

# Riverside County Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC) Bylaws

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### **ARTICLE I - IDENTIFICATION**

**1.1 NAME:**

Community Advisory Committee (CAC) for the Riverside County Special Education Local Plan Area (SELPA)

**1.2 AREA SERVED:**

Because of the large geographical area contained within the SELPA and the specific and varying regional needs attendant thereto, and in an attempt to ensure balanced geographical representation, the SELPA is broken into six zones as presented below. However, each district will appoint at least one CAC member in order to comply with the mandates of California Education Code 56191.

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	All Zones
Lake Elsinore Murrieta	Banning Beaumont Hemet San Jacinto	Menifee Nuview Perris Elem. Perris Union Romoland Val Verde	Alvord Jurupa	Coachella Desert Sands Palm Springs	Palo Verde Desert Center	Riverside County Office Of Education (RCOE) River Springs Charter

**1.3 ORGANIZATION:**

The Riverside County SELPA Organizational Chart at the end of these bylaws displays the relationship of CAC to local school boards and the SELPA.

### **ARTICLE II – GOALS, RESPONSIBILITIES, AND OBJECTIVES**

**2.1 PURPOSE:**

The purpose of the CACs is to carry out the duties, responsibilities, and functions expressed in, and in compliance with Education Codes 56190-56194 and legislation related thereto, through the means of a duly constituted organizational body whose membership represents as nearly as possible the geographic, ethnic, and socio-economic makeup of the communities it serves. These are fulfilled by the goals, responsibilities and objectives noted below.

**2.2 GOALS:**

The broad goals of the CAC are to involve interested parents, students, teachers, and education specialists in advising the County and District Boards of Education and their administrative and professional staff of the unique requirements of students with disabilities, to assist the administration in furthering and improving the functioning of the

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Special Education Local Plan Area, and to ensure families have meaningful opportunities to participate in the education of their children.

## **2.3 RESPONSIBILITIES:**

In achieving these goals, efforts of the CAC shall be directed toward the following specific responsibilities and objectives. Pursuant to Education Code 56194, the CAC has the following responsibilities:

- 2.3.1** Advising the policy and administrative entity of the district, SELPA, or county office regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the community advisory committee.
- 2.3.2** Recommending annual priorities to be addressed by the plan.
- 2.3.3** Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- 2.3.4** Encouraging community involvement in the development and review of the local plan.
- 2.3.5** Supporting activities on behalf of students with disabilities.
- 2.3.6** Emphasize to parents the importance of regular school attendance.

## **2.4 OBJECTIVES:**

- 2.4.1** To facilitate communication channels between students with disabilities and/or their parents or guardians, school district administrators, and professional staff. This shall include advising the administrative entity of the SELPA in the development and the review of the local plan. (Reference: Ed Code 56194)
- 2.4.2** To develop among county citizens an understanding of the Riverside County SELPA, the CAC, and of the need for special education for students with disabilities.
- 2.4.3** To maintain communication with local, county, state legislative and administrative personnel for the purpose of keeping them informed about special education and the special needs of students with disabilities within the SELPA.
- 2.4.4** To make available a forum at the scheduled CAC Business Meetings for (students with disabilities) and/or their parents or guardians where they may express their needs and concerns regarding their children's educational progress.
- 2.4.5** To seek support for improved educational opportunities for all students with disabilities, to review selected programs for special education, and to make recommendations to the Riverside County SELPA, with the purpose of promoting exemplary practices.
- 2.4.6** To prepare and circulate a newsletter, both electronically and in print, to be published three times per year. The contents of said newsletter shall consist of information pertinent to the education of students with disabilities in Riverside County.
- 2.4.7** To support activities for students and/or parents of students with disabilities by sharing information and maintaining a communication network.

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- 2.4.8 To conduct a minimum of two Community Information Presentations (in addition to regular business meetings) based upon identified needs.

