

Draft of NR CAC Bylaw Amendments

*Current By-laws are in blue ink. Blue highlighting is the portion of the current Bylaws proposing to be changed.

Current Bylaws:

Article II: MISSION STATEMENT

The CAC collaborates with the SELPA to ensure that all students with exceptional needs attending school within the SELPA have access to the special education programs and services they need. We serve as a liaison between SELPA and member school districts, families, community, students, and teachers, so all voices are heard. We also provide consumer education, information, and a resource information base.

Proposed Change:

The North Region SELPA Community Advisory Committee is a collaborative partnership of parents of students with disabilities (SWD), community members, students, and District staff committed to equity and inclusion. Our mission is to:

1. Enhance the education of SWD by advocating for the Local Plan to require high-quality, effective Special Education programs that produce meaningful outcomes and ensuring that the Local Plan annual priorities reflect community need
2. Increase the understanding of Special-education issues and build the advocacy skills of our parent-community through education and support

Current Bylaws:

Article IV: Membership

The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, other parents of pupils enrolled in school, individuals with exceptional needs enrolled in special education programs, general 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.

- The majority of the CAC shall be composed of parents of pupils enrolled in schools participating in the North Region Selpa, and a majority of those parents shall be parents of individuals with exceptional needs.
- The members of the community advisory committee shall be appointed by and responsible to the governing board of each participating District.
- Membership in the CAC as a whole shall be comprised of one representative and one alternate representative from each LEA in the Selpa and appointed by the school boards of the participating LEAs.
- Term of membership shall be at least two years and annually staggered to ensure no more than half the membership serves the first year of the term in any one year.

- CAC voting members are each district's board appointed representatives to the CAC. Members must be present to vote and shall support the activities of the CAC on behalf of special education.
- Upon a member missing three consecutive meetings, the CAC membership shall vote to:
 1. Call the non attending member to inquire about their intent to continue to represent the district and resume attending CAC meetings or
 2. Direct the chair to notify the district director of the representative non-attendance and request that a replacement.

Proposed changes:

- Changing “individuals with exceptional needs” to “students with disabilities” to parallel language in local and Federal Special Education laws
- Membership in the CAC as a whole shall be comprised of at least two and no more than three representatives from each LEA in the SELPA and appointed by the school boards of the participating LEAs.
- A term of membership shall be two years and annually staggered to ensure no more than half the membership serves the first year of the term in any one year, except for 2021, in which one of the members from each LEA will serve a one year term. Which one of the members of each LEA will serve the one year term will be decided among the members of that LEA. If agreement cannot be reached, all CAC members shall vote by quorum.
- Members shall serve from January to January two years later, except for one year members in 2021 only, who shall serve from January 2021 to January 2022. Also, members finishing their two year term in Spring of 2021 will extend their term to be complete January of 2022.
- Duties of CAC Members:
 - Members are expected to attend all CAC business meetings. Failure of a member to attend two consecutive meetings, or three in one calendar year, without a valid excuse, shall be grounds for termination from CAC membership.
 - Members are encouraged to attend school board meetings where special education will be discussed to share the perspectives of the CAC and report back to the CAC on what was discussed by their LEA's board.
 - Communicate with and solicit feedback from their LEA Special Education parent groups and other interested affinity groups about the implementation of Special Education in the LEA and the activities of the CAC.
 - Communicate to the CAC the concerns of parents from their LEA shared with them involving the provision of special education in their LEA.
 - Participate in the listed “Responsibilities of the Community Advisory Committee” in Policy #1100 in the NR Policy Manual.
- Regular process for becoming a member:
 - Roles and responsibilities of members shall be explained and discussed at August and September CAC business meetings and applications shall be made available to anyone interested in serving as a member.
 - Prospective members shall send their completed application to the Membership Committee Chair no later than 3 weeks prior to the October meeting to be distributed to all current CAC members for consideration.
 - At the October business meeting, current CAC members shall vote on applicants for open seats for each LEA. The names of winners shall be provided to the Special Education Director from each LEA to request appointment of that person

to the CAC by their school board at the next regularly scheduled school board meeting.

- The CAC will strive for diversity across LEA Board-Appointed Members, including representation of both high- and low-incidence disabilities, as well as racial/ethnic/gender diversity.
- In the event of the termination or resignation of a member, or if a seat has remained open due to lack of interest, the application process above shall be followed immediately to fill the seat, after one month of outreach is conducted to inform potential prospective members in that LEA of the vacant seat and application process.

By-law Amendments

Current By-law:

Article IX: Amendments - Recommended amendments to these By-laws shall be presented at any regularly scheduled CAC business meeting by a simple majority vote of those members present. Final approval of any bylaw amendment is subject to the approval of the SELPA policy board.

Proposed changes:

Recommended amendments to these By-laws shall be presented at any regularly scheduled CAC business meeting and passed by a majority vote of quorum (when a majority of all CAC members are present) and only if at least one member from each LEA is present. By-laws shall become effective immediately on their adoption unless the By-law specifies in writing that it is to become effective at a later date.

