

Los Angeles Unified School District  
Office of Student, Family and Community Engagement

Community Advisory Committee

# CAC BYLAWS



Approved on May 16, 2018  
Amended on February 20, 2019  
Amended and approved May 16, 2021

Office of Student, Family and  
Community Engagement



## **ARTICLE I. PURPOSE**

Above all else, the purpose of the Community Advisory Committee (“CAC”) is to work toward the improvement of special education and related services for disabled students in LAUSD.

### **A. Mandatory Duties**

The CAC was created to enable key stakeholders in special education to collaborate with and advise the Los Angeles Unified School District (“LAUSD” or the “District”) on the Special Education Local Plan Area Plan (“SELPA”). To that end, the CAC has the following mandatory responsibilities, which it must fulfill every year:

1. Advise the Board of Education, Superintendent of LAUSD, the Chief of Special Education, Equity and Access and the Director of the SELPA regarding the development, amendment, and review of the local plan. The district will review and consider comments from the CAC regarding the development and review of the SELPA.
2. Recommend annual priorities to be addressed by the SELPA.
3. Assist in parent / guardian / family education and in recruiting parents / guardians / families / disabled students and other volunteers who may contribute to the implementation of the SELPA.
4. Encourage community involvement in the development and review of the SELPA.
5. Support activities on behalf of disabled students.
6. Assist in raising parent awareness of the importance of regular school attendance.
7. Support community involvement in the Parent Advisory Committee (PAC) to encourage inclusion of parents / guardians / families of disabled students who also qualify for free or reduced-price meals, are “foster youth,” or “pupils of limited English proficiency.”<sup>1</sup>

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<sup>1</sup> As defined in California Education Code § 42238.01.

## **B. Other Activities Supporting the CAC's Larger Purpose**

Since its inception the CAC has evolved into more than just an advisory committee. The CAC may choose to use its position as a central parent committee to support disabled students in many different ways. For example, the CAC may:

1. Foster communication between LAUSD and parents / guardians / families of disabled students.
2. Organize and advocate for all special education stakeholders, including but not limited to parents / guardians / families of disabled students, special education and general education teachers, agencies and organizations that work for the benefit of disabled students, and disabled adults.
3. Empower special education stakeholders to voice their opinions on special education in LAUSD.
4. Gather and share stories of first-hand experiences with special education with general education teachers in order to inspire them to better understand and integrate disabled students into their classrooms.
5. Initiate and promote conversations about disability rights, inclusion, and equity throughout Los Angeles and specifically as they pertain to special education.
6. Create and disseminate compelling messages and clear calls to action on behalf of disabled students.
7. Advocate for acceptance and inclusion of disabled students within the larger LAUSD community.
8. Partner with LAUSD to learn and share information about services, policies and priorities concerning special education.
9. Work with LAUSD to ensure clear and consistent communication of policies and policy updates with parents / guardians / families of disabled students.
10. Develop and circulate pamphlets, videos, and other informational materials for the support and education of parents / guardians / families of disabled students.

## **C. Purpose of Bylaws**

These bylaws exist to give CAC members the structure and guidance they need to accomplish all of these goals and more.

**D. Collaboration with LAUSD**

In order to achieve its goals, the CAC shall work cooperatively with LAUSD’s Office of Student, Family and Community Engagement (SFACE) and the Division of Special Education (DSE). The role of SFACE is to assist, enable, empower, and host the CAC. SFACE schedules, hosts, and organizes trainings and meetings, works closely with the CAC to help its members accomplish their goals, and secures and provides meeting sites for both in-person and virtual meetings. Most actions of the CAC will be conducted in concert and cooperation with SFACE.

SFACE and the CAC are separate organizations even though they work together closely. The CAC and SFACE may at times be unable to reach consensus about a CAC position or course of action. When this occurs, the CAC and SFACE shall make every attempt to reach an agreement with one another in a spirit of transparency, collaboration, and always keeping in mind their mutual goal of serving disabled students.

