

BY-LAWS

Article I: NAME – The name of the organization shall be the San Francisco Unified School District (SFUSD) Community Advisory Committee (CAC) for Special Education.

Article II: PURPOSE – The purpose of the CAC shall be to bring together and support parents/guardians, professionals, and community members to advocate for effective special education programs and services.

Article III: DUTIES – The CAC shall have the following duties:

Section 1. To advise the Board of Education and the San Francisco Unified School District's administration regarding the planning and operation of special education programs in San Francisco.

Section 2. To advise the Board of Education and the San Francisco Unified School District's administration regarding the development and review of the Local Plan and recommend priorities to be addressed by the Plan.

Section 3. To assist in parent education.

Section 4. To increase public awareness and community acceptance of individuals with exceptional needs and to promote understanding of their educational and vocational needs.

Section 5. Provide at least one representative on any committee organized to assist in the development of the San Francisco Unified School District's contract for special education transportation.

Section 6. To prepare reports, recommendations, and statements regarding the activities of the CAC and the implementation of special education programs. All such expressions of the CAC shall be presented to the President of the Board of Education at least 48 hours prior to release. An annual status report, above and beyond the monthly minutes, will be submitted to the Board of Education at the end of the school year. Any member may attach a minority report to any such action by the CAC.

Section 7. To appoint representatives from the CAC to meet with other organizations and agencies.

Article IV: MEMBERSHIP

Section 1. The CAC shall be composed of the following:

- a. A majority of parents/guardians of children attending public and private school whose education is provided by the San Francisco Unified School District. A majority of these shall be parents/guardians of individuals with exceptional needs.
- b. Disabled pupils and adults.
- c. Teachers and other school personnel.
- d. A staff liaison appointed by the Director of Special Education.
- e. Representatives of other public and private agencies.
- f. Persons concerned with the needs of individuals with exceptional needs.

Section 2. The composition of the membership shall reflect the types of programs and disabilities of the pupils, as well as the ethnic, social-economic background and age groups of the pupils.

Section 3. The CAC shall have at least ten (10) and not more than thirty-six (36) members.

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Section 4. The terms of membership shall be two (2) years or until a successor is appointed.

Section 5. Terms of appointment shall be annually staggered so that half the memberships are appointed or re-appointed each year on June 30.

Section 6. All members shall be voted into membership by the CAC members. They must attend two consecutive meetings prior to applying for membership. All elected members shall then be presented to the Board of Education for confirmation.

Section 7. Nominations to the CAC may be made at any time by any member or interested community person. (See Article IV, Section 6.)

Section 8. Requests for a leave of absence must be brought to the membership as a whole for approval.

Section 9. To resign, a member must submit a statement in writing to the Chairperson, or a member may be declared to have resigned. (Article IV, Section 10.)

Section 10. Any member who has two consecutive unexcused absences will be contacted by the recording secretary and may be declared to have resigned unless an appeal is made to the CAC.

Article V: MEETINGS

Section 1. The CAC shall meet at least once a month for ten (10) out of twelve (12) months a year. The CAC does not have a membership meeting in July. Notice of regular meetings shall go to CAC members and the interested public by U.S. mail or email posted at least seven (7) days prior to the meeting.

Section 2. All meetings shall be open to the public and held in facilities accessible to disabled persons.

Section 3. Special meetings may be called by the Chairperson or by a majority of the CAC. All members must be notified at least 48 hours prior to such meeting.

Section 4. Meeting notices shall include time, date, place and agenda.

Section 5. A quorum shall consist of a majority of CAC members.

Section 6. Every act or decision done or made by a majority of members present at a meeting duly held at which a quorum is present is an act of the CAC unless the Bylaws require a greater number.

Section 7. Any CAC member may introduce text of a proposed Resolution to the CAC membership for discussion and voting at the next regularly scheduled meeting.

a. Content of Resolutions:

- Resolutions must contain statements of fact, supported by at least two pieces of current, valid documentation (such as journal articles, quantitative data from a reputable source, legal citations, letters or other official documents);
- Actions called for in the Resolution must be in accordance with the By-Laws of the CAC;
- Resolutions must contain a Background Summary of the facts supporting the Resolution and the actions called for in the Resolution so that the content of the resolution is easily understood by someone new to the issue;
- Resolutions must contain a bibliography detailing all sources used in the creation of the Resolution;
- Copies of all supporting documentation must be attached to any proposed Resolution.

b. Text of proposed Resolutions shall also be provided to the President of the Board of Education in a timely manner, and at least 48 hours ahead of any vote by the full CAC.

