

APPENDIX B

Bylaws of the Community Advisory Committee

Ontario-Montclair School District

**BYLAWS
COMMUNITY ADVISORY COMMITTEE
FOR SPECIAL EDUCATION**

**ARTICLE I
NAME**

The name of this organization shall be the Ontario-Montclair School District Community Advisory Committee for Special Education, referred to hereafter as CAC.

**ARTICLE II
DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the CAC include the following:

- Advising the administration of the Ontario-Montclair School District (District) regarding the development, amendment, and review 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.
- Assisting in parent education and training on special education programs, issues, rights, and responsibilities, leadership development, and other issues as identified by parent-members of the CAC.
- 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 disabilities 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 disabilities.
- Encouraging community involvement in local schools.
- Supporting district-wide and local school activities on behalf of individuals with disabilities.

- Assisting in parent awareness of the importance of regular school attendance.
- Establishing and fulfilling other duties and responsibilities as deemed necessary by the CAC and approved by the District Board of Trustees (Board).

ARTICLE III **MEMBERSHIP**

3.1 Composition. The CAC shall be composed of parents of individuals with disabilities enrolled in public or private schools, parents of other students 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 disabilities. The CAC shall consist of not less than six (6) members and no more than twenty-four (24) members, and may include one (1) ex-officio member. At least the majority of the CAC shall be composed of parents of students enrolled in District schools, and at least a majority of such parents shall be parents of individuals with disabilities.

3.2 Application for Membership. Applications for membership will be available online via the District's website and at the District Office. Applications will be returned to the Special Education Department at the District Office. For the initial selection of the CAC members, membership applications will be screened by the Superintendent or his designee(s). Interviews for selected candidates may be held by the Superintendent or his designee(s). The Superintendent will then present qualified applications to the Board for approval at a regularly scheduled Board meeting. For the replacement of CAC members, membership applications will be screened by the SELPA Executive Director, who will then present qualified applications to the Board for approval at a regularly scheduled Board meeting.

3.3 Term of Committee Membership. The term of office for a CAC member shall be two years. Following the inaugural year, terms of appointment shall be annually staggered to ensure that no more than one-half of the membership serves the first year of the term in any one year.

3.4 Voting Rights. All members will have 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 CAC. In order to ensure active committee participation, absentee ballots shall not be permitted. Non-Officer ex-officio member shall have no voting rights.

3.5 Resignation. Any member may resign by filing a written resignation.

ARTICLE IV **OFFICERS**

4.1 Officers. The officers of the CAC shall be a Chairperson, Vice-Chairperson, and Secretary.

4.2 Election and Term of Office. The officers of the CAC 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 nominating and electing CAC officers.

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

4.3 Exclusion. The ex-officio member shall be excluded from serving as a CAC Officer.

4.4 Resignation. Any officer may resign by filing a written resignation.

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

4.6 Duties.

(a) The Chairperson shall:

(i) preside at all meetings of the CAC;

(ii) prepare agendas for CAC meetings with the SELPA Executive Director;

(iii) coordinate with the SELPA Executive Director to ensure appropriate notice to the public of up-coming CAC meetings;

(iv) appoint committees as agreed upon by the membership;

(v) act as liaison with the District Administration and staff;

(vi) be responsible for implementation of CAC decisions;

(vii) assume other responsibilities as directed by the CAC;

(viii) be an ex-officio voting member of all special committees;

(ix) have signatory authority on behalf of the CAC; and

(x) act as spokesperson for the CAC.

(b) The Vice-Chairperson shall:

(i) preside at meetings in the absence of the Chairperson;

(ii) be responsible for execution of the bylaws;

(iii) assume other duties as directed by the Chairperson;

(iv) be an ex-officio voting member of all special committees; and

(v) act as liaison with the District Administration and staff.

(c) The Secretary shall:

- (i) maintain membership and attendance records;
- (ii) seek CAC approval prior to public distribution of materials;
- (iii) record, or cause to be recorded, accurate, concise, and permanent minutes of the CAC meetings;
- (iv) attend to correspondence;
- (v) act as Treasurer as the need arises;
- (vi) maintain a current list of CAC members, including dates of initial membership and end of membership;
- (vii) maintain a current list of CAC Officers, including date of appointment and date of the end of term;
- (viii) enter all amendments to the bylaws onto the master copy thereof;
- (ix) assist with the preparation and distribution of agendas for CAC meetings, as requested; and
- (x) assume other responsibilities as directed by the chairperson.

ARTICLE V COMMITTEES

5.1 Special Committees. The CAC may from time to time establish and abolish, by majority vote of the voting members, such special committees as it may require. No special committee may exercise the authority of the CAC.

ARTICLE VI MEETINGS

6.1 Number of Meetings. The committee shall meet as frequently as deemed necessary, but shall have no less than five (5) regularly scheduled meetings each year.

6.2 Meeting Calendar. An annual meeting calendar for all regularly scheduled meetings shall be developed at the penultimate meeting of the school year, and approved at the final meeting of the school year, for the following school year. The annual meeting calendar shall establish the date, time, and location of each regularly scheduled meeting.

6.3 Meeting Agenda. The meeting agenda shall be prepared, posted, and distributed to all members prior to the meeting. The meeting agenda shall specify the date, time, and location of the meeting and shall contain a brief general description of each item of business to be conducted or discussed at the meeting. Items to be included on an upcoming meeting agenda must be submitted to the Chairperson at least ten days prior to the meeting.

6.4 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.

6.5 Place of Meetings. The CAC shall hold its meetings in readily accessible barrier-free facilities provided by the District.

6.6 Quorum. A quorum shall be at least one-half of the membership of the CAC. Meetings may not be held with less than a quorum present.

6.7 Decisions of the CAC. All decisions of the CAC shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance. A majority vote shall be defined as more than one-half of the total votes of a quorum.

6.8 Minutes. Minutes shall be recorded, or caused to be recorded, by the Secretary and posted on the CAC website in draft form as soon as possible following a meeting.

6.9 Conduct of Meetings. All meetings of the CAC shall be conducted in accordance with Robert's Rules of Order, or in accordance with an appropriate adaptation thereof.

6.10 Format. All meetings shall be open to the public.

6.11 Special Meetings. Special Meetings can be called as needed by the Chairperson or two members of the CAC.

ARTICLE VII **ACCOUNTABILITY AND RESPONSIBILITY**

The CAC shall act in an advisory capacity. The recommendations of the CAC shall be directed to the SELPA Executive Director. The responsibility for action on any recommendations shall rest with the Board.

The SELPA Executive Director shall provide each CAC member with a copy of the currently-approved Local Plan. The SELPA Executive Director shall also provide each CAC member with a copy of any proposed amendments or revisions to the currently-approved Local Plan.

The CAC shall have at least ten (10) days to review any proposed amendments or revisions to the currently-approved Local Plan before its submission to the San Bernardino County Superintendent of Schools. A verification statement of this review shall be signed by the Chairperson.

ARTICLE VIII **AMENDMENTS**

Recommendations for proposed amendments to the bylaws require a two-thirds vote of the CAC members present. The recommendations are then forwarded to the SELPA Executive Director and are subject to approval by the Board. Amendments to the bylaws do not require an amendment or revision to the Local Plan.

ARTICLE IX
RATIFICATION

Recommendation for ratification of the bylaws requires a two-thirds vote of the CAC members present. The recommendation is then forwarded to the SELPA Executive Director and is subject to approval by the Board.

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