

Irvine Unified School District
Special Education Local Plan Area

COMMUNITY ADVISORY COMMITTEE

BYLAWS

ARTICLE I: NAME AND LOCATION

- 1.1 Name. The name of this committee shall be the Community Advisory Committee for Special Education (CAC).
- 1.2 Location. The CAC service area shall be within the confines of the geographical boundaries of the Irvine Unified School District (IUSD) Special Education Local Plan Area (SELPA).

ARTICLE II: PURPOSE

- 2.1 Purpose. The purpose of the CAC shall be to advise and collaborate with IUSD SELPA on matters related to the special education community.

ARTICLE III: GENERAL RESPONSIBILITIES

- 3.1 Responsibilities. The responsibilities of the committee shall include, but not limited to:
- (a) Advising the policy, development, and review of the local 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 local 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 pursuant to E.C. section 52063 and to encourage the inclusion of parents of individuals with

exceptional needs to the extent these students also fall with one or more of the definitions in E.C. section 42238.01.

- (h) In addition to receiving training and ongoing support from the SELPA and to effectively perform the roles and responsibilities, members shall become familiar with the information received.
- (i) Create, review and report on annual goals.

ARTICLE IV: MEMBERSHIP

4.1 Composition. The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other students enrolled in school, students 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.

- (a) At least fifty-one percent of the committee shall be composed of parents of students enrolled in schools participating in the local plan, and at least a majority of such parents shall be parents of individuals with exceptional needs.
- (b) Members are those who actively support and promote community involvement.
- (c) Membership as described in the local plan.

4.2 Appointment. Members shall be appointed by and responsible to the Board. All applications submitted shall be considered by the CAC members; selection of nominations to be presented to the Board requires a majority vote by the CAC members.

4.3 Term. The local plan shall provide terms of appointment 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.

- (a) Vacancy. Member(s) will fill the unexpired term of the predecessor and the requirements of E.C. section 56192 must be met.

- (b) Resignation. Member(s) may resign at any time upon giving written notice to the chair.
- (c) Removal. Any committee member may be removed by a majority vote. Grounds for removal include violation of the requirements set forth in the Professional Conduct form or any other bases as determined by a majority of the CAC members.(Professional Conduct form).

4.4 Voting. A vote may only take place if the majority of members present are parents of individuals with exceptional needs. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote. Absentee vote not permitted.

4.5 SELPA. The individual responsible for administrating the Special Education Local Plan Area or his or her designee shall serve as a non-voting member of the CAC.

ARTICLE V: COMMITTEE

5.1 Members. In accordance with 56190-56194, the IUSD Local Plan and Article IV Membership, members fulfill their general purpose and general responsibilities, including but not limited to:

- (a) Support and participate in the activities of the CAC.
- (b) Select officers and coordinators during the last general meeting for the incoming school year.
- (c) Assume and fulfill general responsibilities.
- (d) Exercise all power between meetings.
- (e) Provide updates at general meetings.
- (f) Other responsibilities as directed by the chair.
- (g) Act as liaison to administration.

5.2 Officers. The officers of the CAC shall consist of a chair, vice-chair, and secretary. Chair. Responsibilities include, but are not limited to;

- (a) Work to ensure a collaborative relationship among all CAC members and the SELPA
- (b) Preside at all CAC general meetings.

- (c) Prepare agendas for said meetings.
- (d) Appoint sub-committees.
- (e) Appoint the chair of sub-committees.
- (f) Serve as an ex-officio member.

Vice-Chair. Responsibilities include, but are not limited to;

- (a) Conduct meetings in the absence of the chair.
- (b) Other duties as directed by the chair.

Secretary. Responsibilities include, but are not limited to;

- (a) Take minutes for general and special meetings.
- (b) Other responsibilities as directed by the chair.

5.3 Coordinators. A member who organizes the different parts of an activity and volunteer(s) involved to effectively complete task(s) as annually determined.

Coordinator. Role and responsibilities include but are not limited to;

- (a) Collaborate with other members and staff.
- (b) Review and plan for selected tasks for the upcoming school year.
- (c) Encourage volunteer participation.
- (d) Assume other responsibilities as directed by the chair.

ARTICLE VI: MEETINGS

6.1 Meetings. Are a formal gathering of members to conduct the business and may include, but are not limited to;

- (a) Decisions shall be made only after an affirmative vote of a majority.
- (b) Quorum shall constitute a majority of members.
- (c) A meeting may be held with less than a majority, but no action may be taken on an item.

- (d) The calendar shall coincide with the IUSD traditional school calendar year. (e) Location shall be an IUSD readily accessible, barrier-free facility with technical and staff support.
- (e) IUSD shall facilitate interpretation, childcare for evening meetings and ADA accommodations for the general and special meetings.

6.2 General Meetings. Shall hold no less than four (4) general meetings per calendar year.

6.3 Special Meetings. May be called by giving five (5) days' notice.

ARTICLE VII: SUB-COMMITTEES

7.1 Sub-Committees. Provide members the ability to encourage volunteer participation of peers who are not members of the CAC to complete tasks or short-term projects in an informal setting. Members responsibilities include but not limited to;

- (a) May form a subcommittee as deemed necessary.
- (b) Participation is voluntary.
- (c) May exercise their powers between meetings to complete tasks.
- (d) Provide an update at each general meeting and or until the task is completed.

ARTICLE VIII: REVISIONS

8.1 Revisions. Revisions of the Bylaws require a simple majority vote of the CAC members. Amendments shall be provided to the SELPA and are subject to approval by the Board.

Board Approved 6.25.24

CAC Adopted 6.4.24

Bylaws Committee Recommendations Presented 5.23.24