## **ARTICLE III - MEMBERSHIP**

### **3.1 COMPOSITION:**

Each SELPA member LEA shall appoint a minimum of one representative and is encouraged to appoint more than one person. The CAC shall consist of a minimum of twenty-one members, which shall be composed of parents of students with disabilities (enrolled in public or private schools), parents of other pupils enrolled in school, pupils and adults with disabilities, regular and special education teachers, other school personnel, representatives of public and private agencies, and persons concerned with the needs of students with disabilities. (Reference: Ed Code 56192)

**3.1.1 Majority:** At least a majority of the members shall be composed of parents of pupils enrolled in schools participating in the Riverside County SELPA, and at least a majority of those parents shall be parents of students with disabilities. (Reference: Ed Code 56193)

**3.1.2 Ex-officio Members (non-voting members):** Riverside County SELPA Executive Director or designee.

**3.1.3** The CAC seeks to have members representing the diverse populations in the local education agencies and students with disabilities served in the SELPA.

**3.1.4** CAC members may serve in the capacity of a parent and a public school agency employee. He or she will count as a parent when considering CAC membership composition. He or she will distinguish their role/responsibilities when participating in CAC activities.

### **3.2 TERM OF MEMBERSHIP:**

**3.2.1 Local Education Agency (LEA) Appointments of Membership:** CAC members shall be appointed by their governing board of each participating district or the county office, or a 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. (Reference Ed Codes: 56191-56193)

**3.2.1.1 Procedures:** The members of the CAC shall be appointed by, and responsible to, the governing board of each SELPA member local education agency (LEA). Appointment must be in accordance with the following selection procedure.

- LEA identifies a minimum of one person who is willing to serve as the LEA representative to the Riverside County SELPA CAC. This is a voluntary position without monetary compensation.
- The person's name and position is taken forward as an action item to the LEA Board of Education for official appointment to the CAC.
- A copy of the Board minutes and the person's contact information is provided to the SELPA.
- SELPA will update the CAC membership database and send the new person a SELPA CAC New Member Packet.

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**3.2.1.2 LEA Appointment:** Each LEA may appoint the number of voting members in compliance with the following weighted membership calculations, which are based on the prior year December 1 pupil count. LEAs are encouraged to have parent, volunteers as the majority of SELPA CAC representatives.

- LEAs with less than 500 special education pupil count shall be represented by 2 members.
- LEAs with 501 to 1500 special education pupil count may be represented by 3 members.
- LEAs with 1501 to 2500 special education pupil count may be represented by 4 members.
- LEAs with Over 2500 special education pupil count may be represented by 5 members.

**3.2.2 Agency Representatives:** Agencies providing service to students with disabilities may be invited to send one voting representative to sit on the Riverside County CAC. The CAC Executive Board can determine the selection of agency representation. Agency representation may vary annually based upon the determined needs of the CAC. The number, when combined with staff representation, will never exceed the parent majority as established in the Education Code.

Agencies considered for representation to the CAC may be, but are not limited to, Parent Training and Information Center, Family Resource Center, Inland Regional Center, Head Start Program, Early Start Program, County Mental Health, California Children's Services and Department of Rehabilitation.

**3.2.3 Non-Voting Delegates:** Executive Board may appoint non-voting delegates as desired to encourage increased participation in the CAC.

## **3.3 TERMS OF APPOINTMENT:**

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. (Reference: Ed Code 56191)

**3.3.1** Initial appointments of the CAC representatives shall be in January of even years: Lake Elsinore, Banning, Menifee, Alvord, Coachella, Palo Verde, River Springs Charter, Riverside County Office of Education, Hemet, and Perris Elementary.

**3.3.2** Initial appointments of the CAC representative shall be in January of odd years: Murrieta, Beaumont, Nuvview, Jurupa, Desert Sands, Desert Center, San Jacinto, Perris Union High, Romoland, Val Verde, and Palm Springs.

**3.3.3** Ongoing appointments are made for a term of 2 years. If the appointment made is for more than 2/3 of the year, it shall be counted as a full year.

