

Sonoma County SELPA Charter CAC Bylaws

**The Sonoma County Charter
SELPA
Community Advisory Committee Bylaws**

Effective November 15, 2022

**Sonoma County Charter Special Education Local
Plan Area COMMUNITY ADVISORY
COMMITTEE (CAC) Membership, Organization,
and Operation**

A. Name

The name of the organization shall be the Community Advisory Committee (CAC). This organization is the Community Advisory Committee (CAC) for the Sonoma Special Education Local Planning Area (SELPA) for the 34 Sonoma County Charters and the Sonoma County Office of Education.

B. Purpose

The Community Advisory Committee is formed to advise Charter Schools and the Sonoma County Office of Education on matters pertaining to the planning and implementation of special education programs and services throughout the Sonoma County Charter Special Education Local Plan Area as authorized and described in Education Code Sections 56190 et seq and in the Sonoma County Charter SELPA (CHELPA) Local Plan for Special Education.

C. Membership

The LEA School Board shall appoint the members of the CAC.

1. Representation

- a. The CAC shall consist of up to 14 voting members who meet the following criteria: The CAC 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 disabilities. (30 EC 56192)
- b. At least the majority of the CAC 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 disabilities. (30 EC 56193)

2. Nomination of Candidates

- a. Any Sonoma County Charter Parent or Student may self-nominate, or may be nominated by staff or residents of participating Charters.
- b. Candidates shall review the membership criteria and complete the standard nomination form. Membership criteria shall be published on the Sonoma County Charter website and shall be available from the Sonoma Charter SELPA office.
- c. Nominations are to be submitted directly to the Superintendent or his/her designee of the charter in which the candidate attends/resides. It shall be the responsibility of the district to complete the recommendation section of every nomination form received and to forward the completed form(s) to the Sonoma County SELPA Director's office.
- d. So long as CAC membership remains under the 14-member maximum, nominations shall be considered as they are received. When CAC membership reaches 14 members, nominations shall be considered annually.
- e. Candidates should attend a minimum of one CAC meeting before being nominated or self-nominating.

3. Selection of Candidates

- a. The CAC Executive Board Members shall submit, from the nominated candidate(s), a candidate or slate of candidates for approval to the Sonoma Charter SELPA Advisory Committee (SAC)
- b. The CAC Executive Board shall ensure that the appropriate balance of membership is maintained as specified in 30 EC 56191, 56192, and 56193 and shall also consider but not be limited to the following criteria when selecting the final slate of nominees:
 - 1) Representation of the geographic, economic, and cultural diversity of our Charter Schools.
 - 2) Representation of business, professional, and community groups, and educational expertise and interests of the Charter Schools.
 - 3) Representation of both general and special education children of various ages, disabilities, and programs.
 - 4) Knowledge about issues currently facing special education on the national, state, county, and district levels, particularly the district in which the nominee resides.
 - 5) Commitment to working positively to further the services to all children with disabilities residing in the county.
 - 6) Understanding by nominees that the role of CAC is as a group committed to serving the community at large; individual issues and concerns should be addressed through other channels.
- c. The final candidates selected shall be presented to CAC voting members for approval before submission to appropriate LEA School Board
- d. The Sonoma County Charter SELPA Director or CAC Chair will present the approved nominee to the School Board for approval.
- e. Once elected, CAC representatives will be given information, which may include but is not limited to:
 - 1) A copy of CAC by-laws;
 - 2) A description of what the Sonoma County Charter SELPA is and does;
 - 3) An opportunity to meet with the Sonoma County Charter SELPA Director and the CAC Chairperson and Vice Chairperson to discuss membership expectations.

4. Terms of Appointment

- a. Members of the Community Advisory Committee shall be appointed by the LEA School Board to serve for two years. Terms of office shall begin on September 1 and end on August 31st. If a CAC board member is nominated midyear, they will count the full two years starting the following September.
- b. If a member misses three (3) consecutive meetings without a valid excuse as determined by the chairperson, these absences will be considered a resignation.
- c. Officers shall serve no more than four consecutive years.

