



*Los Angeles Unified School District  
Office of Parent and Community Services  
Community Advisory Committee*

# CAC BYLAWS



Approved on May 16, 2018  
Amended on February 20, 2019



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Office of Parent and Community Services (PCS)**  
**COMMUNITY ADVISORY COMMITTEE (CAC)**  
**BYLAWS**

**ARTICLE I**

**AUTHORITY**

California Education Code sections 56190-56194, mandates Los Angeles Unified School District to establish a Community Advisory Committee with the goal of providing advisement on development, amendment and review of the Special Education Local Plan Area (SELPA) Local Plan. The Local Plan describes the programs and services for all students with disabilities in the LAUSD. Herein the Community Advisory Committee shall be referred to as the CAC, which is governed by the Ralph M. Brown Act, Government Code section 54950 et seq.

Bylaws may never conflict with applicable federal law, state law and District policy. Should any provision be deemed in conflict, such provision shall be invalid and unenforceable. The LAUSD CAC is not authorized to enter into any contract, spend public funds, or represent the LAUSD SELPA without proper authorization from the District.

The CAC is established and authorized by the following California Education Code sections:

**56190.** Each plan submitted under Section 56195.1 shall establish a community advisory committee. The committee shall serve only in an advisory capacity.

**56191.** The members of the community advisory committee shall be appointed by, and responsible to, the governing board of each participating district or county office, or any combination thereof participating in the local plan. Appointment shall be in accordance with a locally determined selection procedure that is described in the local plan. Where appropriate, this procedure shall provide for selection of representatives of groups specified in Section 56192

by their peers. Such procedure shall provide that terms of appointment are for at least two years and are annually staggered to ensure that no more than one half of the membership serves the first year of the term in any one year.

**56192.** The 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.

**56193.** At least the majority of such committee 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.

**56194.** The community advisory committee 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 special education local plan area 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.

## ARTICLE II

### **PURPOSE**

The CAC shall advise the Board of Education, Superintendent of LAUSD, the Associate Superintendent of Special Education and the Director of the SELPA regarding the development, amendment, and review of the local plan.

The CAC shall support activities, trainings, and workshops to promote the success of students with disabilities.

## ARTICLE III

### **RESPONSIBILITIES**

The responsibilities of the LAUSD CAC shall be outlined in the California State Education Code 56194.

The responsibilities shall include, but need not be limited to, all the following:

- A. Advise the Board of Education, Superintendent of LAUSD, the Associate Superintendent of Special Education and the Director of the SELPA regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the CAC regarding the development and review of the plan.
- B. Recommend annual priorities to be addressed by the local plan.
- C. Assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the SELPA local plan.
- D. Encourage community involvement in the development and review of the SELPA the local plan.
- E. Support activities on behalf of students with exceptional needs.
- F. Assist in parent awareness of the importance of regular school attendance and their rights and responsibilities as parents/guardians of disabled students.

In addition, in order to carry out the above responsibilities, the CAC may

- participate in relevant training sessions that assist members in carrying out their responsibilities, such as review of CAC Bylaws, the Ralph M. Brown Act, and operating the District's Norms and Code of Conduct.
- promote more workshops, trainings, and services for Special Education programs for parents and families at the Local District and school-site levels.

## ARTICLE IV

### MEMBERSHIP

A. Membership is established by Education Code sections 56191-56193.

B. Members will be recruited within the LAUSD SELPA area.

C. A member is defined as a representative or alternate appointed by the LAUSD Board of Education.

#### D. **Application**

1. The CAC and the District will seek out interested candidates within LAUSD SELPA area to serve a two (2) year term. A term is defined, as two school years July 1 to June 30.
2. Representatives who have served two consecutive terms, for a total of four years, will not be eligible to serve for a period of one two-year term.
3. Members whose terms are expiring may submit a membership application for a subsequent term.
4. A rubric containing eligibility requirements under the California Education Code will be used to identify qualified members.
5. Persons selected will be presented to the LAUSD Board of Education for appointment as members.

#### E. **Appointment Process**

The members of the CAC shall be appointed by, and responsible to, the LAUSD Board of Education. Prospective members may submit applications during Spring and Fall recruitment windows; however, CAC applications may be reviewed and considered for membership throughout the year if there are vacancies.

**F. Composition/Requirements**

The CAC shall have a majority of parents of individuals with exceptional needs or disabilities enrolled in public or private schools within the LAUSD, including charter schools and non-public placements contracted with LAUSD, or enrolled in private schools participating in the local plan. A parent is defined in Education Code Section 56028.

