

**Shasta County Local Plan Area  
Community Advisory Committee (SELPA CAC)**

**BY-LAWS**

**Revised: February 11, 2014**

**Revised: October 21, 2020**

**Revised: June 22, 2023**

**ARTICLE 1: NAME**

The name of this organization is the Shasta County Special Education Local Plan Area (SELPA) and Community Advisory Committee (CAC).

**ARTICLE 2: AUTHORITY**

The authority of this Committee is set forth as a necessary component of the implementation of the California Master Plan for Special Education. California Education Code Section 56194: Authority; responsibilities

The Community Advisory Committee (CAC) shall have the authority and fulfill the responsibilities that are defined for it in the local plan. The responsibilities shall include, but need not be limited to, all the following:

- A. Advising the policy and administrative entity of the district, special education local plan area, or county office, regarding the development, amendment, and review of the local plan. Review of programs under such plan and the selection of the SELPA Director. The CAC participates with the SELPA Director in implementing the CAC's responsibilities. The entity shall review and consider comments from the community.
- B. Recommends annual priorities to be addressed by the plan.
- C. Assists in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.
- D. Encourages community involvement in the development and review of the local plan.
- E. Supports activities on behalf of individuals with exceptional needs.

- F. Assists in parent awareness of the importance of regular school attendance.
- G. Supporting community involvement in the parent advisory committee established Pursuant to Section 52063 of the Education Code (Local Control and Accountability Plan) to encourage the inclusion of parents of individuals with exceptional needs to the extent those pupils also fall within one or more of the definitions in Section 42238.01 of the Education Code (pupils eligible for free or reduced-price meals, foster youth, and pupils of limited English proficiency).

### ARTICLE 3: PURPOSE

The purpose of the CAC is to act as an advisory committee to the Shasta County SELPA and to provide input into the Local Plan. 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.

### ARTICLE 4: MEMBERSHIP

- A. The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, disabled pupils and adults, 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.
- B. At least the majority of the CAC Board shall be composed of parents of 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.
- C. The officers of the CAC shall be the Chair, Vice Chair, Treasurer, and Secretary. These officers and the past Chair shall form the Executive Board. Persons interested in serving on the CAC Board must attend at least two consecutive business meetings of the CAC prior to submitting their name for a board vacancy. Any Board member who misses two (2) consecutive meetings or three meetings annually may lose Board appointment at the discretion of the Board.
- D. General membership will be open to parents, professionals, agencies, and others interested in assisting individuals with exceptional needs in Shasta County. To become a General member, parties must attend at least two business meetings of the CAC and be acknowledged as members by the board. General membership may be withdrawn at the discretion of the Board by majority votes.
- E. Members of the CAC Board are appointed by the SELPA Governing Board or the board of any member LEA. Nominations come to the CAC for a vote into membership and are carried by the SELPA Director to the SELPA Governing Board for approval. Board members may be reappointed when their term expires.

- F. The SELPA Director or designee will serve as a SELPA/CAC liaison and will be an ex-officio member of the Committee.
- G. Voting privileges: All members shall have equal voting privileges.
- H. Each board member shall be responsible for attendance at all monthly CAC meetings or shall notify an officer prior to the CAC meeting if he/she will be absent.
- I. Resignation: Any member may resign by filing a written resignation with the CAC Chairperson or the SELPA Director.
- J. Agency representatives may be Board members with full voting privileges.

#### ARTICLE 5 OFFICERS

- A. The officers will be the Chairperson, the Vice-Chairperson, Secretary and Treasurer.
- B. Term of office shall be two years, with elections to take place at the May meeting.
- C. Elections will be held by secret ballot at discretion of CAC.
- D. Nominations for officers will be submitted at the April meeting. Election held at May meeting.

#### ARTICLE 6 DUTIES OF OFFICERS

- A. The Chairperson shall: 1) preside at meetings, 2) prepare the Agenda in collaboration with the SELPA Office, 3) appoint committees as needed, 4) communicate regularly with the SELPA Director regarding CAC business, and 5) appoint a representative to the Program Advisory Council (PAC).
- B. The Vice-Chairperson shall: 1) in the absence of the Chairperson, perform all duties of the Chairperson.
- C. The Secretary shall: 1) attend all meetings called by the Chairperson or secure a substitute; 2) prepare and distribute Minutes and Agendas; 3) prepare and mail correspondence; 4) maintain membership/attendance lists, with the assistance of the Shasta County SELPA Office.
- D. The Treasurer, in collaboration with the SELPA Office, shall maintain records and receipts of all CAC financial matters and report the fiscal balance at CAC Board meetings.

## ARTICLE 7 MEETINGS

- A. The CAC shall meet monthly during the school year, August through June, with the exception of December and January. The exact dates and times shall be established at the last yearly meeting. A minimum of two CAC sponsored workshops will be held during the school year. Special meetings may be called by the Chairperson or by a majority of the CAC. All meetings shall be open to the public and held in facilities accessible to persons with disabilities.

A quorum shall consist of the CAC members present at a meeting.

- B. The June meeting will be designated as the Annual Meeting. Goals will be adopted for the year at the Annual Meeting. A calendar shall be established annually with meeting dates and times. Notice of all regular and special meetings shall be in writing. Notices will state the date, time, and location shall be e-mailed to each member not less than five days before said meeting. All members must be notified at least 48 hours prior to any special meetings. The notice shall include an agenda of the upcoming meeting and the unapproved minutes of the past meeting.
- C. Items to be included on the agenda must be submitted to the CAC Chairperson/SELPA at least ten days prior to the upcoming business meeting.
- D. Meetings shall be conducted according to Robert's Rules of Order – Newly Revised. Members of the audience wishing to address the Board shall be limited to five (5) minutes on topics not previously placed on an agenda or with consent of the Chairperson.
- E. Rules regarding public participation at CAC meetings shall be available at each meeting.
- F. The CAC will comply with the Ralph M. Brown Act, Government Code Sections 54950-54963, in any instance in which that law requires additional procedures beyond these Bylaws.

## ARTICLE 8 COMMITTEES

- A. Special Committees may be established as necessary by the Board and appointed by the Chairperson and may include the Chairperson and a representative of the SELPA. All persons in attendance at meetings shall be encouraged to participate in a committee.
- B. Any member of the public may participate on all committees. Voting shall be reserved to members.

ARTICLE 9 BUDGET


- A. The October meetings will approve a budget plan reflective of the approved Annual Goals.
- B. Money available to the CAC from the SELPA will be approved by the SELPA Governing Board. The CAC monies will be used for CAC Meeting/Training expenses such as refreshments and child care. A majority of CAC members must vote for CAC monies to be used for other purposes.

ARTICLE 10 AMENDMENTS

The By-Laws may be amended at any regular or special meeting by a two-thirds vote of the Board members present provided that there is a quorum of the membership and provided that such proposed amendment has been presented in writing to the Chairperson and distributed to all Board Members at least two (2) weeks prior to the meeting.

Community Advisory Committee

Dated: 4/27/23

Signed:   
Robert Brown  
CAC Chairperson

Shasta SELPA

Dated: 4/23/23

Signed:   
Christian R. Patz  
Executive Director