**ARTICLE II. AUTHORIZING STATUTES, POLICIES, AND PROCEDURES**

California Education Code sections 56190-56193, mandates Los Angeles Unified School District (“LAUSD”) to establish a Community Advisory Committee (“CAC”) with the goal of providing advisement on development, amendment and review of the Special Education Local Plan Area Local Plan (“SELPA”). The Local Plan describes the programs and services for all students with disabilities in the LAUSD. The CAC is governed by the Leroy F. Greene School Facilities Act of 1998 and Education Code section 35140 *et seq.*

The responsibility to advise, amend and review the SELPA is the most basic responsibility of the CAC, but the CAC may and shall engage in additional activities that support its purpose and mission. Section 56194 sets forth further duties that the CAC may undertake. This list is not exhaustive and may include any or all of the suggestions set forth in Article I B, or any other activities consistent with the purpose of the CAC.

The CAC is established, authorized, and guided by the California Education Code

sections set forth in pertinent part in Appendix A.

Bylaws may never conflict with applicable federal law, state law or District policy. Should any provision be deemed in conflict, such provision shall be invalid and unenforceable. The LAUSD CAC is not authorized to enter into any contract, spend public funds, or represent the LAUSD SELPA without proper authorization from the district.

The CAC uses Robert's Rules of Order as a guide to conducting its business. Robert's Rules of Order are superseded by all federal and state laws, LAUSD policies, and CAC bylaws.

Robert's Rules of Order are only a tool for conducting CAC business and may not be used in any way that might disrupt, delay, confuse, or otherwise interfere with accomplishing CAC business in a timely and efficient manner.

### **ARTICLE III. MEMBERSHIP**

**A. Definition:**

A member is defined as a representative or alternate appointed by the LAUSD Board of Education.

**B. Requirements:**

Membership requirements are established by and based upon California Education Code sections 56191-56193.

**1. LAUSD SELPA:**

CAC members must live, work, or attend or be the parent / guardian of a student attending a school within the LAUSD SELPA.

**2. Consecutive Terms:**

Representatives who have served two full consecutive terms, or a total of four consecutive years, will not be eligible to serve for a period of one two-year term.

Members whose terms are expiring may submit a membership application for a subsequent term.

**3. Parent Majority:**

The CAC shall have a majority of parents of individuals with exceptional needs or disabilities enrolled in public or private schools within the LAUSD, including charter schools and non- public placements contracted with LAUSD, or enrolled in private schools participating in the local plan. A parent is defined in Education Code Section 56028.

**4. Number of Members:**

The CAC shall have thirty-two (32) representatives and shall include representation for each category listed below:

- a) adult with disabilities
- b) general education parent
- c) individual/Community member
- d) representative of public and private agency
- e) teacher with a general education credential
- f) teacher with a special education credential
- g) administrator representative
- h) pupil with disabilities enrolled in public or private schools within the LAUSD, including charter schools participating in the local plan.

<b>Categories</b>	<b>Number of representatives</b>
Parent of students with exceptional needs or disabilities	Minimum of 17
General Education Parents, including those with a 504 plan	No more than 15 combined
Adults with disabilities	
Community Member (non-parent)	
Representative of a public or private agency	
General Education Teacher	
Special Education Teacher	
Administrator	

Pupil with disabilities	
Alternates for Parent of students with exceptional needs or disabilities	5
Alternates for all other categories	5
<b>Total: 32 representatives and 10 alternates</b>	

**C. Application and Appointment Process:**

**1. Application:**

Prospective members may submit applications during Spring and Fall recruitment windows; however, CAC applications may be reviewed and considered for membership throughout the year if there are vacancies.

**2. Recommended Procedure:**

The process for appointment of new members shall proceed as set forth in the SELPA. Where possible, the process should include the following:

- a) No later than one month prior to the opening of an application window for the CAC, an Appointment Committee shall be formed, at least half of whom must be members of the CAC or selected by members of the CAC.
- b) The Appointment Committee shall adopt a selection method using a double-blind review based upon a rubric developed collectively by the members of the Appointment Committee.
- c) During the application review window, applications shall undergo a preliminary review where LAUSD verifies whether applicants are eligible for membership under the California Education Code. Those that are determined eligible will proceed to further review.
- d) Those applications that pass the preliminary review will then undergo the double-blind review process adopted by the Appointment Committee. Those with the highest scores from the double-blind review will be recommended to LAUSD for appointment to the CAC.<sup>2</sup>

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<sup>2</sup> Please note that the application process set forth herein is a recommendation by the CAC to the drafters of the SELPA. The SELPA takes precedence over these bylaws, and therefore the appointment process may differ significantly from the process described in these bylaws.

