SANTA CLARA NORTH WEST SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

Community Advisory Committee Bylaws

I. IDENTIFICATION

A. Name of the Organization:

Santa Clara North West (NW) SELPA Community Advisory Committee (CAC)

B. Geographic Area Served:

The geographic boundaries of all the following 20 school districts comprise the geographic service area for Santa Clara NW SELPA CAC:

1. Cambrian School District
2. Campbell Union School District
3. Campbell Union High School District
4. Cupertino Union School District
5. Fremont Union High School District
6. Lakeside Joint School District
7. Loma Prieta Joint Union School District
8. Los Altos Elementary School District
9. Los Gatos Union School District
10. Los Gatos Saratoga Union High School District
11. Luther Burbank School District
12. Moreland School District
13. Mountain View Los Altos Union High School District
14. Mountain View Whisman School District
15. Palo Alto Unified School District
16. San Jose Unified School District
17.

[redacted]Section 56195.1[redacted]
committee. The committee shall serve only in an advisory capacity.

than one member seeking a position on the board from the same region, then the members will conduct a majority roll call vote to decide which nominee will represent that region. If no individual receives a majority of the vote, a run-off election will be held immediately between the two candidates who received the most votes. In the case of a tie between three or more candidates, a run-off election will be held between all candidates who tied for the highest number of votes. If a member wishes to withdraw their candidacy, they may do so at any time prior to the run-off election. If a candidate wishes to withdraw during or after the run-off election, the voting process for that position must begin again.

By no later than the second meeting of the inaugural term, the Representative Board members will appoint a chairperson and a vice-chairperson from the Representative Board, and which will be ratified by the voting members.

Voting members who wish to be considered for the office of secretary or treasurer

Removal from office (a quorum of 11 represented districts need to be present to vote for removal. The vote for removal must be a minimum of 2/3 of the members present.)

- Vacancies:

  When a vacancy occurs during the school year a voting member may be nominated, and a vote can occur at a regularly scheduled CAC meeting.

E. Responsibilities of the Officers:

The Chairperson shall:

- Chair the Representative Board Meeting
- Preside over CAC meetings
- Appoint ad hoc committees as needed
- Plan the meeting agenda in conjunction with the secretary
- Sign all correspondence of the CAC
- Review minutes of each CAC meeting prior to printing and distribution.
- Appoint Ad Hoc subcommittee chairpersons if vacant (subject to approval by membership) and any other committee chairpersons.

The Vice-Chairperson shall:

- Preside at CAC meetings in the absence of the chairperson
- Perform other duties as designated by the chairperson

The Recording Secretary shall:

- Plan the agenda in conjunction with the chairperson
- Take minutes at all CAC meetings
- Provide a draft of minutes to the chairperson at least two weeks prior to each monthly meeting
- Distribute minutes to designated organizations/website
- Keep a complete file of all printed material related to the CAC and electronic copies
- In the event there is no Recording Secretary, the minutes shall be taken by an attending member who will provide a draft of minutes to the chairperson at least two weeks prior to the next scheduled meeting
- Perform other duties as assigned

The Budget Secretary/Treasurer shall:

- Record committee finances (work with Budget Subcommittee)
- Maintain a current email address list of CAC members with their district and position
- Perform other duties as assigned

B. Meetings

CAC meetings will follow the modified Brown Act rules EC 35147.

1. Any meeting held by a council or committee specified in subdivision (b) shall be open to the public, and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee. Notice of the meeting shall be posted at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. The council or committee may not take any action on any item of business unless that item appeared on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

2. Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If a council or committee violates the procedural meeting requirements of this section, upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item. Translation services for written communication will be in accordance with the law. Interpretation services and or other accommodations for committee meetings and parent education/trainings upon request

IX. AMENDMENTS

These bylaws may be altered, amended, or repealed so long as they remain in conformity with federal and state law.

All proposed amendments shall be submitted to the CAC members in writing or via electronic distribution at least one week - prior to the first meeting date when the bylaw changes will be first proposed and placed on the agenda.

Amendments must be proposed at one meeting, discussed at that meeting, and then voted on at a subsequent meeting.

A two-thirds vote of the voting members in attendance is required for recommendation of the amendments for submission and approval by the SELPA Governance Council of Superintendents.