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- c. In order to be adopted as a Resolution of the full CAC, proposed Resolutions must be passed by a majority of CAC members; Resolutions cannot be passed if a quorum is not present. In the event a quorum of members is not present, voting on any proposed Resolutions shall be postponed until the next regularly scheduled meeting.
- d. Resolutions passed by the CAC shall become part of the public records of the CAC. Adopted CAC Resolutions will be transmitted to the entire Board of Education and reprinted and distributed in their entirety as part of the regular CAC newsletter. They shall also be made available on any CAC web site that exists or may be created in the future.
- e. The Management Committee shall oversee Resolutions in progress and ensure that Resolutions are introduced in a standardized format.

Section 8. Persons other than members may be granted the privilege of the floor by the Chair or by a majority vote.

Section 9. Any CAC member may add an agenda item for an upcoming meeting by submitting said item in writing to the Chair and Vice Chair at least seven (7) days before the regular meeting notice is posted. Only CAC members may submit agenda items ahead of regular meetings. Non-members may bring up non-agenda items during the public comment period of each regularly-scheduled meeting.

Section 10. No letter or personally presented statement of charges against individuals will be heard by the CAC.

Section 11. The CAC Handbook shall be reviewed and revised as needed by the CAC membership. Typing and distribution shall be provided by the San Francisco Unified School District.

Section 12. The CAC, after notification of the Board of Education, may organize public meetings on special education issues. Publicity and outreach expenses shall be born by the San Francisco Unified School District subject to prior approval by the Board of Education. Every meeting shall be presided over by the Chair or his/her designee who shall have the authority to control the procedures of the meeting.

Article VI: OFFICERS

Section 1. The elected officers of the CAC shall be the Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, and Parliamentarian. Those officers, the past Chair and the Chairs of the Standing Committees shall form the Executive Committee. If two persons wish to share the position of Chair, providing they have previously served on the Board, they may serve as Co-Chairs.

Section 2. The term of the office shall be one year. An officer may not serve more than two consecutive terms in the same office with the exception of the Chairperson, who may serve three consecutive terms. If there is no nominee for a position, the current person in that position may be elected for an additional term.

Section 3. Election of Officers:

- a. Officers shall be elected annually each May.
- b. Nominations for officers will be taken from the floor at the April meeting and those names will be sent out with the April minutes prior to the May meeting. Nominations will also be taken from the floor prior to the election at the May meeting. A nominee must be a member of the CAC and must agree to have their name placed in nomination. (see Article VI, Section 3c.)
- c. Nominations for officers may be made from the floor by members of the CAC. Those eligible to serve on the Board must have previously served on a committee. The Chair must have previously served on the Board.

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- d. Elections shall be by ballot, unless there is only one candidate for office, in which case there may be a voice vote.
- e. Vacancies in office shall be filled at the next regular meeting following the resignation of an officer.
- f. Officers elected at the May meeting will assume office as of July 1st.
- g. The June Executive Committee meeting will be a transition and planning meeting to be attended by both the incoming and outgoing officers.

Section 4. The duties of the officers shall be as follows:

- a. CHAIRPERSON
 - Preside at the monthly CAC General Meeting.
 - Preside at monthly Executive Committee meetings.
 - Preside at any special meetings called by the Chairperson or by a majority of the CAC.
 - Appoint chairpersons of all committees.
 - Serve as the chair of the Planning, Monitoring and Evaluation Committee.
 - Serve as committee spokesperson to the school district.
 - Direct planning for parent education sessions.
 - Oversee publication of the newsletter, CAC brochure, and other CAC publications.
 - Present annual report to school board/administrative entity (district SELPA or county office)
- b. 1st VICE CHAIR
 - Assist the Chairperson and in his/her absence serve as Chairperson.
 - Preside at alternate meetings, or in the Chair's absence.
 - Assume the position of Chairperson in the event the Chairperson leaves the committee.
 - Serve as the chair of the CAC Management Committee.
 - Responsible for management of the CAC website.
- c. 2nd VICE CHAIR
 - Support and assist the Chair and 1st Vice Chair and serve as Chair in his/her absence and the absence of the 1st Vice Chair.
- d. SECRETARY
 - Record minutes of all Executive Committee and General Meetings. (Duplication, and distribution shall be provided by the San Francisco Unified School District.)
 - Maintain a record of the attendance of members at monthly meetings, and keep track of membership as to committee membership and parent/professional status.
 - Maintain a record of all minutes.
 - Update the CAC mailing list and transmit changes or additions to the District on a monthly basis.
- e. PARLIAMENTARIAN
 - Shall assist the Chair in making sure that all meetings are run according to *Robert's Rules of Order – Newly Revised*, and all motions are properly made and passed.
 - Will be in charge of reviewing CAC Bylaws, recommending changes to the general membership and making any written changes necessary. Will have copies available for distribution to anyone who asks for a copy and make sure all new members get a copy.
 - Obtain, maintain, and display collection of parent information materials at all CAC meetings.