**3. Appointment and Confirmation:**

Persons selected will be presented to the LAUSD Board of Education for appointment as members. Appointed members are responsible to the LAUSD Board of Education.

**D. Term of Membership**

**1. Regular Term**

Representatives may serve for a two school-year term (July 1-June 30), with half of the committee representatives' terms expiring on alternate years. Terms begin on July 1<sup>st</sup> and end on June 30 two years later.

**2. Terms for Alternates**

If an alternate fills a vacancy in a category for which he or she was appointed, the alternate will become a member and will complete the term. Alternates will serve for no longer than one year and may apply to be a representative for the following year.

**3. Terms for Elected Officers**

Members who serve on the Executive Committee of the CAC (Chairperson, Vice Chairperson, Training and Education Officer, Secretary, Public Relations Officer, Parliamentarian-Historian, and Student Representative) will retain their membership and remain in office until the following year's Executive Committee is elected and seated. During the transition period, officers will plan for and support the process of transitioning from one Executive Committee to the next.

**E. Alternates**

**1. Number**

The CAC membership shall have five (5) alternates for the membership category of "parent of students with exceptional needs or disabilities." The CAC shall have five (5) additional alternates representing the remainder of the membership categories.

**2. Voting**

Alternates do not have voting privileges and are not counted for the establishment of quorum. Alternates are not eligible to serve as officers.



### **3. Seating**

An alternate may be seated within their category as a voting member, when:

- a) A representative arrives thirty (30) minutes after the scheduled start time of a meeting.
- b) A representative resigns or is terminated.

Alternates who are seated will serve as the official voting members for the duration of that meeting, regardless of whether the official representative arrives.

## **F. Rights and Duties of Members**

### **1. Voting**

Each representative is entitled to vote on those matters submitted to voting under subject matter jurisdiction of the SELPA and the Leroy F. Greene Act. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present or attending virtually over the internet or by phone in order to be elected as an officer<sup>3</sup>.

Voting on any issue (action items) is done based on the Leroy F. Greene Act, Education Code section 35140 *et seq.*, and will be done either by roll call (whether virtual or in person) or by unanimous consent (only if the meeting is in person).

### **2. Conduct**

Members' actions must adhere to the CAC Bylaws, the District's Operating Norms<sup>4</sup> and Code of Conduct and the Board of Education's Resolution to enforce the Respectful Treatment of All Persons. Failure to adhere to the District's Operating Norms and Code of Conduct, and the Board of Education's Resolution to enforce the Respectful Treatment of All Persons may result in suspension or termination from the CAC.

### **3. Reimbursement**

Representatives and alternates will be reimbursed according to District policy.

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<sup>3</sup> Note that these provisions may change as portions of the Greene Act are suspended by executive order of the Governor or replaced by new legislation. <sup>4</sup> Norms are set forth in APPENDIX 2

and/or the SFACE guidelines for reimbursement. Representatives and alternates must be present at meetings for at least two hours to receive mileage and childcare reimbursement.

#### **4. Attendance**

- a) Members must attend a minimum of two (2) hours to be counted as present.
- b) Representatives authorized for teleconferencing privileges must comply with all requirements according to the Greene Act, Government Code section 54953.
- c) Non-student representatives may not be absent for more than a total of three (3) of the regularly scheduled meetings. After missing the third meeting, the representative's membership will automatically be terminated. Representatives will receive a warning letter after their second absence. Upon the third absence, a termination letter will be sent.
- d) Student representatives may not be absent for more than a total of five (5) of the regularly scheduled meetings.

#### **5. Participation in One or More Standing Subcommittee or Ad-hoc Committee**

All members are highly encouraged to participate in one or more standing subcommittee or ad-hoc committees.

#### **6. Mentorship**

All returning members are highly encouraged to act as a mentor to a new member. Mentors are expected to speak to new members about their experiences on the CAC and serve as a resource for any questions or concerns the new member may have.

New members will generally be matched with a mentor if sufficient volunteers are available. Due to time and scheduling constraints, some mentors may be assigned multiple new members.

#### **7. Resignation**

Any member may resign from his/her position at any time but must do so in one of the following ways: in writing, verbally, by email or by telephone to SFACE staff.