Officers

Current By-laws:

Article VI: Officers - Officers shall be: Chairperson, Vice-chairperson and Secretary who shall be elected annually in open session.

- The chairperson shall preside at the CAC general meetings, collaborate with the SELPA Director to develop meeting agendas, serve as committee spokesperson to the North Region SELPA and direct planning for parent education sessions.
- The Vice-chair shall assist the Chairperson, and in his or her absence, serve as Chairperson and assume the position of Chairperson in the event the Chairperson leaves.
- The secretary shall record meeting minutes and maintain a notebook of all minutes, agendas, correspondence, list of members and other information pertinent to the CAC.
- Typing, duplication, and mailing services shall be provided by the North Region SELPA.
- The SELPA Director or SELPA Designee shall be a non-voting ex-officio member of the CAC and shall act as the CAC liaison to the SELPA Policy Board. The SELPA Director or SELPA designee shall assist with the CAC meetings logistics and collaborate in planning meeting agendas.

Article VII: OFFICER ELECTIONS - Officers' terms shall be from November to November with nominations in October and elections in November.

- A nominee shall be a board appointed member of the CAC.
- Nominations will be taken from members of the CAC for each position.
- Nominees may decline to be considered for a position, a slate of candidates for each position will be developed and the membership shall vote to determine the officers.
- Nominee names will be sent out with the October minutes prior to the November meeting.

Proposed Changes:

Article VI: Officers - The Executive Committee of the CAC shall be comprised of the following officers: Chairperson (or Co-Chairpersons), First Vice-Chairperson, Second Vice-Chairperson and Secretary who shall be elected annually in open session.

- The Chairperson shall preside at the CAC general meetings, collaborate with the Executive Committee to develop meeting agendas, serve as committee spokesperson to the North Region SELPA and liaison to the Policy Board, lead the Executive Committee of the CAC, and appoint Chairs to all committees.
- The First Vice-chair shall assist the Chairperson and assume the responsibilities in the absence of the Chairperson and be the Chair of the Parent Education Committee. The First Vice-Chair will also be responsible for preparing and disseminating the flyers for CAC meetings and working with the SELPA Director to secure reasonable accommodations for CAC meeting accessibility.
- The Second Vice-Chair shall run the Membership Committee, which is responsible for outreach and facilitating the application process to fill open membership seats.
- The Secretary shall record meeting minutes and maintain a notebook or electronic file of all minutes, agendas, correspondence, maintain a list of Members, track attendance at monthly meetings and maintain and update a CAC mailing list and transmit changes or additions to the SELPA on a monthly basis.
- Publication of CAC events and business meetings, hosting of CAC meetings (virtual or in-person), typing, duplication, and mailing services shall be provided by the North Region SELPA.
- The SELPA Director or SELPA Designee shall be a non-voting ex-officio member of the CAC and shall act as the CAC liaison to the SELPA Policy Board, if the CAC Chairperson and/or 1st Vice-Chair is unable to do so. The SELPA Director or SELPA designee shall assist with the CAC meetings logistics and collaborate in planning meeting agendas.

Article VII: OFFICER ELECTIONS - Officers shall be elected annual for a one year term from February to January. Nominations and elections will be held in the January meeting.

- Any board appointed Member of the CAC can nominate themselves or be nominated to run for an officer position. Nominees may decline to be considered for a position.
- A slate of candidates for each position will be developed and the membership shall vote to determine the officers.
- An officer may not serve more than two consecutive terms in the same office. However, if there is no nominee for a position, the current person in that position may be elected for an additional term.
- An election can be held mid-year if positions become vacant in the middle of a term.
- Elections will be by ballot, unless there is only one candidate for office, in which case there may be a voice vote.

- Officers elected at the January meeting will assume office in February.

Additional Article:

Article X: Committees

- The CAC shall have an Executive Committee consisting of all Officers
- The Executive Committee shall meet at the frequency determined by the Chair. All CAC Members and the public shall be notified of the time, date, place and subject of such a meeting seven days in advance via email and posting on the CAC website.
- Subcommittees shall be formed whenever a particular issue or need arises. Subcommittees shall report monthly on activities and bring decisions that need to be made to be voted on at the monthly CAC meeting. Any Member of the CAC or member of the general public may participate on all subcommittees.

***** IMPORTANT: While the NR SELPA Policy #1100 and current CAC By-laws say that the SELPA Director is a *NONvoting* ex-officio member of the CAC, the Local Plan says that the Director is a *VOTING* ex-officio member. The Local Plan needs to be corrected to match Policy #1100 and the current CAC By-laws.

***** Proposal more specifically organize the By-Laws once Amendments are approved to be sent on to Policy Board for approval and adoption to have "articles" under which each bullet point is a "numbered section" for ease of navigation and reference.

Notes for possible updates to By-laws to be considered in the future:

- Define what are valid reasons for missing a meeting.
- Adding a 4th Student Member for each LEA (district). Need to clarify if student members would be voting members, if there is an age requirement, if the appointment would be for 1 or 2 years, etc.
- Possible requirements for attendance LEA Board Meetings