The CAC shall have thirty-two (32) representatives and shall include representation for each category listed below:

- adult with disabilities
- general education parent
- individual/Community member
- representative of public and private agency
- teacher with a general education credential
- teacher with a special education credential
- administrator representative
- pupil with disabilities enrolled in public or private schools within the LAUSD, including charter schools participating in the local plan.

<b>Categories</b>	<b>Number of representatives</b>
Parent of students with exceptional needs or disabilities	Minimum of 17
General Education Parents, including those with a 504 plan	No more than 15 combined
Adults with disabilities	
Community Member (non-parent)	
Representative of a public or private agency	
General Education Teacher	
Special Education Teacher	
Administrator	
Pupil with disabilities	

Alternates for Parent of students with exceptional needs or disabilities	5
Alternates for all other categories	5
<b>Total: 32 representatives and 10 alternates</b>	

### G. Term of Membership

Representatives may serve for a two school-year term (July 1-June 30), with half of the committee representatives' terms expiring on alternate years. Terms begin on the date of the first official CAC meeting after the Board of Education has appointed membership and end on June 30<sup>th</sup> of the second full school year.

If an alternate fills a vacancy in a category for which he or she was appointed, the alternate will become a member and will complete the term. Alternates will serve for no longer than one year and may apply to be a representative for the following year.

1. The CAC membership shall have five (5) alternates for parent of students with exceptional needs or disabilities. CAC shall have five (5) additional alternates in various categories referred to in to Article IV, F.
2. Alternates do not have voting privileges and are not counted for the establishment of quorum. Alternates are not eligible to serve as officers.
3. An alternate may be seated within their category as a voting member, when:
  - a. A representative arrives thirty (30) minutes after the scheduled start time of a meeting.
  - b. A representative resigns or is terminated.
4. Alternates who are seated will serve as the official voting members for the duration of that meeting, regardless of whether the official representative arrives.

### H. Rights and Guidelines

#### 1. Voting

Each representative is entitled to vote on those matters submitted to voting under subject matter jurisdiction of the SELPA and the Ralph M. Brown Act. The subject matter jurisdiction is limited to the matters as set forth under Article III, sections A - F. No

absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present in order to be elected as an officer.

Voting on any issue (action items) is done based on the Ralph M. Brown Act, Government Code § 54953, and will be done on a roll call basis.

2. Members' actions must adhere to the CAC Bylaws, the District's Operating Norms and Code of Conduct and the Board of Education's Resolution to enforce the Respectful Treatment of All Persons. Failure to adhere to the District's Operating Norms and Code of Conduct, and the Board of Education's Resolution to enforce the Respectful Treatment of All Persons may result in suspension or termination from the CAC.
3. Individual CAC members shall not claim to advocate on behalf of the CAC without authorization from CAC and the District. No individual member may commit the CAC to any action or recommendation without endorsement from the CAC and final District approval.

#### **I. Reimbursement**

Representatives and alternates will be reimbursed according to District policy and/or the PCS guidelines for reimbursement. Representatives and alternates must be present at meetings for at least two hours to receive mileage and childcare reimbursement.

#### **J. Attendance**

1. Members must attend a minimum of two (2) hours to be counted as present.
2. Representatives authorized for teleconferencing privileges must comply with all requirements according to the Brown Act, Government Code section 54953.
3. Representatives may not be absent for more than a total of five (5) of the regularly scheduled meetings. After missing the fifth meeting, the representative's membership will automatically be terminated, and a letter of termination will be sent. Representatives will receive attendance letters notifying them of their second and fourth absences.

#### **K. Resignation**



Any member may resign from his/her position at any time but must do so in one of the following ways: in writing, verbally, by email or by telephone to PCS staff. All resignations received will be documented and kept on file at the Office of Parent and Community Services for a period of five years.

**L. Confidentiality**

Members' information shall be kept confidential and will not be used for personal matters.

## ARTICLE V

### TERMINATION

- A. Membership shall terminate upon the third absence from CAC regularly scheduled meetings within one school year.
- B. A member may be terminated from the CAC when he/she loses the association with the category he/she represents. Loss of association includes parents of students who are no longer attending a school in the SELPA.
- C. A member may be terminated from the CAC when he/she speaks/acts on behalf of any LAUSD committee without prior authorization.
- D. A member will be notified of his/her termination by letter, which will be mailed to the member's current address on file. A member who has been terminated may not apply to be a member of the CAC for a period of one school year.
- E. Members may be terminated for failure to adhere to the District's Operating Norms and Code of Conduct.
- F. Membership on the CAC is not transferable.

