

**COMMUNITY ADVISORY COMMITTEE (CAC)**  
San Luis Obispo County Special Education Local Plan Area (SELPA)  
8005 Morro Road · Atascadero, CA · 93422  
Phone: 805-782-7301 · Fax: 805-466-1473

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**BYLAWS**

**ARTICLE I. NAME AND LOCATION**

- 1.1 The name of the organization shall be the Community Advisory Committee (CAC).
- 1.2 The location shall be all areas within San Luis Obispo County.

**ARTICLE II. MISSION STATEMENT**

- 2.1 The mission of the San Luis Obispo Community Advisory Committee for Special Education is to create an inclusive community where each person is valued. We support collaboration among individuals and agencies in order to honor the dignity and promote the aspirations of diverse learners.

**ARTICLE III. DUTIES**

- 3.1 The Committee shall have the following duties:
  - (1) Establish goals in conformity with the Local Plan for Special Education and state and federal guidelines.
  - (2) Advise the SELPA Executive Director and/or designee, and through the Governance Structure, the Boards of Education in the review and further development of the Local Plan.
  - (3) Make, through the SELPA Executive Director and/or designee, to the Governance Structure, recommendations on annual priorities to be addressed under the Local Plan.
  - (4) Act in support of individuals with exceptional needs and their families.

**ARTICLE IV. MEMBERSHIP**

- 4.1 The Community Advisory Committee may be composed of parents of individuals with exceptional needs enrolled in public or private schools; parents of other pupils enrolled in school; regular education teachers; special education teachers and other school personnel; representatives of other public and private agencies; individuals with exceptional needs and persons concerned with the needs of individuals with exceptional needs.
- 4.2 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.

- 4.3 It is the intent of the Community Advisory Committee to maintain a membership with broad representation of all disabilities within San Luis Obispo County.
- 4.4 Membership shall include the SELPA Executive Director and/or designee as an ex-officio member of the Community Advisory Committee.

**ARTICLE V. APPOINTMENT PROCEDURES**

- 5.1 Almond Acres Charter School, Bellevue-Sante Fe Charter School, Coast Unified, Cayucos Elementary, Templeton Unified, San Miguel Joint Union, Shandon Unified, and Pleasant Valley Joint Union shall each appoint one member to the CAC.

San Luis Coastal Unified, Atascadero Unified, Paso Robles Joint Unified, Lucia Mar Unified, and the San Luis Obispo County Office of Education shall each appoint two members to the CAC.

- 5.2 Two additional representatives of the community-at-large will be appointed by the SELPA Governing Council upon the recommendation of the SELPA Executive Director.
- 5.3 Appointments to the CAC will be for a two-year term with one-half of the members being appointed each year in April/May. School districts within *Section 1* rotate members on odd-numbered years, and *Section 2* on even-numbered years, as follows:

<b>SECTION I</b>		<b>SECTION II</b>	
<b>Odd-numbered years</b>		<b>Even-numbered years</b>	
		1	Almond Acres Charter Academy
2	Atascadero Unified	1	Bellevue-Sante Fe Charter School
1	Cayucos Elementary	2	Lucia Mar Unified
1	Coast Unified	2	Member-At-Large
1	San Miguel Joint Union	2	Paso Robles Joint Unified
2	San Luis Coastal Unified	1	Pleasant Valley Joint Union Elementary
1	Shandon Unified	2	SLO County Office of Education
1	Templeton Unified	1	Student Member

**ARTICLE VI. MEETINGS**

- 6.1 The Community Advisory Committee shall conduct a minimum of four (4) meetings per year, August through June, with additional meetings scheduled as necessary.
- 6.2 All meetings shall have prior notice and be open to the public.
- 6.3 The Chairperson and the SELPA Executive Director will prepare the meeting agenda.
- 6.4 The Secretary will take notes. The SELPA will send copies sent to all CAC members, directors of

special education and the Governing Council.

- 6.5 A quorum shall exist when a minimum of five current CAC members are present and a majority of those present are parents.
- 6.6 The Chairperson shall not commit the CAC or its members to any action without a vote of the CAC. Any member may call for a roll call or ballot vote by motion, if seconded.
- 6.7 CAC representatives are expected to attend all business and work meetings. If a representative is to be absent s/he is encouraged to call the SELPA Administrator or CAC Chairperson. A member who misses **three** meetings during the course of a year may be excused and replaced at the discretion of the appointing district.
- 6.8 An appointed member may resign by notifying the District Administrator of Special Education of the representative's district in writing

**ARTICLE VII. OFFICERS**

- 7.1 Officers, with the exception of the Finance Officer, shall serve for one year, starting October 1st, after the election in September. No person shall serve as chair for more than two consecutive terms without at least one year break. The Finance Officer may serve consecutive years without a break.
- 7.2 The Chairperson shall have been a member of the CAC for at least one year before taking office.
- 7.3 There shall be the following officers: Chairperson, Vice-Chairperson, Secretary, Communication Officer and Finance Officer.
- 7.4 The major duties of the officers are:

Chairperson: Preside at all committee meetings, submit reports as required, assist with agenda development, sign checks with Finance Officer as needed.

Vice-Chair: Fulfill duties in absence of the Chairperson.

Secretary: Keep a written record of all business transacted at meetings and attend to correspondence at the direction of the Chairperson.

Communication Officer: Maintain the CAC listserv, send notices and information out on the listserv, monitor communications for events, and assist with public relations activities.

Finance Officer: Monitor the CAC budget, provide written reports at each meeting to update the membership, liaison with SELPA and accounting department to process payment of any expenses, and sign checks with Chairperson.

**ARTICLE VIII. COMMITTEES**

- 8.1 The Community Advisory Committee shall act as a whole, with the Chairperson selecting sub-committees to perform specific duties as deemed necessary by the Community Advisory Committee.
- 8.2 These committees shall function until completion of their specified task and their report to the CAC.

**ARTICLE IX. BYLAWS**

- 9.1 The Bylaws shall become effective upon their approval by a majority vote of the CAC membership and subsequent approval by the SELPA Governing Council.
- 9.2 Recommendations to amend these Bylaws may be made at any regular meeting of the CAC by a majority vote of the members present, provided a written notice has been provided to members at least one week prior to the meeting.

**Adopted:** 10/21/04

Revised and Adopted 9/18/12

Revised and Adopted 9/16/14

Revised and Adopted 2/20/18

Revised and Adopted 5/8/2020 & 8/21/2020