

**Tulare County Special Education Local Plan Area
Community Advisory Committee
Bylaws**

Article 1: Name

Section 1.01

The name of the organization shall be the Community Advisory Committee (CAC) for the Tulare County Special Education Local Plan Area (SELPA).

Article 2: Purpose

Section 2.01

The purpose of the Community Advisory Committee (CAC) shall be to act in an advisory capacity (Ed code §56190) to the Tulare County Special Education Local Plan Area (SELPA), Superintendent's Governance Committee, and the Directors of Special Education within Tulare County regarding effective special education programs and services. The CAC shall achieve its purpose by promoting a collaborative partnership between students, parents, community members, teachers, staff, the Tulare County Office of Education, and other Local Education Agencies (LEAs). It is the intent of the CAC to take a proactive interest in all matters concerning the Local Plan and the students it serves. As such, we wish to be directly involved in providing feedback and making recommendations to the Tulare County SELPA regarding special education services provided within the four geographical regions of Tulare County. The CAC will give families the knowledge and information necessary to confidently support their child's education and make informed decisions regarding special education.

Article 3: Function & Responsibilities

Section 3.01

As stated, the function and responsibilities of the Community Advisory Committee are to serve in an advisory capacity and shall include, but not be limited to, all of the following (Ed Code §56194):

- A. Advising the policy and administrative entity of the Tulare County SELPA regarding the development, amendment, and review of the Local Plan. The 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 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 Local Plan
- E. Supporting activities on behalf of individuals with exceptional needs
- F. Assisting in parent awareness of the importance of regular school attendance
- G. Supporting community involvement on the parent advisory committee established by California Ed Code §52063 to encourage the inclusion of parents of individuals with exceptional needs (Ed Code § 42238.01).

Article 4: CAC Membership

Section 4.01

The Community Advisory Committee for the Tulare County SELPA shall consist of sixteen members. Each of the four regions within the SELPA (see addendum for regional definitions) shall appoint two members each, for a total of eight, with the remaining eight members serving at large. A majority of members shall be parents of pupils enrolled in schools participating in the Tulare County SELPA, and a majority of those parents shall be parents of individuals with exceptional needs (Ed Code §56193).

Other members of the committee shall be general and special education teachers, other school personnel, public and private agency representatives, individuals with exceptional needs, and persons concerned with the needs of individuals with exceptional needs (Ed Code §56192). These members may fill a portion of the at-large seats, reserving the regional seats for parents.

Section 4.02

Regional members shall first be nominated by the Local Education Agency (LEA) of a participating district in the Tulare County SELPA. After nomination and approval by their local school board, they may be approved by the Committee. Additionally, parents shall be encouraged to volunteer to serve in the at-large positions as space permits. In the event there is a membership vacancy, it shall be filled as soon as there is a prospective member that meets the requirements, following the aforementioned process.

Those persons wishing to become members who do not have pupils participating in the Tulare County SELPA, e.g. agency representatives and others filling at-large seats, shall submit a letter of recommendation from their respective organization or agency along with a CAC membership application.

Section 4.03

The normal term of membership shall be two years starting in September of the

first year and ending two years after unless renominated to the Committee. Potential members should be approved by their local school board in July/August prior to the September meeting, where they are then approved by the Committee.

Prior to being considered for membership, a prospective member must attend a minimum of three meetings in the six months prior to their application to join the CAC.

All CAC members must resubmit their application at the end of their term to their LEA should they wish to continue serving on the Committee. This includes representatives from agencies/organizations, who will resubmit an application and letter of reference to the Committee.

Section 4.04

Every effort shall be made to have CAC membership reflect the ethnic, socio-economic, cultural, and linguistic diversity of the Tulare County Special Education Local Plan Area.

Section 4.05

It is the goal and preference of the CAC of the Tulare County SELPA to fill regional seats with parents from each respective area. However, in the event that a regional vacancy cannot be filled by a parent from that area, and there exists a qualified parent to fill that role from a different region, then that parent's membership application may be considered by the Committee. Following the completion of that term, the respective LEA should again make every effort to identify and recommend a parent from their region to serve.

Section 4.06

Should a member wish to resign prior to the end of the elected term they will need to submit a letter of resignation to the CAC Chairperson who will then accept that letter and share with the membership. Resignation shall be considered effective when the letter of resignation is received by the CAC Chairperson.

Section 4.07

No person may advocate for a child as a CAC representative or speak for the CAC without prior approval of the membership. Should a member of the CAC misrepresent the Committee, use the Committee for personal gain, or spread misinformation, the Committee may remove the individual by a majority vote of the membership present at the next scheduled Committee meeting. Should this item be agendized, the member accused shall have the opportunity to speak to or address in writing the Committee prior to the vote occurring.

Section 4.08

Should a member of the Committee resign or be removed from the Committee and that individual wishes to rejoin the Committee, he/she will be required to follow the regular nomination process as outlined in Section 4.03.

Article 5: Attendance

Section 5.01

Regular attendance of all members of the committee shall be expected and attendance shall be taken at each meeting. In the event a member cannot make in-person attendance and a virtual option is offered, the virtual option shall count as being in attendance. A member who misses three meetings during the course of a school year may be excused by a majority vote of the Committee present at the scheduled meeting and subsequently replaced by the process outlined in Section 4.03.

Article 6: Meetings

Section 6.01

The Committee shall meet monthly from September through May with provision for additional full or sub-committee meetings as deemed necessary. Meeting agendas shall be posted at the Tulare County Office of Education and on the SELPA website no less than 72 hours prior to the meeting.

