

**Special Education**  
**COMMUNITY ADVISORY COMMITTEE**  
**Irvine Unified School District**

**BYLAWS**

**ARTICLE I: NAME AND LOCATION**

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

**ARTICLE II: FUNCTION**

- 2.1 **Purpose.** The purpose of the CAC shall be in an advisory capacity of the Irvine Unified School District (IUSD) Special Education administration in order to inform the IUSD School Board about the Special Education Local Plan, annual priorities, parent education and other related activities that affect special education students.
- 2.2 **General Powers.** The recommendations of the CAC shall be directed to the Special Education Administration. The responsibility for action on any recommendations shall rest with the Superintendent and Board of Education. Implementation shall rest with the administrative staff, both at the district and school level.

(a) The CAC shall recommend annual priorities to be addressed in the Special Education Local Plan and:

- (i) assist in parent education and in recruiting parents who may contribute insight into implementation and effectiveness of the Local Plan.
- (ii) support activities and needs of individuals with exceptional needs.

**ARTICLE III: DUTIES AND RESPONSIBILITIES**

- 3.1 **Responsibilities.** The general responsibilities of the CAC shall include (but are not limited to the following):
- (a) advising the Special Education Administration of the IUSD regarding the continued development of the Local Plan and the review of special programs and related services.
  - (b) creation of annual CAC goals through input of CAC members. Facilitating their implementation with Special Education Administration.
  - (c) selecting speakers for parent education and training presentations during CAC meetings.
  - (d) Recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.
  - (e) encouraging public involvement in the development and ongoing review of the Local Plan.
  - (f) acting in support of individuals with exceptional needs and participating in programs for parents, students, educators, and community members as outlined in the Special Education Local

Plan.

(g) becoming familiar with the current and proposed laws and regulations pertaining to special education and related services for individuals with exceptional needs.

(h) be informed on how to publicly advocate for special education students with local and state legislators.

(i) establishing and fulfilling other duties and responsibilities as deemed necessary by the CAC.

#### **ARTICE IV: MEMBERSHIP**

**4.1 Composition.** The needs and resources of the CAC require that membership include a broad representation of parents, students, staff, and of the community. The committee shall be made up of persons residing or working in the area of the IUSD. 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 IUSD District Office for parents of IUSD students, students, employees of IUSD and community members. Applications shall be completed online or will be returned to the Special Education Department. 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 by the CAC. Absentee ballots shall not be permitted.

**4.4 Annual Calendar.** The CAC membership year shall coincide with the TRADITIONAL school calendar year.

**4.5 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.

#### **ARTICE V: COMPOSITION OF COMMITTEE OFFICERS**

**5.1 Officers.** The officers of the CAC shall consist of a chairperson, vice-chairperson, and secretary (the Officers). In addition to these, the following roles will be appointed by the Officers; treasurer and parliamentarian. If these roles are not filled, the secretary will also serve as parliamentarian and the vice-chairperson will serve as treasurer. The Officers shall have the power and authority to exercise all powers of the CAC between meetings. The CAC encourages diverse parent engagement.

**5.2 Term of Office.** The number of Officers shall be three (3). Officers shall not serve more than two (2) consecutive, two (2) year terms each, or until his or her earlier resignation, death, or removal. The terms should be staggered, with the vice-chairperson and secretary up for vote on even years and the chairperson, up for vote on odd years. The last meeting before the end of the school year shall be designated the annual meeting for the purpose of electing CAC Officers. All terms of the Officers shall commence with the annual calendar, when feasible.

**5.3 Qualification.** All officers shall be parents and individuals residing or working in the area of the IUSD who are interested in and supportive of all students in relation to all matters of the IUSD SELPA, Special Education Local Plan, annual priorities, parent education and other related activities that affect special education students.

**5.5 Removal.** Any Officer may be removed by a vote of a simple majority of the CAC voting members

when put to ballot, for persistent neglect of their duties as an Officer, for inability to discharge the duties of an Officer, for residing outside the boundaries of IUSD, or malfeasance in office.

**5.6 Resignation.** Any Officer may resign at any time upon giving written notice to the CAC.

**5.7 Vacancy.** A vacancy due to death, resignation, removal, or otherwise, shall, be filled by special election, subject to the provisions of Section 5.3 of these Bylaws. An Officer elected to fill a vacancy shall be elected for the unexpired term of their predecessor.