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Article VII: COMMITTEES

Section 1. The CAC shall have three types of committees: Standing Committees, Ad Hoc Committees, and an Executive Committee. The CAC Chairperson shall serve as the Chair of the Planning, Monitoring and Evaluation Committee. The CAC 1st Vice Chair shall serve as the Chair of the CAC Management Committee. The Chairs of the Training and Education Committee, the Leadership Development Committee, and the Disability Awareness Committee shall be appointed by the CAC Chairperson, and these three committee chairs shall also serve on the Executive Committee.

Section 2. The CAC shall have the following Standing Committees, as outlined in the CAC Strategic Plan, adopted 4/27/2006:

1. Planning, Monitoring and Evaluation.
 - Annually review the Local Plan for Special Education.
 - Have an annual community meeting to discuss what is working, what could work better, and what the strategies are, and what groups can assist.
 - Produce an annual report to be presented to the Board of Education at the end of the school year.
 - Work with the SFUSD to ensure that there is an effective Alternative Dispute Resolution Program.
 - Advocate for information to be provided to families who are not fluent in English.
2. Training and Education.
 - Actively work to include families from diverse communities on the SFUSD committees that plan for and allocate resources for training and education.
 - Advocate for sufficient resources and support to ensure that staff have research-based and up-to-date knowledge of best practices, as well as ongoing training.
 - Advocate for ongoing support for general education teachers so they see the student as a whole child, not just as disabled.
 - Encourage the District to publicize trainings to families, so that parents/guardians and teachers have the same information about how to support their children's success.
 - Develop and distribute materials that increase families' knowledge of special education.
3. Leadership Development
 - Develop strategies that address the barriers to participation of families in their children's education, and support active involvement of families in groups supporting public education.
 - Identify and publicize model special education programs so that best practices can be replicated.
 - Develop and implement the means to recognize the successes of students receiving special education services.
 - Recruit individuals from San Francisco's diverse communities to maximize their involvement in the CAC and leadership in the community.
 - Maintain ongoing working relationships with other community organizations that represent the range of families in the district.
 - Identify, publicize and collaborate with community resources that provide training that might benefit families.
 - Collect new additions to the mailing list from outreach efforts of all committees and transmit these additions to the Secretary on a regular basis.
4. Disability and Diversity Awareness
 - On an ongoing basis search for opportunities to promote awareness of and sensitivity to all abilities, including cultural differences and invisible disabilities.

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- Create educational materials which focus on the positive aspects of why we have special education.
5. CAC Management
- Oversee the annual election of officers to serve as the Executive Committee.
 - Implement a committee structure to ensure that the mission of the CAC gets accomplished and that the workload is fairly and reasonable distributed.
 - Survey members regularly regarding leadership training needs. Provide regular orientation for new members and skills training for all members.
 - Annually evaluate the CAC in terms of impact and how well the organization is effectively functioning.
 - Oversee CAC resolutions in progress and ensure that resolutions are introduced in a standardized format.
 - Create opportunities and recruit individuals from San Francisco's diverse communities to participate in CAC activities.
 - Annual review the Strategic Plan and ensure that the objectives of the Strategic Plan are implemented.
 - Create an annual calendar, including the programs for monthly meetings.

Section 3. Subcommittees shall be formed whenever a particular issue or need arises.

Section 4. The Executive Committee shall meet at a frequency determined by the Chairperson. All CAC members shall be notified of the time, date, place, and subject of such meeting at least seven (7) days in advance.

Section 5. The Executive Committee shall meet with the SELPA Director or the Executive Director of Special Education monthly to discuss upcoming CAC meeting agendas, and SFUSD guest speakers.

Section 6. The CAC may establish ad hoc committees to carry out its purpose.

Section 7. The Chairperson, in the absence of any objection of any CAC member, shall appoint the committee chairs and other members of the committees.

Section 8. Each committee shall appoint a member to keep a written record of its proceedings and report its actions to the next regular meeting of the CAC.

Section 9. Any CAC member or member of the public may participate on all committees, except that voting shall be reserved to members.

Section 10. All CAC members must serve on at least one (1) committee.

Article VIII: PARLIAMENTARY AUTHORITY – On question or point of order not contained in these Bylaws, the CAC shall be governed by *Robert's Rules of Order-Newly Revised*.

Article IX: AMENDMENTS - These Bylaws may be amended at any regular CAC meeting by a two-thirds vote of those present, provided that written notice has been given to all members at least one week prior to the meeting.