All resignations received will be documented and kept on file at

the Office of Student, Family and Community Engagement for five years.

**8. Confidentiality**

Members' information shall be kept confidential and will not be used for personal matters.

**ARTICLE IV. TERMINATION**

**A. Absence**

Membership shall terminate upon the third absence from CAC regularly scheduled meetings within one school year.

**B. Loss of Category**

A member may be terminated from the CAC when he/she/they loses the association with the category he/she represents. Examples of loss of association: parents of students who are no longer attending a school in the SELPA, or non-parent members who no longer work or reside within the SELPA.

**C. Misconduct**

A member may be terminated from the CAC when he/she/they speaks/acts on behalf of any LAUSD committee without prior authorization.

A member may be terminated for multiple violations of the Code of Conduct ("Norms") at the discretion of SFACE.

**D. Procedures**

A member will be notified of his/her termination by letter, which will be sent to the member's current physical address and email address on file. A member who has been terminated may not apply to be a member of the CAC for a period of one school year.

Members may be terminated for failure to adhere to the District's Operating Norms and Code of Conduct.

Membership on the CAC is not transferable.

**ARTICLE V. THE EXECUTIVE COMMITTEE / OFFICERS**

**A. The Executive Committee**

The Executive Committee is composed of the Officers of the CAC.

**B. Officer Positions**

The officers of the CAC shall be:

1. Chairperson
2. Vice Chairperson
3. Training and Education Officer
4. Parliamentarian-Historian
5. Secretary
6. Public Relations Officer
7. Student Representative

**C. Term**

1. CAC officers will serve a term of one school year, to begin on the date they are elected and to end on the date the next year's officers are elected.
2. In the case of officers whose membership ends before their term of office ends, that officer shall not be eligible to vote on any business before the CAC after their membership ends, but may educate, organize, train, and otherwise assist in the transition from one group of officers to the next.

**D. Eligibility**

1. Chairperson: To be eligible to run for Chairperson, a candidate must:
  - a. Be a representative (member who is not an alternate) of the CAC.
  - b. Be in the membership category of "parent of students with exceptional needs or disability." Specifically, be a parent or guardian of one or more students with exceptional needs or disabilities, enrolled in public or private schools within the LAUSD including District- contracted non-public-school placements and District-contracted charter schools participating in the local plan.
  - c. Have one year of verifiable experience as a CAC member within the past five years.
  - d. Not be a current employee of LAUSD or any school that is part of the SELPA.
2. Vice Chairperson
  - a. Be a representative (member who is not an alternate) of the CAC.

- b. Be from the membership category of “parent of students with exceptional needs or disability.” Specifically, be a parent or guardian of one or more students with exceptional needs or disabilities, enrolled in public or private schools within the LAUSD including District- contracted non-public-school placements and District-contracted charter schools participating in the local plan.
    - c. Have one year of verifiable experience as a CAC member within the past five years.
  - 3. Training and Education Officer
    - a. Be a representative (member who is not an alternate) of the CAC.
    - b. Be a representative from any membership category.
    - c. Have one year of verifiable experience as a CAC member within the past five years.
  - 4. Secretary
    - a. Be a representative (member who is not an alternate) of the CAC.
    - b. Be a representative from any membership category.
  - 5. Public Relations Officer
    - a. Be a representative (member who is not an alternate) of the CAC.
    - b. Be a representative from any membership category.
  - 6. Student Representative
    - a. Be a representative (member who is not an alternate) of the CAC.
    - b. Be in the membership category of “pupil with a disability.”
  - 7. Parliamentarian-Historian
    - a. Be a representative (member who is not an alternate) of the CAC.
    - b. Be a representative from any membership category.
    - c. Have experience as a member of an organization that uses Robert’s Rules of Order, or comparable experience, skills, or knowledge of parliamentary procedure.

**E. Election**

Individuals wishing to be considered for office are highly encouraged to submit a statement describing their interest in the position and their qualifications prior to

the election.

All officers will be duly and democratically elected by majority roll call vote of CAC representatives.

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.

Officers will assume their positions following the conclusion of all officer elections.

