

**BY-LAWS OF THE COMMUNITY ADVISORY COMMITTEE
FOR
OAKLAND UNIFIED SCHOOL DISTRICT
PROGRAMS FOR EXCEPTIONAL CHILDREN**
Last amended on February 4, 2013

ARTICLE I

RESPONSIBILITY

- 1.1 The Community Advisory Committee (CAC) shall have such authority as defined in the State of California and fulfill such responsibilities as are defined for it in the Comprehensive Plan for Special Education (Plan).
- 1.2 Responsibilities of the CAC shall include, but need not be limited to all of the following:
- a. Advising the policy and administrative entity of the Oakland Unified School District regarding the development, amendment and review of the Plan. Such 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, staff, and community 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 Plan.
 - e. Supporting activities on behalf of individuals with exceptional needs.
 - f. Assisting in parent awareness of the importance of regular school attendance.
- 1.3 As required in State Education Code 56200 (f) and the Plan, responsibilities of the Committee with respect to Plan development shall include:
- a. Public input sessions during Plan development.
 - b. Review of drafts as they are completed.
 - c. Public input sessions and review of the Plan. The Committee shall be given at least thirty (30) days to review the Plan prior to its submission to the state Department of Education.
 - d. Signature by the chairperson denoting compliance with the 30-day review requirement.

ARTICLE II

GOALS AND OBJECTIVES

- 2.1 The Community Advisory Committee may determine annual or long-term goals and objectives to guide its work in fulfilling the CAC's legal responsibilities.

ARTICLE III

MEMBERSHIP

- 3.1 The CAC voting membership may consist of at least five (5) and up to twenty-five (25) voting members. The majority of voting members shall be parents or guardians of district students enrolled in school, while the majority of those shall be parents or guardians of students with exceptional needs who are enrolled in district special education programs. The composition of the membership shall reflect the types of programs and disabilities of the pupils, as well as the ethnic, socio-economic backgrounds and age groups of the pupils. Members shall include 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 exceptional needs.
- 3.2 The Director of Programs for Exceptional Children shall be an ex-officio non-voting member of the CAC. A member of the district's Board of Education may be an ex-officio, non-voting member.
- 3.3 Appointment: Recommendations or requests for nomination to the voting membership of the CAC may be made at any time by any member or interested community person. Such recommendations or requests shall be directed to the parliamentarian, who will seek to ensure that all prospective nominees understand and are willing to accept the responsibilities of CAC membership as well as the time commitment involved and the duties required as a voting member of the CAC. In addition, nominees must have attended at least three CAC monthly meetings during the six months prior to nomination in order to be eligible for membership. The parliamentarian shall submit the names of the nominees to the CAC voting members for approval. New members may be appointed at any CAC meeting during the year by a majority vote of those CAC voting members present.
- 3.4 Term of Membership: Terms of appointed members are for a minimum of 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. Terms of membership begin as soon as new membership is approved.
- 3.5 Termination of Voting Membership: Voting membership on the CAC may be terminated if:
- a. The member resigns on writing.
 - b. The member is inactive for more than three (3) regularly-scheduled meetings and/or a majority of the CAC recommends replacement.
- 3.6 Vacancies: The CAC Nominating Subcommittee shall recommend a replacement Committee member following termination of voting membership of any CAC member. The recommendation should be made within forty-five (45) days following termination of the original member. The new member shall serve the rest of the vacant term.
- 3.7 Voting Members' Duties and Privileges: Each voting CAC member shall have the right to cast one vote on issues considered by the Committee, to second the motions, to hold office, and to serve on standing and special subcommittees, subject to other provisions of these by-laws. A Committee voting member may designate, in writing, an alternate with voting power. Said alternate shall be of the same representation as the voting member (parent, etc.) and may not represent the member at more than two consecutive Committee functions unless otherwise approved by the Executive Board.
- 3.8 Non-Voting Participants: Whereas, the CAC seeks to involve interested members of the community, including parents and district staff, in realizing the stated responsibilities of the Committee (Article I), participation in the CAC shall not be limited to appointed or voting members, but shall be open to all concerned individuals. These individuals shall be given maximum opportunity and an effective channel for participation in the CAC. Each non-voting participant shall have the right to partake in discussions of the Committee, and serve on standing or

special subcommittees subject to other provisions of these by-laws.

