

**IRVINE UNIFIED SCHOOL DISTRICT/IRVINE SELPA
SPECIAL EDUCATION
COMMUNITY ADVISORY COMMITTEE
BYLAWS**

1. NAME

1.1. The name of the organization shall be the Irvine SELPA Special Education Community Advisory Committee (SE CAC).

2. PURPOSES

The purposes of this committee will include, but may not be limited to:

2.1. Advising the Irvine Unified School District (IUSD) regarding the development, amendment and review of the Irvine Special Education Local Plan ("local plan").

2.2. Recommend annual priorities to be addressed under the local plan.

2.3. Assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.

2.4. Encourage community involvement in the development and review of the local plan.

2.5. Support activities on behalf of individuals with exceptional needs.

2.6. Assist in parent awareness of the importance of regular school attendance.

3. MEMBERSHIP

3.1. The Irvine Special Education Community Advisory Committee shall be composed of 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 SE CAC shall be composed of at least five (5) members of whom at least 51% must be parents or guardians of children with exceptional needs.

3.3. Applications for membership will be available online via the SELPA website and at the District Office for parents of IUSD students. Applications will be returned to the Special Education Department at the District Office. Applications will be submitted to the IUSD Board of Trustees for approval.

3.4. The voting members of the SE CAC shall be composed of those members whose names were approved by the IUSD Board of Trustees. Non-voting members shall be designated as ex-officio.

- 3.5. A quorum of the SE CAC shall consist of five (5) approved members.
- 3.6. All members of the committee will serve for a two-year term. Membership year will begin June 1 and continue through May 31 of the next calendar year. Members may re-apply at the end of their term.
- 3.7. When possible, membership of the committee shall approximate the ethnic composition of the District and shall be representative of a variety of exceptionalities.
- 3.8. Each voting member shall be entitled to one vote and may cast that vote on each matter submitted to a vote to the committee. Members must be present to vote.
- 3.9. A member shall no longer hold membership should s/he miss three consecutive regular meetings without due cause. The member shall be informed of this termination.
- 3.10. Any member may resign by filing a written resignation.
- 3.11. Vacancies may be filled by an appointment by the officers and approved by the Board of Education until the end of the previous member's term.

4. OFFICERS

- 4.1. The officers of the SECAC shall be as follows: Chairperson, Vice-Chairperson, Secretary, Treasurer and Member-at-Large.
- 4.2. The SE CAC shall elect its own officers from within its membership for a one-year term at the last spring business meeting to begin term June 1st. Officers shall serve no more than two consecutive terms in the same position.

4.3. *Nomination of Officers:*

- 4.3.1. Nominations for these offices shall be made by a nominating committee which shall be selected by the Superintendent or his/her designee and chairperson at least thirty (30) days prior to the election meeting. The committee shall serve until the election meeting.
- 4.3.2. The nominating committee shall be composed of three members, with one alternate. The Superintendent or his/her designee shall serve in an advisory capacity. The committee shall elect its own Chairperson.
- 4.3.3. No member shall serve on the nominating committee for more than three (3) consecutive years.
- 4.3.4. Only those persons, who have signified their consent to serve if elected, shall be nominated for or elected to office. Nominations will also be accepted from the floor prior to voting as a motion. Elections will be held during the last meeting of the membership year.

4.4. *Removal*

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

4.5. Resignation

4.5.1. Any officer may resign by filing a written resignation.

4.6. Vacancy

4.6.1. A vacancy in any office shall be filled using the nomination and election process in a special election. This shall take place not more than 60 days after the office becomes vacant.

5. DUTIES OF OFFICERS

- 5.1. Chairperson: The Chairperson shall preside at all meetings of the SE CAC. The Chairperson and Superintendent designee shall develop in concert the SE CAC agenda. Superintendent or his/her designee and the Chairperson shall determine whether proposed agenda items relate to the purpose of the SE CAC. The Chairperson shall be an ex-officio member of all committees; shall sign all documents as required by law; and shall perform all other duties pertaining to the office. The Chairperson shall take special care to represent the consensus of the membership on any given issue.
- 5.2. Vice-Chairperson: The Vice-Chairperson will assume the duties of the Chairperson in his/her absence. The Vice-Chairperson shall keep accurate records of each voting member's term of service and attendance. It shall be the Vice-Chairperson's responsibility to notify a given member one month in advance of term expiration. He/she will also be responsible as Parliamentarian.
- 5.3. Secretary: The Secretary shall keep a correct record of all meetings of the SE CAC. The Secretary shall distribute agendas and minutes in a timely manner. The Secretary shall maintain an accurate file of all incoming/outgoing formal correspondence and related material.
- 5.4. Treasurer: The Treasurer shall keep an accurate record of the SE CAC budget, shall keep a record of all encumbrances to the budget and make a report of same each month to the membership. Notes and records will be kept at IUSD office.
- 5.5. Member-at-Large: The Member-at-Large will assume special duties as determined by the board.

6. COMMITTEES

- 6.1. All committees shall be selected for a purpose or purposes designated as needed to implement the goals of the SE CAC.
- 6.2. A Chairperson shall be selected by each committee to schedule meetings and report to the SE CAC.

7. MEETINGS

- 7.1. There will be at least four (4) meetings during the school year.
- 7.2. Robert's rules of order latest edition shall confirm the procedures of all meetings of the SE CAC unless otherwise stated in these bylaws.
- 7.3. All meetings shall be open to the public with 72 hours prior posted notice.
- 7.4. An agenda shall be posted along with the 72 hour notice. Agendas must contain a description of each item of business to be discussed or acted upon.
- 7.5. A public input session shall be allowed at each meeting so that members of the public may address the SE CAC during the meeting on any item within the subject matter jurisdiction of the SE CAC.
- 7.6. Action shall not be taken on items not appearing on the posted agenda, unless the council or committee members present determine, by a unanimous vote, that there is a need to take immediate action and that the need for action arose subsequent to the posting of the agenda.
- 7.7. If a council or committee violates the procedural meeting requirements of SB 355, the item must be reconsidered at the next meeting after a public input session has been allowed.
- 7.8. Public access to materials discussed at meetings is guaranteed.

8. AMENDMENT OF BYLAWS

- 8.1. Recommendations for proposed amendments require a quorum vote of the SE CAC voting members. The recommendations are forwarded to the Administration and are subject to approval by the Board of Education.

9. RATIFICATION OF BYLAWS

- 9.1. Recommendation for ratification of the bylaws a quorum vote of the SE CAC voting members. The recommendation is forwarded to the Administration and is subject to approval by the Board of Education.