## ARTICLE VI

### OFFICERS

A. The officers of the CAC shall be:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Parliamentarian
- e. Public Relations Officer

B. CAC officers will serve a term of one school year from the date elected until June 30th of that same school year.

**C. Eligibility**

The position of the Chairperson and Vice-Chairperson must be parent of pupils enrolled in schools participating in the local plan; be a parent of individuals with exceptional needs or disabilities, enrolled in public or private schools within the LAUSD including District-contracted non-public school placements and District-contracted charter schools participating in the local plan and not employed by LAUSD. The Secretary, Parliamentarian, and Public Relations positions may be held by any CAC representative. Alternates may not serve as officers.

D. All officers will be duly and democratically elected by majority roll call vote of CAC representatives.

E. A run-off election is held among the top two vote-getters when no one receives a majority vote.

F. Officers will assume their positions following the conclusion of elections.

**G. Officers' Responsibilities**

1. Officers will become familiar with the content of the CAC Bylaws and the LAUSD SELPA local plan.

2. Plan the agenda with District staff.
3. Meet and present to the Board of Education when called to do so.
4. Provide written or oral reports to the SELPA Director and to the membership of any meetings and activities in which officers participate when representing the CAC.
5. No officer shall represent the CAC or LAUSD at any event without prior authorization from the District.
6. Assist in recruitment of membership.
7. Be fair and impartial at all times and ensure equal voice among the membership.

#### H. **Officer's Duties**

1. The **Chairperson** shall:
  - a. Be a parent of a pupil with exceptional needs or disabilities currently enrolled in public or private schools within the LAUSD including District-contracted non-public school placements and District-contracted charter schools participating in the local plan.
  - b. Must have one year of verifiable experience within the past five (5) as a CAC member.
  - c. Preside at all the CAC meetings they attend.
  - d. Finalize the CAC recommendations for the agenda and submit to PCS for approval.
  - e. Be fair and impartial at all times. The Chairperson will maintain a position of impartiality and help to preserve an objective and impersonal approach, especially when serious divisions of opinion arise.
  - f. Sign all letters, reports and other communication of the CAC.
  - g. Perform additional duties appropriate to the Chairperson position.
  - h. Acknowledge participation in the development of the local plan on behalf of the CAC.
  - i. Provide a brief written report at each meeting.
  - j. Serve as the representative of CAC on the LAUSD Board of Education committee when applicable.
2. The **Vice-Chairperson** shall:

- a. Be a parent of a pupil with exceptional needs or disabilities currently enrolled in public or private schools within the LAUSD including District- contracted non-public school placements and District-contracted charter schools participating in the local plan.
  - b. Must have one year of verifiable experience within the past five (5) as a CAC member.
  - c. Represent the Chairperson in his/her absence or in assigned duties as prescribed by PCS.
  - d. Assist with written motion forms.
  - e. Serve as the Chairperson through succession if the Vice-Chairperson accepts the position. If not, an election for Chairperson will occur.
  - f. Assist the secretary as needed.
3. The **Secretary** shall:
- a. Be any CAC representative.
  - b. Keep minutes of all meetings of the CAC.
  - c. Provide the original meeting minutes to the PCS.
  - d. Conduct roll call to establish quorum.
  - e. Conduct roll call for voting.
  - f. Maintain a current attendance roster.
4. The **Parliamentarian** shall:
- a. Be any CAC representative.
  - b. Assist the Chairperson in ensuring all rules and Bylaws are followed.
  - c. Be knowledgeable about CAC Bylaws and parliamentary procedure, as prescribed by PCS and the Ralph M. Brown Act.
  - d. Assist with comments and questions by members and public.
  - e. Assist with attendance roster.
  - f. Announce public comment on the agenda.
5. The **Public Relations Officer** shall:

- a. Be any CAC representative.
- b. Promote the actions and purpose of the CAC to the public.
- c. Represent the opinions of the CAC when authorized by the District.
- d. Assist committee members and guests with concerns.
- e. Lead and or assist with the CAC Ambassadors group.
- f. Lead recruitment effort.
- g. Give a written or oral report on activities.

**I. Officer Vacancy/Termination of Officers**

An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualified CAC representatives are eligible to fill any vacancy.

