- 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 SELPA local plan
- D. Encouraging community involvement in the development and review of the SELPA the local plan
- E. Supporting activities on behalf of students with exceptional needs
- F. Assisting in parent awareness of the importance of regular school attendance and their rights and responsibilities as parents/guardians of disabled students

ARTICLE IV

MEMBERSHIP

A. Composition/Requirements:

The membership will consist of _____ with a minimum of 17 with a majority of 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 of the SELPA and the Ralph M. Brown Act. The subject matter jurisdiction is limited to the matters as set forth under Article III, sections A, B, C, D, and E and F. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be present in order to be elected as a member, alternate or officer. Elections occurring during an authorized teleconference will adhere to the same voting and election requirements.
Voting on any issue (action items) including the elections for executive membership is done on a roll call basis based on the update to the Brown Act or by consensus. Government Code § 54953(c) (1), (2) provides that (c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.
(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
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.
4. An alternate may serve as an official member, when a member arrives thirty (30) minutes after the scheduled start time of the meeting. Alternate members are not eligible to serve as members.

F. Attendance:

1. Members must be seated as the official members and attend a minimum of two (2) hours 1 hour 30 minutes to be counted as present. Official members authorized for teleconferencing privileges must comply with all requirements stated in this section minutes).
2. Members may not be absent for more than 3 of the regularly scheduled meetings. Members will receive a warning letter after missing the second meeting. After missing the third meeting, a member's membership will be terminated.
3. An excused absence from active service is for a specified purpose and period of time. Excused absences limited to the following:
 - a. Medical illness
 - b. Immediate child/guardian's child IEP meeting



ARTICLE V

SELECTION OF MEMBERS

A. 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.

B. Appointment of Members:

The members of the CAC shall be appointed by, and responsible to, the LAUSD Board of Education or designee. Prospective members may submit applications throughout the school year, however, CAC applications will be reviewed and considered for membership twice a year.

C. 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.
4. Members must adhere to the LAUSD Operating Norms and Code of Conduct.
5. Membership on the CAC is not transferable.

D. 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 or by conference call in order to cast a vote.
3. Voting on any issue (action items) including the elections for executive membership is done on a roll call or consensus based on the update to the Brown Act.
4. Government Code § 54953(c)(1), (2) provides that (c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.
(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

E. Resignation:

Any member may resign from his/her position at any time but must do so in one of the following ways: in writing, verbally, by email or by telephone. All resignations received

will be documented and kept on file at the Parent and Community Services (PCS).

ARTICLE VI

OFFICERS

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.

- A. The officers of the CAC shall be:
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary
 - 4. Parliamentarian
 - 5. Public Relations Officer
- B. CAC officers will serve for a term of one year until new officers are elected.
- C. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying CAC members are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda as an action item.
- D. All officers will be duly and democratically elected by vote of the CAC membership using nominees and electors physically present or by conference call during the election meeting.
- E. A run-off election is held among the top two vote-getters when no one receives a majority vote.
- F. Officers will assume their positions following the conclusion of elections.
- G. **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 PCS 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 PCS 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 will:
 - 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 PCS 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 will:
 - 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 as prescribed by in the as prescribed by PCSS PCS
 - c. Assist the Chairperson in following the rules and bylaws as requested.
3. The Secretary will:
 - a. Keep minutes of all regular and special meetings of the CAC
 - b. Provide the original meeting minutes to the PCS and a copy to the Chairperson
 - c. Conduct roll call and roll call for voting.
4. The Parliamentarian will:
 - a. Assist the Chairperson in ensuring all rules and bylaws
 - b. Be knowledgeable about bylaws of the committee, parliamentary procedure, as prescribed by the PCS and the Ralph M. Brown Act
5. The Public Relations Officer will:
 - 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 VII

MEETINGS

Meetings of the CAC will be subject to the Ralph M. Brown Open Meeting Law and to the LAUSD's Operating Norms and Code of Conduct for District 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. The SELPA Director and or designee will provide written information and respond to the CAC summary comments report in writing. All presentations and or handout materials will be submitted to PSC in writing within 72 hours before a meeting so they can be translated and reproduced.

A. Meeting Schedule:

PCS shall hold regular CAC meetings throughout the year and a session for review and comment on the SELPA Local Plan as needed. Trainings, elections, orientations, special meetings, or subcommittee meetings may be called by PCS as needed. For the purposed of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. The teleconference location shall be identified in the agenda of the meeting and the location shall be accessible to the public.

B. Quorum:

1. Quorum shall be established with the presence of a simple majority of the total membership. (*Quorum is defined as 50 plus 1*)
2. Quorum shall be called no later than 60 minutes after the scheduled meeting start time.

C. Location of Meetings:

Subject to PCS approval, the CAC shall hold its regular meetings at the PCS office, or at a school or community facility under the Title III Public Accommodations ADA

A meeting is defined in the Brown Act as "any congregation of a majority of members of legislative body at same time and location to hear, discuss, deliberate, or take action upon any item within subject matter jurisdiction." (Majority usually defined as 50% + 1 member) including teleconference location as permitted by Section 54953 of the Brown Act.

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. PCS 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. PCS 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 needed.

- Title VI regulations require recipients to take reasonable steps to ensure “meaningful access” to the information and services they provide.

G. Recording:

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

Meetings may be broadcast, audio-recorded or video-recorded 54953.5; Ch. V as long as the activity does not constitute a disruption of the 54953.6 proceeding. Ralph M. Brown Act

ARTICLE VIII

BYLAWS

To ensure compliance with all rules and regulations governing public meeting, 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 Administrator of PCS

Signature of Administrator, PCS

Date