5. Quorum

- a. 51% of the filled CAC positions (with 51% of the attending members being parents) shall constitute a quorum.
- b. Action may be taken by approval of a simple majority vote of the CAC members present.

D. Organization

1. The Sonoma County Charter SELPA Advisory Committee shall elect officers from among its membership to serve one two-year term. The officers will constitute the Executive Committee of CAC.
 - a. Officers
 - 1) Chairperson – Develops the monthly CAC Agenda in collaboration with the Sonoma County Charter SELPA Director/designee
 - a. Chairs the CAC meetings.
 - b. Serve as a liaison and a voting member to the Sonoma County Charter SELPA Advisory Committee.
 - 2) Vice-Chairperson – Participates in setting the monthly agenda, and chairs the CAC meeting in the absence of the chairperson.
 - a. May also serve as a liaison and voting member to Sonoma County Charter SELPA Advisory Committee (SAC) in the absence of the Chairperson
 - 3) The SELPA Director/designee shall serve as Executive Secretary to the Sonoma County Charter SELPA Advisory Committee (SAC).
 - a. The Sonoma County Charter SELPA Director/designee shall provide monthly reports to CAC regarding CAC Executive Board actions, particularly as they relate to CAC recommendations. These monthly reports may also include current trends within the Sonoma County Charter SELPA, state and nation related to special education and the effect of those trends on special education programs and services within the Sonoma County Charter SELPA
 - 4) The Executive Secretary will provide staff assistance to the Committee to facilitate required committee activities;
 - a. The Executive Secretary will serve as liaison between the Community Advisory Committee, the Sonoma County Charter SELPA Advisory Committee (SAC), LEAs, and County Superintendent of Schools/Board of Education.
 - b. The Executive Secretary will take the minutes and post them on the Sonoma County Charter SELPA website.
2. With the exception of the Nominating Subcommittee, all standing committees and sub-committees may include participants other than CAC members. Such committees may be established as deemed appropriate and necessary.
3. CAC shall have a base annual budget to cover the cost of surveys, parent outreach mailings, informational programs, parent or staff trainings, and other items necessary to fulfill the responsibilities of the CAC. If additional needs arise, the CAC shall recommend an annual budget line item in the Regionalized Services
4. Budget for those additional specific activities to be approved by ASC and OSC. Unexpended funds will return to the SELPA's Regionalized Services Budget.

The CAC's responsibilities are specified in the Sonoma County Charter SELPA's Local Plan and in Education Code. There are seven general areas of responsibility for the CAC outlined under EC 56194, Items (a) through (g).

Article 7. Community Advisory Committee [56190-56194]

56194. *The community advisory committee shall have the authority and fulfill the responsibilities that are defined for it in the local plan. The responsibilities shall include, but need not be limited to, all the following:*

- (a) *Advising the policy and administrative entity of the special education local plan area regarding the development, amendment, and review of the local plan. Then entity shall review and consider comments from the community advisory committee.*
- (b) *Recommending annual priorities to be addressed by the 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.*
- (g) *Supporting community involvement in the parent advisory committee established pursuant to Section 52063 to encourage the inclusion of parents of individuals with exceptional needs to the extent these pupils also fall within one or more of the definitions in Section 42238.01*

CACs may choose to become involved in additional activities. A list of the general areas of responsibility along with examples of possible activities and possible supports for each area of responsibility are included in this section. Information and access to participate in the CAC and related activities should be made available in English and additional languages as needed.

F. Adherence to The Ralph M. Brown Act:

All organizations that receive public funds must conduct open meetings which mean they be attended by all interested parties. The Ralph M. Brown Act (Government Code sections 54950-54063) referred to as the “Brown Act”) is intended to provide public access to meetings of California Local government agencies. In order to achieve this objective, governmental bodies subject to the requirements of the Brown Act must provide public notice of their meetings, post agendas of the subjects to be discussed at those meetings and provide public access to those meetings. Public notice of every meeting subject to the Brown Act is required, and access is mandatory unless the meeting is held in closed session under a specific exception contained in the Act.