**5.8 Duties.** A person who serves as an Officer commits to attend meetings, being an informed participant in the CAC affairs, and at minimum meet the following:

The **Chairperson** shall:

- a) preside at all meetings of the CAC
- b) prepare agendas for said meetings
- c) appoint standing (subject to the Brown Act) or special committees as agreed upon by the membership
- d) act as liaison with the IUSD and administration
- e) be responsible for implementation of CAC decisions
- f) assume other responsibilities as directed by the CAC
- g) be an ex-officio member of all appointed committees
- h) appoint treasurer and parliamentarian

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 IUSD
- f) manage all communication matters to expand, promote and share resources. For example, with presenters, welcoming new CAC members, social media, and current membership.
- g) act as treasurer as the needs arises
- h) ensures that the handbook is appropriately updated as needed

The **Secretary** shall:

- a) maintain membership and attendance records
- b) keep minutes for CAC general meetings and distribute to CAC
- c) maintain a list of CAC goals with progress of implementation
- d) assume other responsibilities as directed by the chairperson

The **Treasurer** shall:

- a) monitor the CAC fundraising and account balances and update the CAC Officers
- b) assist the CAC Chairperson(s) and standing committees in the development of their annual fundraising activities and development of grant requests.
- c) submit authorization for reimbursement, record and report on expenditures.
- d) Record and acknowledge monetary and in-kind donations made to the CAC for

- events and programs.
- e) Prepare quarterly financial reports (books and records).

The **Parliamentarian** shall:

- a) advise the CAC on parliamentary procedure and unobtrusively call the attention of the presiding officer to errors in procedure. Be familiar with the format of meetings governed by the Brown Act and Robert's Rules of Order.

## **ARTICE VI: GENERAL MEETINGS**

**6.1 Meetings.** The committee shall meet as frequently as deemed necessary but no less than four regularly scheduled meetings each year. The committee shall hold its general meetings in readily accessible, barrier-free facilities provided by the District. Special Meetings may be called by any of the officers, by giving five (5) days notice to the committee members. The secretary shall provide minutes of the meeting to each officer within a reasonable time after such meeting and posted on the CAC page of the IUSD website as soon as possible following the meeting.

**6.2 Notice of Meetings.** General meetings shall be publicly noticed, at least 72 hours prior to the start of the meeting, and all scheduled meetings as presented in the annual calendar shall give public notice. Public notice shall be sent to each IUSD school and posted on the CAC page of the IUSD website.

**7.4 Decisions of the CAC.** All decisions of the CAC shall be made only after an affirmative vote of a majority of its voting members in attendance, provided a quorum is reached.

**6.3 Quorum.** The attendance of eight (8) committee members shall constitute a quorum for the transaction of business at the CAC general meeting. Meetings may be held with less than eight 8 members present, but no action may be taken on an item.

## **ARTICE VII: FINANCEES & RECORDS**

**7.1 Contracts.** The Officers, except as otherwise provided in these Bylaws, may authorize any Officer or CAC member to enter into any contract or execute and deliver any instrument in the name of or on behalf of the CAC and such authority may be general or confined to a specific instance; and unless so authorized by the Officers, no Officer, or committee member shall have any power or authority to bind the CAC by any contract or engagement, or to pledge its credit, or render its liable peculiarly for any purpose or to any amount.

**7.2 Expenses, Drafts, etc.** The Officers may authorize CAC members to execute disbursement of money in the name of the CAC in the form of a quarterly financial report (books and records). The Chairperson along with the treasurer are given the authority and is directed to oversee all financial transactions; drafts, disbursements, payment authorizations, of the CAC and subcommittee members.

## **ARTICE VIII: COMMITTEES**

**8.1 Committees.** The Officers may from time to time designate CAC members to constitute a standing (subject to the Brown Act) or special committee for short term specific projects that shall have and may exercise such powers under the direction of and by the majority of the Officers.

**8.2 Standing and Special Committees.** The Officers may from time to time establish and abolish, by simple majority vote of the CAC members a standing (subject to the Brown Act) or special committee.

The standing or special committee must regularly report to the Officers and members of the committee's planning and implementation activities.

#### **ARTICE IX: ADDITIONAL PROVISIONS.**

##### **9.1 Amendments.**

Recommendations for proposed amendments of the Bylaws require a simple majority vote of the CAC voting members present who cast a vote. The amendments shall be forwarded to the IUSD Special Education Administration, and are subject to approval by the Board of Education.

##### **9.2 Ratification.**

Recommendation for ratification of the Bylaws requires a simple majority vote of members of the CAC present who cast a vote. The ratified Bylaws shall be forwarded to the IUSD Special Education Administration, and is subject to approval by the Board of Education.