ARTICLE I – NAME

The name of this organization shall be the North Inland (SELPA) Community Advisory Committee for Special Education.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1 – Purpose
The purpose of the Community Advisory Committee (CAC) shall include the following:

a. Advising and assisting the policy and administrative entity of the North Inland SELPA regarding the development, amendment and review of the local plan. The SELPA governance elements shall solicit, consider and review comments from the Community Advisory Committee.

b. Recommending annual priorities to be addressed by the plan.

c. Providing information to and communicating with local school district special education advisory committees.

d. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.

e. Encouraging community involvement in the development and review of the local plan.

f. Supporting activities on behalf of individuals with exceptional needs.

g. Assisting in parent awareness of the importance of regular school attendance.

Section 2 – Objectives
The objectives of members of the Community Advisory Committee include:

a. Make the SELPA’s special education programs responsive to local needs.
b. Communicate information regarding available programs to the public and local district groups.

c. Act as a liaison between CAC and the appointing governing boards. Members shall report on activities to the appointing board upon request.

ARTICLE III – MEMBERSHIP

Section 1 – Member Representation

a. Each district superintendent or designee will encourage a selection process that allows peer input regarding candidates for each vacant position.

b. Recommendations for appointments to fill district representative membership vacancies for the following year should be made in May for official appointment no later than the June board meeting.

c. The local district and SELPA administration will review those candidates to be recommended for appointment to assure an adequate number of representatives and to maintain the parent-member majority, as required by the Education Code.

d. Memberships shall be for a two-year period with staggered terms. A member may only be appointed to two consecutive terms before having to leave voting membership status. Following a one year term in on-member status, a member may be reappointed to voting status.

Section 2 – Community Involvement
All individuals interested in programs for students with exceptional needs are invited to attend and participate in the activities of the North Inland Community Advisory Committee for Special Education.

ARTICLE IV – PROCEDURES

Section 1 – Meetings

a. Meetings will be held at least three times between September and June. There may be additional activities and/or presentations cosponsored in conjunction with districts or the SELPA Office. The CAC meetings shall be held in conformance with the provisions of the Brown Act.

b. The agenda for each CAC meeting shall contain a section for public comment. Members of the public may share information or concerns not placed elsewhere on the agenda at this time. Input on items identified on the agenda shall be expressed at the appropriate time during the meeting. Those who wish to address the Community Advisory Committee shall complete the CAC Public Comment Form to request to be heard. When called to speak to the CAC board, they should state their name, what
group they represent if any, and the item number to which they wish to speak. Public comment is limited to five minutes per speaker. Individuals wishing to discuss concerns regarding District personnel or individual student issues should be addressed through the local policies and procedures for each District. Total time allotted for public comment on non-agenda items is limited to 15 minutes.

c. The CAC members shall select a chairperson and a secretary to serve two-year terms at the first meeting of the school year. The chairperson shall conduct the meetings and assist the SELPA Director in developing the agenda, represent the North Inland CAC in regional and state activities and perform other leadership duties as needed for the effective functioning of the organization. The secretary shall keep and transcribe the minutes of all meetings and assist the SELPA Director in distributing meeting notices, agendas and minutes of meetings to members and the public, as appropriate.

d. The CAC members shall annually appoint a Steering Committee, composed of voting members, to assist the Chairperson in the performance of his/her duties. The size and composition of the Steering Committee shall be annually determined by members at the first meeting of each school year.

e. The membership roster shall be maintained by the SELPA Director. A copy shall be given to all members no later than the second meeting of each school year.

f. The agenda for each meeting shall be developed by the Chairperson and the SELPA Director, in cooperation with the Steering Committee. The agenda may be modified the beginning of each meeting by a majority vote of the membership.

g. Special meetings may be held if deemed necessary by the membership.

h. To conduct business, a simple majority of appointed CAC members must be present.

**Section 2 – Amendments to Bylaws**

a. Proposed amendments must be submitted to the membership in person electronically or by mail at least 30 days prior to a meeting to discuss and vote on the changes. Amendments may be made upon a two-third majority vote of members present at any meeting.

b. Community Advisory Committee bylaws and procedures must conform to current laws and State Board of Education policies.