#### **F. Officer Responsibilities**

1. Become familiar with the content of the CAC Bylaws, the LAUSD SELPA, and all laws governing the CAC including the California Education Code and the Greene Act.
2. Plan the agenda for each CAC meeting with LAUSD staff.
3. Meet and make presentations to the Board of Education when called to do so.
4. Provide written or oral reports to the SELPA Director and to the membership of any meetings and activities in which officers participate when representing the CAC. However, no officer may represent the CAC or LAUSD at any event without prior authorization from LAUSD.
5. Assist in recruitment of members.
6. Be fair and impartial at all times and ensure that all members have the opportunity to be heard.
7. Be welcoming and respectful to the membership of the CAC and other central parent committees (the Parent Advisory Committee and the District English Learner Advisory Committee), as well as to the SFACE staff, in all CAC-related communications whether oral, written, or electronic.

#### **G. Officer Duties**

##### **1. Chairperson**

The Chairperson shall:

- a) Preside at all CAC meetings unless, due to absence or conflict of interest, they ask the Vice Chairperson to preside in their place.
- b) Finalize the CAC's recommendations for the agenda and submit to LAUSD for approval.
- c) Maintain fairness and impartiality while conducting CAC business and utilize an objective and impersonal approach, particularly when presiding over divisive issues.
- d) Sign all letters, reports, and other communications of the CAC.
- e) Provide a brief written and oral report at each CAC meeting.
- f) Serve as the representative of the CAC on the LAUSD Board of Education when applicable.
- g) Serve as an *ex officio* member of all standing and ad-hoc committees.
- h) Chairperson the Executive Committee.
- i) Be responsible for overseeing the activation or re-activation of any sub-committee, including appointment of the subcommittee's chairperson. For subcommittees that have a different officer designated as the party responsible for activating and presiding over selection of the subcommittee chairperson, the CAC Chairperson shall work in concert with that Officer.
- j) Vote on business before the CAC, but only after all other members have voted in order to avoid undue influence.

## **8. Vice Chairperson**

The Vice Chairperson shall:

- a) Represent the Chairperson in his/her absence or in assigned duties as prescribed by LAUSD.
- b) Assist with written motion forms.
- c) Serve as the Chairperson through succession if the Chairperson is no longer able to serve, and if the Vice Chairperson accepts the position. If not, an election for Chairperson will occur. Note that a Vice Chairperson who does not fulfill all the requirements for running for Chairperson may nevertheless fill the office in the Chairperson's absence or through succession.

- d) Assist the secretary as needed.
- e) Along with the Chairperson, be responsible for activating and presiding over the selection of the chairperson of the Planning, Monitoring, and Evaluation Committee. May chairperson the Planning, Monitoring, and Evaluation Committee.

### **9. Secretary**

The Secretary shall:

- a) Keep minutes of all meetings of the CAC.
- b) Provide the original meeting minutes to LAUSD.
- c) Conduct roll call to establish quorum.
- d) Conduct roll call for voting.
- e) Maintain a current attendance roster.
- f) Serve in supporting leadership roles as needed in any of the Standing Committees. May serve as Chairperson of any subcommittee if selected or elected to do so.

### **10. Training and Education Officer**

The Training and Education Officer shall:

- a) Keep a record of all CAC training sessions. The record shall include the substance of the training as well as the manner in which it was carried out. Any presentation materials used must also be preserved.
- b) Gather feedback from CAC members after every training session. Pass the information on to SFACE.
- c) Work collaboratively with SFACE to plan and improve training sessions for CAC members.
- d) Along with the Chairperson, be responsible for activating and presiding over the selection of the chairperson of the Training and Education Subcommittee. May serve as chairperson of the Training and Education Subcommittee.

### **11. Public Relations Officer**

The Public Relations Officer shall:

- a) Promote the actions and purpose of the CAC to the public.
- b) Represent the opinions of the CAC when authorized by the district.



- c) Assist committee members and guests with questions and concerns.
- d) Lead recruitment effort.
- e) Give a written or oral report on activities.
- f) Along with the Chairperson, be responsible for activating and presiding over the selection of the chairperson of the Parent Ambassador Subcommittee. May serve as chairperson of the Parent Ambassador Subcommittee.

## **12. Student Representative**

The Student Representative shall:

Be any student member of the CAC.

- a) Speak with other student members about their experiences with special education in LAUSD and serving on the CAC.
- b) Report to the Executive Committee on the experiences and perspectives of other special education students.

