

Irvine Unified School District

BYLAWS OF THE SPECIAL EDUCATION COMMUNITY ADVISORY COMMITTEE

ARTICLE I: NAME AND LOCATION

- 1.1 The name of this organization shall be the Special Education Community Advisory Committee.
- 1.2 The CAC service area shall be within the confines of the geographical boundaries of the Irvine Unified School District SELPA.

ARTICLE II: PURPOSE

- 2.1 The purpose of the community Advisory Committee shall be in an advisory capacity of the Irvine Unified School District Special Education administration about the Special Education Local Plan, annual priorities, parent education and other Special Education related activities.
- 2.2 The Community Advisory Committee shall act in an advisory capacity. The recommendations of the Committee shall be directed to the Administration. The responsibility for action on any recommendations shall rest with the Superintendent and Board of Education.
- 2.2 The CAC shall recommend annual priorities to be addressed in the plan and:
 - 2.2.1 Assist in parent education and in recruiting parents who may contribute to the implementation of the plan
 - 2.2.2 Support activities on behalf of individuals with exceptional needs

ARTICLE III: DUTIES AND RESPONSIBILITIES

- 3.1 The general responsibilities of CAC shall include (but not limited to the following):
 - Advising the administration of the Irvine Unified School District regarding the development of the Local Plan and the review of special programs and related services.
 - Making annual recommendations on needs, goals, and priorities based on the Local Plan for Special Education.
 - Assisting in parent education.
 - Recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.
 - Encouraging public involvement in the development and ongoing review of the Local Plan.
 - Acting in support of individuals with exceptional needs and participating in awareness programs and inservicing for parents, students, educators, and community members as outlined in the Local Plan.
 - Becoming familiar with the current laws and regulations pertaining to special education and related services for individuals with exceptional needs.
 - Establishing and fulfilling other duties and responsibilities as deemed necessary by the Community Advisory Committee and approved by the district Board of Education.

ARTICLE IV: MEMBERSHIP

4.1 Composition

The needs and resources of the Community Advisory Committee require that membership include broad representation of parents, students, staff, and community. The committee shall be made up of persons residing or working in the area of the district. At least the majority of the committee shall be composed of parents; of these, at least 51% will be parents of individuals with exceptional needs.

4.2 Term of Committee Membership

Applications for membership will be available online via the SELPA website and at the District Office for parents of IUSD students, students, employees of the District and community members. Applications will be returned to the Special Education Department at the District Office. Upon receipt of the completed application the name of the applicant shall be added to the membership list. All members will have voting rights.

4.3 Voting Rights

Each voting member shall be entitled to one vote and may cast that vote on each matter submitted to a vote to the committee. In order to assure active committee participation, absentee ballots shall not be permitted.

4.4 Calendar Year

The CAC membership year shall coincide with the TRADITIONAL school calendar year.

4.4 SELPA Executive Director

The Executive Director of special Education for the Irvine Unified School District shall be a continuing non-voting member of the CAC.

4.4 Resignation

Any member may resign by filing a written resignation.

ARTICLE V: OFFICERS

5.1 Officers

The officers of the Community Advisory Committee shall be a chairperson, vice-chairperson, and secretary.

5.2 Election and Term of Office

The officers of the Community Advisory Committee shall be elected annually, from voting members, and shall not serve for more than two consecutive terms. Except for the initial year, the last meeting before the end of the school year shall be designated the annual meeting for the purpose of electing committee officers. Ballots shall be prepared by the Secretary.

5.3 Removal

Any officer may be removed by a two-thirds vote of all voting members sitting on the Community Advisory Committee whenever, in the judgment of the committee, the best interests of the committee would be served thereby.

5.4 Resignation

Any officer may resign by filing a written resignation.

5.5 Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall, by special election, be filled by the Community Advisory Committee, from among its members, for the unexpired portion of the term.

5.6 Duties

The Chairperson shall:

- a) preside at all meetings of the Community Advisory Committee
- b) prepare agendas for said meetings with Administrative Council Representatives
- c) appoint committees as agreed upon by the membership
- d) act as liaison with the Administration
- e) be responsible for implementation of Community Advisory Committee decisions
- f) assume other responsibilities as directed by the Community Advisory Committee
- g) be an ex-officio member of all appointed committees
- h) act as liaison to the school district

The Vice-Chairperson shall:

- a) conduct meetings in the absence of the chairperson
- b) be responsible for execution of the bylaws
- c) assume other duties as directed by the chairperson
- d) be an ex-officio member of all appointed committees
- e) act as liaison to the school district

The Secretary shall:

- a) maintain membership and attendance records
- b) seek committee approval prior to public distribution
- c) keep minutes and distribute to committee
- d) attend to correspondence
- e) act as treasurer as the need arises
- f) assume other responsibilities as directed by the chairperson

ARTICLE VI: COMMITTEES

6.1 Standing and Special Committees

The Community Advisory Committee may from time to time establish and abolish, by majority vote of the voting members, such standing or special committees as it may require. No standing or special committee may exercise the authority of the Community Advisory Committee.

ARTICLE VII: MEETINGS

7.1 Number of Meetings

The committee shall meet as frequently as deemed necessary but no less than four regularly scheduled meetings each year.

7.2 Notice of Meetings

All regularly scheduled meetings shall have prior public notice and be open to the public.

Public notice shall be sent to each school requesting posting.

7.3 Place of Meetings

The Community Advisory Committee shall hold its meetings in readily accessible barrier-free facilities provided by the District.

7.4 Decisions of the Community Advisory Committee

All decisions of the Community Advisory Committee shall be made only after an affirmative vote of a majority of its voting members in attendance, provided a quorum is in attendance.

7.5 Quorum

A quorum shall be defined as 8 members. Meetings may be held with less than 8 members present, but no action may be taken on an item.

7.6 Minutes

Minutes shall be recorded by the secretary and posted on the Community Advisory Committee website as soon as possible following a meeting.

7.7 Conduct of Meetings

All meetings of the Community Advisory Committee shall be conducted in accordance with Robert's Rules of order.

7.7 Format

All meetings shall be open to the Public.

7.8 Special Meetings

Special Meetings can be called as needed.

ARTICLE XIII: AMENDMENTS

Recommendations for proposed amendments require two-thirds vote of the Community Advisory Committee voting members present. The recommendations are forwarded to the Administration and are subject to approval by the Board of Education.

ARTICLE IX: RATIFICATION

Recommendation for ratification of the bylaws requires a two-thirds vote of members of the Community Advisory Committee present. The recommendation is forwarded to the Administration and is subject to approval by the Board of Education.