**3.3.4** Term of membership begins January 1 through December 31 of designated even/odd years.

## **3.4 EXPECTATIONS:**

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- 3.4.1 Responsibility of Attendance:** CAC members are required to attend all Business Meetings and the Community Information Presentations.
- 3.4.2 Unexcused Absence:** Attendance shall be recorded for each CAC Business Meeting and Community Information Presentation. If a member misses two consecutive or more than three meetings and/or workshops in a year (January-December), he/she and the LEA shall be notified. When a CAC member does not meet attendance expectations, the CAC Executive Board may recommend to the local governing board that a new representative be appointed.
- 3.4.3 Misrepresentation of CAC:** In the event a member misrepresents the CAC goals and objectives as specified in Article II of the body's bylaws, the CAC Executive Board may recommend replacement.
- 3.4.4 Vacancies:** Vacancies shall be filled through LEA nomination and selection procedures, as described in the Riverside County SELPA Local Plan and CAC Bylaws Section 3.2.1.
- 3.4.5 Responsibility of Membership:** CAC members are responsible to the governing board of each participating district or the county offices, or any combination thereof participating in the local plan. (Reference: Ed Code 56191)

## **ARTICLE IV - OFFICERS OF THE COMMUNITY ADVISORY COMMITTEE**

### **4.1 COMPOSITION:**

CAC officers shall consist of a President, Vice President, Secretary, Immediate Past President, Public Information Officer, and two Members at Large.

- 4.1.1** Members from multiple LEAs are encouraged to apply for CAC Executive Board positions so that one LEA does not have undue influence on the CAC.
- 4.1.2** The goal is to have the Executive Board represent the diversity of the SELPA.
- 4.1.3** CAC officers are selected for their willingness to step up to leadership and may serve as a parent and public school employee. It is important that he/she clarify whose "voice" he/she is speaking in when making decisions.

### **4.2 SELECTION AND ELECTION OF OFFICERS:**

- 4.2.1** The CAC shall elect the officers from within its membership.
- 4.2.2** CAC Officers shall be elected for a two-year term by a majority vote of the quorum present at the May CAC meeting.
  - 4.2.2.1** Even years: President, Public Information Officer, 1 Member at Large.
  - 4.2.2.2** Odd years: Vice President, Secretary, and 1 Member-at Large.
- 4.2.3** Election of officers shall be by ballot and majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.
- 4.2.4** The President will appoint a Nominating Committee of three members.
  - 4.2.4.1** In the third meeting from the end of the school year (January or February), nomination forms will be made available to submit names for candidates for office.
  - 4.2.4.2** Nomination forms shall be accepted by the CAC Chair of the Nominating Committee at the second meeting from the end of the school year

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(typically March). Nominations shall also be accepted from the floor. Nominees must state a willingness to serve before elections.

**4.2.4.3** The Committee shall create a slate of officers to be approved by the membership at the May meeting. The Committee members shall tally the election results.

**4.2.5** Installation of new officers shall be at the May meeting to become effective on July 1.

## **4.3 TERM OF OFFICERS:**

**4.3.1 Term of Office:** Term of office is for two years beginning on July 1 through June 30.

**4.3.2 Maximum Term of Office:** The officers may not serve more than two elected consecutive terms in the same position. Appointments made mid-term due to a vacancy do not count in this determination.

**4.3.3 Attendance Responsibilities:** Officers are required to attend all Business Meetings, Community Information Presentations, and Executive Board meetings. If unable to attend, an officer must contact the President prior to the meeting to be excused.

**4.3.4 Vacancies:** A vacancy in any office may exist due to resignation, loss of membership status, removal from office for cause as defined in these By-Laws, or death. Vacancies in officer positions shall be filled by majority vote of the quorum present at the next meeting after the vacancy occurs.

## **4.4 DUTIES OF THE OFFICERS:**

### **4.4.1 PRESIDENT:**

**4.4.1.1** Preside over Executive Board and CAC meetings.

**4.4.1.2** Sign all letters, reports, and other communications of the CAC.

**4.4.1.3** All correspondence written on behalf of the CAC shall be reviewed and approved by the President prior to dissemination. This includes communications generated by CAC Committee Chairs.

**4.4.1.4** Perform duties as prescribed by the CAC membership.

**4.4.1.5** Assign duties and appoint subcommittees with committee chairpersons.

**4.4.1.6** Serves as an ex-officio member of all committees.

**4.4.1.7** Represent, or appoint designee to represent, CAC at the Governance Council meetings and other appropriate meetings.