## **13. Parliamentarian-Historian**

The Parliamentarian-Historian shall:

- a) Assist the Chairperson in ensuring all rules and Bylaws are followed. Make rulings on proper procedure when asked to do so by the Chairperson.
- b) Be knowledgeable about CAC Bylaws and parliamentary procedure as set forth in Robert's Rules of Order, as well as California Education Code and the Greene Act.
- c) Assist with comments and questions by members and the public.
- d) Assist with the attendance roster.
- e) Announce public comment on the agenda.
- f) Conduct and keep a record of exit interviews with outgoing members. During the interview, the Parliamentarian-Historian shall invite the outgoing member to share:
  - The most important accomplishments of the CAC during their tenure.
  - The priorities they would like addressed in the following year.
  - Their opinion of which practices should continue, and which should be amended.
  - Their fondest memories and greatest challenges while serving on the

CAC.

- g) Along with the Chairperson, be responsible for activating and presiding over the selection of the chairperson of the Bylaws Subcommittee. May serve as chairperson of the Bylaws Subcommittee.
- h) Not be eligible to vote due to the need for neutrality.

**H. Officer Vacancy / Termination of Officers**

An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualified CAC representatives are eligible to fill any vacancy.

**ARTICLE VI. MEETINGS**

Meetings of the CAC will be subject to the Leroy F. Greene Act, Education Code section 35140 et seq. and to the LAUSD's Operating Norms, the Board of Education's Resolution to enforce the Respectful Treatment of All Persons and Code of Conduct for Central District Advisory Committees and School Site Councils. All meetings shall be open to the public. The CAC also follows the latest edition of Roberts Rules of order, parliamentary procedures to the extent the Rules do not conflict with the above or with the timely and efficient conduct of CAC business.

**A. Use of Robert's Rules**

1. The CAC shall govern itself in accordance with the values of Henry M. Robert himself, the author of Robert's Rules:
  - a) "The assembly meets to transact business, not to have members exploit their knowledge of parliamentary law."
  - b) "Parliamentary law should be the servant, not the master, of the assembly."
  - c) "A leader in any deliberative assembly should be prepared for any emergency, so that there is no danger of his being tripped up by some expert parliamentarian."
2. In keeping with the priorities and values upon which Robert's Rules are based,

the Chairpeson may make rulings and decisions that comport with the spirit of Robert's Rules, if not their specific provisions, including but not limited to the following:

- a) Limiting debate on a motion before the CAC, which may include limiting the amount of time or number of times a member may speak, as well as limiting the number of speakers.
- b) Declining to recognize a motion or point of order that would cause undue delay or burden on the CAC's ability to conduct its business.
- c) Limiting time for member comments and questions on any agenda item.
- d) Adjourning a meeting at which the agenda has been completed early or extending a meeting so that the agenda may be completed. Both of these actions may be taken without a vote.

## **B. Meeting Schedule**

CAC shall hold its regular meetings monthly throughout the year. Each regular meeting will be scheduled to take up to three hours but may be extended in order to complete the agenda.

Where possible, no more than ninety minutes of each regular monthly CAC meeting should be taken up by trainings or presentations by individuals and organizations that are not part of the CAC. Each meeting should have at least ninety minutes devoted to conducting the business of the CAC, such as hearing and discussing reports from subcommittee and ad-hoc committee meetings, debating, and voting on motions, reviewing and approving meeting minutes, and discussing possible business for future meetings.

Training and Education meetings, including informational presentations from divisions of LAUSD, will, where possible, be held separately as needed, and generally on a monthly basis.

Special sessions for review and comment on the SELPA Local Plan will be held as needed.

CAC Officers or members may call additional meetings and standing subcommittee or ad-hoc subcommittee meetings in consultation with LAUSD as needed.

### **C. Quorum**

1. Quorum shall be established with 17 or more representatives present.
2. Quorum shall be established no later than 60 minutes after the scheduled meeting start time.
3. Training and educational meetings at which no action will be taken may proceed without establishing quorum. No official action may be taken at such meetings.

### **D. Location of Meetings**

The CAC shall hold its regular meetings at the SFACE office, or at a school or community facility that complies with Title III, Public Accommodations, under the ADA.