ARTICLE IV

COMMITTEE OFFICERS

- 4.1 Executive Board: Members of the Executive Board shall consist of a Chairperson, First Vice Chairperson, and Secretary *or* two (2) Co-Chairpersons, First Vice-Chairperson and a Secretary. All officers must be voting members.
- 4.2 Election and Term of Office: Officers shall be elected annually by a majority vote of those CAC voting members present at the meeting. In November of each year nominations for each position for the ensuing year shall be made by the Nominating Subcommittee. Nominations shall also be accepted from the floor. The balloting of CAC voting members shall be completed during December of the same year. Officers elected in December shall assume their duties at the first CAC meeting in January following the election.
- 4.3 Vacancies: If there are unfilled positions, such positions can be filled at any CAC meeting during the year by a majority vote of those CAC voting members present.
- 4.4 Removal from Office: Officers may be removed if two-thirds of the membership of the CAC, by secret ballot, so elect. The Nominating Subcommittee is responsible for coordinating the ballot and procedures for the ballot in advance of a vote.
- 4.5 Duties of Officers:
- a. Chairperson or Co-Chairpersons: The Chairperson(s) shall preside at all meetings of the CAC and any Executive Board or special meetings. He/She/They shall meet with the SELPA Director monthly to or as needed to prepare for CAC meetings and work on special projects. He/She/They shall also work with the First Vice-Chairperson, if one exists, to prepare the agenda for the regular monthly meetings of the CAC and all Executive Board and special meetings. The Chairperson(s) may sign all letters, reports and other communications of the CAC and will act as CAC spokesperson(s) to the school district and SELPA. In addition, he/she/they shall perform all duties incidental to the office of Chairperson and such other duties as may be prescribed by the CAC from time to time. He/she/they may serve as an ex-officio member of all subcommittees.
 - b. First Vice-Chairperson: The duties of the First-Vice-Chairperson shall be to represent the Chairperson(s) in his/her/their assigned duties and to substitute for the Chairperson(s) during his/her/their absences. He/she shall be responsible for working with the Chairperson(s) in preparing the agenda for the regular monthly meetings. He/she shall perform such other duties as from time to time may be assigned to him/her by the Chairperson(s) or by the Committee.
 - c. Secretary: The Secretary shall keep the minutes of all Committee meetings and shall assure transmittal of copies of the minutes to each Committee member and to such other person as the CAC may deem necessary. He/she shall obtain and maintain the collection of parent information materials at CAC meetings. The Secretary shall maintain CAC mail, email and distribution lists and also see that all notices are duly given in accordance with the provisions of these by-laws. Typing, duplicating, and mailing services shall be furnished by the Oakland Unified School District Programs for Exceptional Children.
 - d. Parliamentarian: The parliamentarian shall ensure the CAC is acting in accordance with its rules, by-laws and its responsibilities under the educational code. He/she shall manage all nominations and elections tasks and provide new member orientation, maintain records of CAC Voting Member meeting attendance, maintain a list of members that includes date of appointment and category of representation, and maintain a list of sub-committee membership as provided by sub-committee chairs.

ARTICLE V

CAC MEETINGS

- 5.1 Frequency: The CAC shall schedule not less than nine (9) meetings per year. Special meetings may be planned to consider issues and programs of special interests to parent/guardians of individuals with exceptional needs. All meetings of the CAC shall be open to the public. Emergency or special meetings of voting members may be called by the Chairperson(s) provided the voting membership has received twenty-four (24) hours notice.
- 5.2 Meeting Notices: All meetings shall receive prior public notice. CAC members shall receive written notification of meeting schedules at least five (5) working days in advance of each meeting. The Director of Programs for Exceptional Children shall send these notices, which shall include the location, date and hour.
- 5.3 Quorum: A quorum for the transaction of business shall consist of a majority of the current CAC voting members. Matters may be discussed and information received but no business may be transacted without a quorum.
- 5.4 Conduct of Meetings: Robert's Rules of Order, recently revised, will be the authority in the event of a procedural problem.
- 5.5 Meeting Records: The Secretary shall duly record minutes of all CAC meeting activities. Minutes of meetings shall be approved by the CAC voting members at the next regularly-scheduled meeting. The Director of the Department of Programs for Exceptional Children shall be responsible for maintaining historical records of CAC activities, including meeting minutes and agendas.
- 5.6 Special Concerns and the Local Plan: From time to time the CAC may choose to address significant efforts that result in great benefit to special education or items or issues that arise concerning the Local Plan. The CAC shall maintain and follow specific procedures, such as the Advice and Recognition Procedure adopted January 2006 in such cases.

ARTICLE VI

SUBCOMMITTEES OF THE CAC

- 6.1 Standing and Special Subcommittees: The CAC may, from time to time, establish and abolish such standing and special subcommittees as it may determine necessary in performing its functions. Members of standing and special subcommittees shall include voting members of the CAC and other concerned individuals. Subcommittees shall report to and make recommendations to the CAC. No standing or special subcommittee may exercise the authority of the CAC, nor issue public statements without the prior approval of the Executive Board of the CAC.
- Standing subcommittees shall include:
- a. Local Plan Review Subcommittee
 - b. Outreach Subcommittee
- 6.2 Rules: Each subcommittee shall adopt rules for its own governance not inconsistent with these by-laws or with rules adopted by the CAC.
- 6.3 Quorum: Unless otherwise provided in the establishment of each subcommittee by the subcommittee, a majority of each subcommittee shall constitute a quorum and the act of a majority of the members present at the meeting at which a quorum is present shall be the act of the subcommittee.

- 6.4 Membership: The membership of subcommittees or the addition or termination of subcommittee members shall be reported to the CAC at a regular meeting following the creation of the subcommittee or a subcommittee membership change.
- 6.5 Chairperson: Each subcommittee shall appoint a Chairperson. The Chairperson of subcommittees shall be a voting member of the CAC and report to the Chairperson(s) of the CAC.
- 6.6 Reports: Each subcommittee shall appoint a member to keep written records and to report on subcommittee actions at the next regular meeting of the CAC.

ARTICLE VII

BY-LAWS ADMINISTRATIVE PROCEDURES

- 7.1 Effective Date of By-laws and Changes Thereto: These by-laws shall become effective immediately upon adoption. Amendments to these by-laws shall become effective upon adoption unless the CAC members, in adopting them as hereinafter set forth, provide that they are to become effective at a later date.
- 7.2 By-law Changes: These by-laws may be amended at any time by a two-thirds affirmative vote of the voting members of the CAC, provided that each amendment carries out the goals of the CAC and conforms to the Comprehensive Plan for Special Education. The by-laws shall be automatically updated in the case of changes in State or Federal law or regulation which these by-laws.

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