### **4.4.2 VICE-PRESIDENT:**

**4.4.2.1** Assume the duties of the President in his/her absence.

**4.4.2.2** Perform duties as prescribed by the CAC membership.

**4.4.2.3** Serve as an ex-officio member of all the subcommittee(s) & coordinator of such subcommittee(s).

**4.4.3.4** Advise the President and District Director of special education of two (2) unexcused absences by the district's representative.

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4.4.3.5 Prepare an annual report of CAC activities to be presented in May.

## 4.4.3 SECRETARY:

4.4.3.1 Maintain minutes of all CAC proceedings and submit them for CAC approval.

4.4.3.2 Maintain minutes of all Executive Board meetings, submit them for Executive Board approval, and make available to the CAC membership at the next business meeting.

4.4.3.3 Shall provide a copy of the minutes and attendance of each meeting to each member and the Riverside County SELPA office.

4.4.3.4 Ensure that all notices are duly given in accordance with the provision of the bylaws.

4.4.3.5 Any CAC Executive Board Member may delegate the following secretarial duties to the clerical staff of the Riverside County SELPA:

4.4.3.5.1 Keep committee and subcommittee reports.

4.4.3.5.2 Keep current membership and committee membership lists.

4.4.3.5.3 Perform correspondence duties incidental to the CAC.

4.4.3.5.4 Create draft versions of meeting agendas, fliers, etc.

## 4.4.4 PUBLIC INFORMATION OFFICER:

4.4.4.1 Promote an understanding of the SELPA and of the needs for special education of students with disabilities for the general public.

4.4.4.2 Coordinate the development of a CAC newsletter.

4.4.4.3 Assist in updating the SELPA CAC Website page.

4.4.4.4 Maintain updated media list and assist with organization and dissemination to media of committee items of interest to the community.

4.4.4.5 Be involved in creation of CAC event fliers.

## 4.4.5 MEMBER AT LARGE:

4.4.5.1 Promote an understanding of the SELPA and of the needs for special education of individuals with exceptional needs for the general public.

4.4.5.2 Assist other officers in getting their obligations met.

4.4.5.3 Assist with all community event workshops.

4.4.5.4 Be available to be part of committees as needed.

4.4.5.5 Serve as membership lead recruiter and supporter for LEAs assigned (e.g., mentor new members).

## 4.4.6 PAST PRESIDENT:

4.4.6.1 Help and advise the president.

4.4.6.2 Assume the duties of the President or a Committee Chair in the absence of the President and Vice President.

4.4.6.3 Ensure new board members receive training on their new duties.



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4.4.6.4 Serve as an ex-officio member on subcommittees.

4.4.6.5 Chair the Nominating Committee.

4.4.6.6 Serve as Parliamentarian during meetings as needed.

4.4.6.7 In the absence of a Past President, the current President will reassign these duties to other CAC members.

## **4.5 CAC EXECUTIVE BOARD:**

**4.5.1 VOTING MEMBERSHIP:** President, Vice President, Secretary, Public Information Officer, the Immediate Past President, and two Members at Large.

**4.5.2 NON-VOTING MEMBERSHIP:** Riverside County SELPA Executive Director or designee. SELPA support staff may also participate in CAC activities to support the CAC members.

**4.5.3 PURPOSE:** The CAC Executive Board officers meet as frequently as deemed necessary with the purpose of planning and carrying out executive functions of the CAC.

**4.5.4 REMOVAL FROM OFFICE:** A CAC Executive Board officer who falls under 8.1 criteria shall be given, by registered mail, written notice of any such proposed action by the Executive Board within 1 month. The officer shall have the right to respond to such notice within fifteen (15) days after receipt of such a notice.

## **ARTICLE V – CAC LIASON PERSON – SELPA EXECUTIVE DIRECTOR**

**5.1 SELPA EXECUTIVE DIRECTOR:** The SELPA Executive Director or designee shall serve as an ex-officio, non-voting member of the Executive Committee of the CAC. The SELPA Executive Director shall be instrumental in the submission of a written report on the status and functioning of the SELPA once a year.