## ARTICLE VII

### MEETINGS

Meetings of the CAC will be subject to the Ralph M. Brown Act, Government Code sections 54950 *et seq.* and to the LAUSD's Operating Norms, the Board of Education's Resolution to enforce the Respectful Treatment of All Persons and Code of Conduct for Central District Advisory Committees and School Site Councils. All meetings shall be open to the public. The CAC also follows the latest edition of Roberts Rules of order, parliamentary procedures to the extent the Rules do not conflict with the above.

**A. Meeting Schedule**

CAC shall hold its regular meetings throughout the year and a session for review and comment on the SELPA Local Plan as needed. CAC Officers or members may call trainings and additional meetings or ad hoc subcommittee meetings in consultation with PCS as needed.

**B. Teleconference**

For the purposed of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. The teleconference location shall be identified in the agenda of the meeting and the location shall be accessible to the public. Government Code Section 54953 of the Ralph M. Brown Act dictates under what conditions these actions shall be taken:

1. The teleconference meeting shall comply with all other requirements.
2. All votes shall be taken by roll call.
3. The agenda shall be posted at all teleconference sites.
4. Each teleconference site shall be identified on the meeting’s posted notice and agenda.
5. Each teleconference site shall be accessible to the public.
6. The public shall be provided an opportunity to address the CAC from each of the teleconference sites.
7. At least a quorum of CAC representatives shall participate from within the boundaries of the Local Plan Area jurisdiction.

Representatives wishing to participate in CAC meetings via teleconference shall notify PCS, in writing, no less than five (5) business days before the scheduled CAC meeting. Such written notice will include the address of the proposed teleconference site. Teleconferencing representatives must submit a photo of the posted agenda.

#### **C. Quorum**

1. Quorum shall be established with 17 or more representatives present.
2. Quorum shall be established no later than 60 minutes after the scheduled meeting start time.
3. Meetings without establishing a quorum may proceed for informational purposes only. No action may be taken.

#### **D. Location of Meetings**

The CAC shall hold its regular meetings at the PCS office, or at a school or community facility

that complies with Title III, Public Accommodations, under the ADA.

A meeting is defined in the Brown Act as “any congregation of a majority of members of legislative body at same time and location to hear, discuss, deliberate, or take action upon any item within subject matter jurisdiction.” Majority is defined as 50% + 1 member. This definition includes those joining via teleconference location as permitted by Government Code Section 54953 of the Ralph M. Brown Act.

#### **E. Meeting Open to the Public**

1. Members of the public, not to exceed five, will be allotted two minutes per person at the beginning of the meeting prior to any action taken by the committee to speak on matters within the jurisdiction of the CAC and the meeting agenda
2. Members of the public may sign up for public comment on a first-come, first-served basis up to thirty (30) minutes prior to the start of the meeting.

#### **F. Meeting Presentation**

1. CAC officers, with member feedback, and PCS will place on the agenda sufficient training sessions and SELPA review sessions to ensure that representatives are able to provide meaningful comment on the SELPA the Local Plan.
2. As needed, CAC officers, with member feedback, and PCS shall place comment sessions on the agenda for generating comments to the SELPA Director on the revisions or updates that are to be presented to the LAUSD Board of Education for approval.

#### **G. Recording**

Meetings are videotaped, and video files shall be available on the PCS website. Any individual is allowed to audio and video record any proceedings at the public meeting as long as it does not interrupt the meeting. Any person who does not want to be recorded has the option to leave the meeting.

## ARTICLE VIII

### BYLAWS

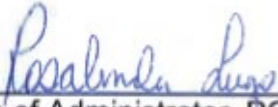
To ensure compliance with all rules and regulations governing public meeting, Bylaws will be provided and must be used by the CAC.

#### A. Severability

If any provision or provisions of these Bylaws shall be held to be invalid, illegal, unenforceable or in conflict with District policies, state and/or federal guidelines, or state and federal law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

B. These Bylaws are effective upon their approval by the Administrator of PCS/Division of Special Education.

C. Bylaws may be amended by a two-thirds majority vote of the membership and approval by Administrator of PCS.

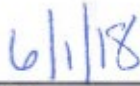
  
\_\_\_\_\_  
Signature of Administrator, PCS

  
\_\_\_\_\_  
Date

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Signature of Associate Superintendent,  
Division of Special Education

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of CAC Chairperson

  
\_\_\_\_\_  
Date

The Community Advisory Committee officers and members provided input on these Bylaws and reviewed the final copy.