



Modesto City Schools' Special Education
Local Plan Area
Community Advisory Committee
By-Laws

Article I NAME

The name of the organization shall be Modesto City Schools Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC).

Article II PURPOSE

The purpose of the CAC shall be to bring together and support parents, professionals, and community members for discussion of strategies to promote effective special education programs and services.

MISSION STATEMENT

The CAC's ultimate goal is to ensure that our students succeed in maximizing their potential, receive the best possible education, and have equal access to all services.

The CAC collaborates with the local SELPA to ensure that the educational requirements of Special Education students are met.

The CAC serves as a liaison between the Modesto City Schools SELPA, families, community, students and teachers so that all voices are heard.

The CAC also provides consumer education, information and a resource information base.

The Modesto City Schools SELPA CAC advises the SELPA as specified by the State Education Code, Part 30, Sections 56001, 56190-56194, 56195.7 (c) (2), 56200 (f), 56205 (12) (c) and 56240.

Article III DUTIES: The CAC shall have the following duties:

1. Advise the policy and administrative entity of MCS SELPA regarding the development, amendment and review of the local plan. The SELPA shall review and consider comments from the CAC.
2. Recommend annual priorities to be addressed by the plan.
3. Assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.

4. Encourage community involvement in the development and review of the local plan.
5. Support activities on behalf of individuals with exceptional needs.
6. Assist in parent awareness of the importance of regular school attendance.

Article IV MEMBERSHIP

1. The CAC shall be composed of the following:
 - a.) At least the majority of the CAC shall be composed of parents and pupils 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.) Pupils and adults with disabilities.
 - c.) Regular education teachers.
 - d.) Special education teachers.
 - e.) Other school personnel.
 - f.) Representatives of other public and private agencies, as well as local colleges and universities.
 - g.) Persons concerned with the needs of individuals with exceptional needs.
 - h.) The SELPA Directors.
2. Should the number of nominees for the CAC membership exceed 25, the final recommendation of membership shall be determined by the SELPA Directors. The members shall be appointed for two years with not more than 50% of the committee replaced annually. CAC members shall be approved by the SELPA governing board.
3. An individual may serve two consecutive terms but, may be reappointed after 2 terms, if running unopposed. A member appointed to fill a vacancy that occurs during a term, and that will expire in less than a year may be reappointed for three additional years.
4. Nominations to the CAC may be made at any time by any member or interested community person.
5. All members shall be voted into membership by the CAC members. They must attend two consecutive meetings prior to applying for membership.
6. To resign, a member must submit a statement in writing to the Chairperson or a member may be declared to have resigned (Article IV, #7).

7. Any member who has three consecutive unexcused absences will be contacted by the Recording Secretary and may be declared to have resigned unless an appeal is made to the CAC.

Article V MEETINGS

1. The CAC meets on a regular basis during the months of September through May. The meetings are held at the Modesto City Schools Staff Development Room. The schedule of meetings is developed annually.
2. All meetings shall be open to the public and held in accessible facilities. Call 209-576-4155 for meeting time and place.
3. Notice of regular meetings, with a copy of the prior meeting's minutes, shall go out in the regular SELPA site communications prior to the monthly meeting. Meeting notices shall include time, date, place and agenda.
4. A quorum shall consist of a majority of CAC members present at meetings and is required in order to pass motions.
5. Persons other than members may be granted the privilege of the floor by the Chair or majority vote.
6. Items may be added to the agenda by non-members to be considered at the completion of regular CAC business.
7. No letter or personally presented statement of charges against individuals will be heard by the CAC.
8. The Chair or his/her designee shall have the responsibility for managing the procedure of meetings.

Article VI OFFICERS

1. The officers of the CAC shall be the Chairperson and Secretary.
2. The term of the office shall be one year.
3. Officers shall be elected annually each May.
4. Elections shall be by ballot, unless there is only one candidate for office, in which case there may be a voice vote.
5. Vacancies in office shall be filled at the next regular meeting following the resignation of an officer.
6. Officers elected at the May meeting will assume office as of September 1st.

7. The duties of the officers shall be as follows.

Chairperson

- Preside at the monthly CAC General Meeting.
- Preside at any special meetings called by the Chairperson or by a majority of the CAC.
- Appoint chairpersons of all committees.
- Serve as committee spokesperson to the MCS SELPA and School Board.
- Direct planning for parent education sessions.
- Oversee publication of newsletters, brochures and any other publications.
- Present annual report to school board/SELPA.
- Receive and submit to the CAC all applications for membership to the committee.
- Responsible for monitoring the CAC budget and updating the membership.
- Parent of a Modesto City School District student(s).

Secretary

- Record minutes of all meetings. Typing, duplication, and mailing services shall be provided by the MCS SELPA.
- Receive and transmit committee correspondence and materials designated by members. Maintain and update committee roster, keeping track of balance and distribution of membership as to programs and parent/professional status.
- Maintain notebook of all minutes, agendas, correspondence and other information pertinent to the CAC.

Article VII PARLIAMENTARY AUTHORITY

On question of point of order not contained in these bylaws, the CAC shall be governed by Robert's Rules of Order, Newly Revised.

Article VIII AMENDMENTS

The bylaws may be amended at any regular CAC meeting by a two-thirds vote of those present, provided that written notice has been given to all members at least one week prior to the meeting.