## **5.2 DUTIES AND RESPONSIBILITIES TO ASSIST THE CAC:**

**5.2.1** Help develop an organized program of publicity and public information.

**5.2.2** Develop an understanding of the Riverside County SELPA within the Local Plan Area.

**5.2.3** Keep the CAC informed of new developments in special education.

**5.2.4** Inform local, county and state legislators of the special education needs of Riverside County.

**5.2.5** Assist in the resolution of concerns expressed by parents or guardians in the CAC meeting public forum.

**5.2.6** Assist in the preparation and distribution of a CAC newsletter.

**5.2.7** Make available for review by CAC members-a copy of the minutes of the most recent Governance Council meeting.

**5.2.8** Make available at each meeting the CAC membership list, attendance sheet, sub-committee reports, most recent newsletters, and the minutes from the previous meeting.

## **ARTICLE VI – CAC SUBCOMMITTEES**

### **6.1 COMPOSITION:**



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- 6.1.1 These subcommittees, which may include non-voting delegates, shall be appointed by the President for purpose(s) determined by the CAC, whenever necessary.
- 6.1.2 The President shall appoint a CAC member to serve as chairperson for each subcommittee.
- 6.1.3 Subcommittees are in effect until the purpose for which they were formed has been completed and reported.
- 6.1.4 Subcommittees shall have a minimum membership of three.

## **ARTICLE VII - MEETING PROCEDURES**

### **7.1 MEETING:**

- 7.1.1 CAC members meet as frequently as deemed necessary but no less than quarterly each year between the months of July through June.
- 7.1.2 The CAC meetings and Community Information Presentations shall be open to the public.
- 7.1.3 The Executive Board meeting shall be open only to the Executive Officers. The President may invite other members to participate as needed.
- 7.1.4 There shall be a portion of the CAC Business Meeting, designated as PUBLIC COMMENT, provided for input from the community at large. Community input will be limited to three (3) minutes for each speaker per each agenda item unless invited by the President to exceed the three-minute limit.
- 7.1.5 The CAC Executive Board shall determine locations and times of the meetings.

### **7.2 VOTING:**

- 7.2.1 All actions at the CAC Business meeting shall be taken in an official CAC meeting by a majority vote of the members present, with a minimum of seven voting members to constitute a quorum.
- 7.2.2 Voting shall be done by a show of hands or voice except for an election, which shall be done by a ballot. (See Article IV section 4.2.3)
- 7.2.3 Each CAC member in attendance shall have the right to cast one vote on matters before the CAC.
- 7.2.4 CAC President votes only when necessary to break a tie vote of the membership.

### **7.3 RULES OF ORDER:**

- 7.3.1 The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the Riverside SELPA CAC in all cases in which they are applicable and in which they are not in conflict with any special rules of order.
- 7.3.2 All CAC members shall encourage a positive atmosphere during any CAC event. CAC members shall conduct themselves in a professional manner that encourages positive dialog between all persons present in person and/or on a conference call.

## **ARTICLE VIII - BYLAWS/AMENDMENTS**

- 8.1 The CAC Bylaws shall conform to the California Education Code-Part 30- Chapter 2- Article 7: Community Advisory Committee, and the Riverside County SELPA Local Plan.

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- 8.2** All changes to the bylaws shall be consistent with the local plan.
- 8.3** Proposed amendments to the CAC Bylaws shall be submitted to the members at least one meeting prior, or through written notice at least five (5) days prior, to the time the amendment is to be acted upon.
- 8.4** Changes to the bylaws may be proposed for recommendation and approved by a majority vote of the quorum present at a regularly scheduled CAC Business meeting.
- 8.5** These bylaws and amendments thereto shall become effective immediately upon approval of the Riverside County SELPA Governance Council.