Section 6.02

Members of the public who wish to have a pertinent topic placed on the agenda must make this request at least ten business days prior to the meeting by contacting the Committee Chairperson or the Committee Facilitator at 730- 2910 ext. 5125.

Section 6.03

There shall be a portion of the CAC meeting designated as Public Comment, wherein the public may address the committee on any items under the purview of the CAC. Persons addressing the Committee will be limited to 3 minutes per topic. Examples of topics that may be addressed to the Committee include, but are not limited to, the following: Accessibility, Transportation, Safety Concerns, Least Restrictive Environment, Kudos for a Job Well Done, IEP Questions, Academics, Goals, Placement, Services, and any item that is placed on the CAC agenda.

Article 7: Officers

Section 7.01

CAC officers shall consist of a Chairperson and a Vice Chairperson. Offices shall be filled no later than the second meeting of each school year by means of a nomination and a vote. Nominations will be done one month prior to a vote (or at the last business meeting of the year) and the vote determined by a secret ballot majority. Vacancies in office shall be filled at the next regular meeting following the resignation of an officer.

Section 7.02

Officers shall be elected for a two-year term with one possible re-election unless otherwise voted upon by the membership. Extensions will be considered as needed.

Section 7.03

The duties of the officers shall be as follows:

- A. Chairperson
 - a. Preside at all meetings of the Committee when present
 - b. Keep roster and attendance verification as well as the date of appointment of Committee members
 - c. Responsible for an annual Committee self-evaluation
 - d. Participate with SELPA staff to plan CAC activities and parent education
 - e. Deliver annual report at CAC Awards Luncheon in May
 - f. Present the CAC "Meeting Challenges" Calendar to the Tulare County Board of Education

- B. Vice Chairperson
 - a. Preside at all meetings in the absence of the Chairperson and carry out the Chairperson's duties as indicated above
 - b. Assume the position of Chairperson in the event the Chairperson leaves the committee

Section 7.04

The Chairperson shall have been a member of the CAC for at least one year before taking office.

Article 8: Subcommittees

Section 8.01

Subcommittee Chairs - Shall be appointed as necessary on an annual basis. They shall be responsible for leading the subcommittee and reporting out progress at regular Committee meetings. Subcommittees include but are not limited to:

- A. CAC Calendar–Supports the development of the annual calendar created and distributed by the CAC

- B. CAC Bylaws–Responsible for updating and maintaining the bylaws to ensure that the bylaws reflect current law and practice

- C. CAC Annual Luncheon–Responsible for determining the CAC Annual Luncheon details and takes on the various responsibilities required to do so

- D. CAC Membership–Responsible for selecting and maintaining all records in regards to membership of the CAC.

Section 8.02

The CAC is an active Committee. Members shall serve on at least one subcommittee.

Article 9: Minutes

Section 9.01

Minutes of Committee meetings shall be kept by the TCOE SELPA Parent Liaison or other SELPA representative, or by another Committee member. Minutes shall be distributed to Committee members and posted on the SELPA CAC website.

Article 10: Rules of Order

Section 10.01

Substantive decisions of the committee shall be approved by a simple majority vote. A quorum shall consist of 51% of the currently seated CAC membership. In the absence of a quorum, a telephone or email vote may be taken. Examples of decisions made by the Committee: SELPA Plan approval, Annual Calendar Topic approval, New member approval, Officer Positions, etc.

Section 10.02

The CAC meetings for the Tulare County SELPA shall be conducted in accordance with Robert’s Rules of Order, or an adaptation thereof, as well as The Ralph M. Brown Act (Government Code § 54950 et seq.).

Article 11: Amendments/Review

Section 11.01

Amendments may be added to these bylaws as deemed necessary by the Bylaws Subcommittee and voted upon by the full Committee following the guidelines of Section 10.01

Section 11.02

These Bylaws shall be reviewed on an annual basis by the Bylaws Subcommittee with any recommendations for additions, deletions or changes being submitted to the full committee for vote following the voting guidelines of Section 10.01.

The Bylaws shall become effective upon their approval by a majority vote of the CAC membership and subsequent approval by the SELPA Governing Council.

Revision dates:

5/2011

4/2023

Addendum

Region Definitions

In order to ensure equal representation throughout Tulare County, it has been divided into four regions. These regions represent an equitable distribution of student enrollment, geographic boundaries, and total population. The school districts within each region are as follows:

Region 1 (Northern Tulare County)

| | |
|----------------------------|------------------|
| Cutler-Orosi Joint Unified | Monson-Sultana |
| Dinuba Unified | Outside Creek |
| Exeter Unified | Sequoia Union |
| Farmersville Unified | Stone Corral |
| Lindsay Unified | Three Rivers |
| Kings River | Traver |
| Lindsay Unified | Woodlake Unified |

Region 2 (Central Tulare County)

| | |
|-----------------|--------------------------|
| Visalia Unified | All Independent Charters |
|-----------------|--------------------------|

Region 3 (Southwest Tulare County)

| | |
|-----------------|--------------------------------|
| Allensworth | Palo Verde |
| Alpaugh Unified | Pixley |
| Buena Vista | Sundale Union |
| Columbine | Tipton |
| Earlimart | Tulare City |
| Liberty | Tulare Joint Union High School |
| Oak Valley | Waukena |

Region 4 (Southeast Tulare County)

| | |
|---------------------|-----------------------|
| Alta Vista | Richgrove |
| Burton Unified | Rockford |
| Ducor | Saucelito |
| Hope Elementary | Springville |
| Hot Springs | Strathmore Elementary |
| Pleasant View | Sunnyside |
| Porterville Unified | Terra Bella |
| | Woodville |