CAC Revision: 7/9/91  
CAC Revision: 3/2/04  
CAC Revision: 5/19/09

CAC Revision: 10/23/95  
CAC Revision: 11/16/04  
CAC Revision: 5/14/13

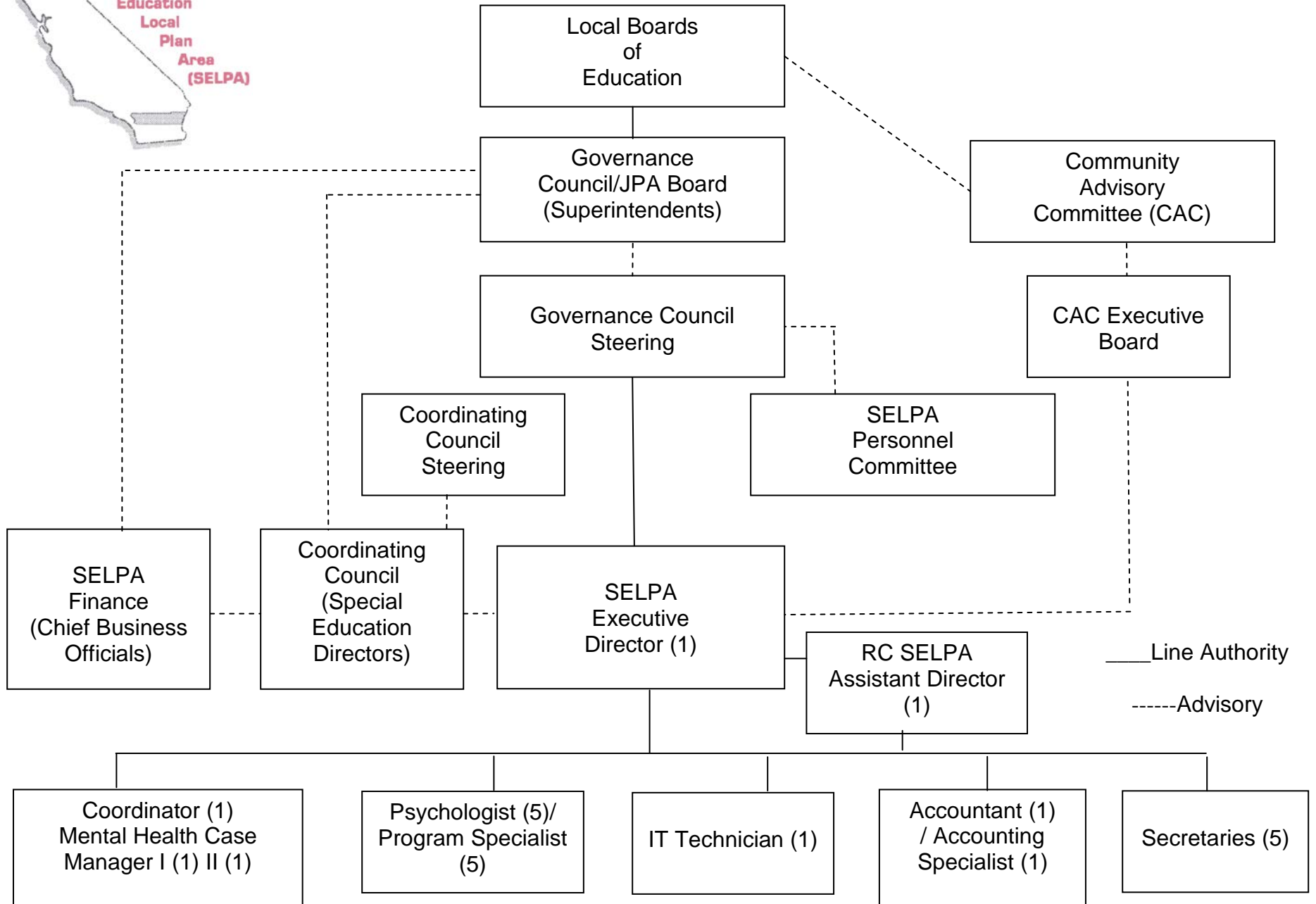
CAC Revision: 5/23/03  
CAC Revision: 8/7/07

Governance Council Approval: 9/19/91  
Governance Council Approval: 12/10/04  
Governance Council Approval: 6/26/09

Governance Council Approval: 5/23/03  
Governance Council Approval: 10/26/07  
Governance Council Approval: 5/17/13



## Riverside County SELPA Organizational Chart



— Line Authority  
 ----- Advisory