A meeting is defined in the Greene Act as “any congregation of a majority of members of legislative body at same time and location to hear, discuss, deliberate, or take action upon any item within subject matter jurisdiction.” Majority is defined as 50% + 1 member. This definition includes those joining via teleconference location as permitted by Government Code Section 54953 of the Leroy F. Greene Act.

### **E. Meeting Open to the Public**

1. Members of the public, not to exceed five, will be allotted two minutes per person at the beginning of the meeting prior to any action taken by the committee to speak on matters within the jurisdiction of the CAC and the meeting agenda.
2. Members of the public may sign up for public comment on a first-come, first-served basis as early as twenty-four (24) hours and no later than thirty (30) minutes prior to the start of the meeting.

### **F. Meeting Presentation**

1. CAC officers, with member feedback, and SFACE will place on the agenda sufficient

training sessions and SELPA review sessions to ensure that representatives are able to provide meaningful comment on the SELPA the Local Plan.

2. As needed, CAC officers, with member feedback, and SFACE shall place comment sessions on the agenda for generating comments to the SELPA Director on the revisions or updates that are to be presented to the LAUSD Board of Education for approval.

#### **G. Recording**

Meetings are videotaped, and video files shall be available on the SFACE website. Any individual is allowed to audio and video record any proceedings at the public meeting as long as it does not interrupt the meeting. Any person who does not want to be recorded has the option to leave the meeting.

### **ARTICLE VII. STANDING SUBCOMMITTEES AND AD-HOC COMMITTEES**

#### **A. Types of Subcommittees**

The CAC shall have two types of subcommittees: Standing subcommittees and ad-hoc committees. These committees are hereby established for the purpose of supporting, developing, and guiding the work of the CAC as set forth in Article III.

#### **B. Chairpersons of Subcommittees**

##### **1. Chairpersons of subcommittees**

The CAC Chairperson will serve as Chairperson of the Executive Committee.

The Vice Chairperson is responsible for activating and presiding over the process of choosing or electing the chairperson of the Planning, Monitoring, and Evaluation Subcommittee, and may serve as its chairperson.

The Parliamentarian-Historian is responsible for activating and presiding over the process of choosing or electing the chairperson of the Bylaws Subcommittee and may serve as its chairperson.

The Public Relations Officer is responsible for activating and presiding over the process of choosing or electing the Chairperson of the Parent Ambassadors and may serve as its chairperson.

The Training and Education Officer is responsible for activating and presiding over the process of choosing or electing the Chairperson of the Training and Education Subcommittee and may serve as its chairperson.

For all other standing committees, the membership of each committee shall be responsible for choosing its own chairperson, which may be by appointment, election, or any other method the standing subcommittee chooses to adopt.

When a subcommittee is created or activated for the first time or after one year of inactivity, any member may apply to the CAC Chairperson to activate the subcommittee and/or be named Chairperson.

## **2. Appointing Chairperson**

The Chairperson of each standing subcommittee shall be named, and the first meeting set no later than the October CAC meeting. Ad-hoc committees may be formed on an as-needed basis throughout the year.

## **C. Participation of CAC Members**

All CAC members are strongly encouraged to participate in at least one standing subcommittee or ad-hoc committee.

Any interested person may attend and, where appropriate, participate in the meetings of any standing or ad-hoc committee, but voting shall be limited to CAC members of that standing subcommittee or ad-hoc committee.

## **D. Standing Subcommittees**

The CAC shall have the following standing subcommittees:

### **1. Executive Committee**

- a. Work with SFACE and DSE to plan for and oversee the annual election of officers.
- b. Plan for and manage activation of standing subcommittees.
- c. Conduct outreach to CAC members to determine the need for formation of additional subcommittees and implement their creation.
- d. Annually evaluate the CAC's impact and effectiveness.
- e. Create an annual calendar including meetings, trainings and mandatory business the CAC must accomplish.
- f. Annually create an awards ceremony to recognize individuals who made a significant contribution to the work of the CAC or to special education.

### **2. Planning, Monitoring, and Evaluation:**

- a. Annually review the SELPA
- b. Host discussion groups regarding the SELPA
- c. Hold an annual community meeting to discuss the work of the CAC - what is working, what could be better, potential strategies, and possible partnerships with other groups.
- d. Produce an annual report to be presented to the Board of Education and memorialized by the Parliamentarian-Historian at the end of each school year.

### **3. Training & Education**

- a. Work with the Executive subcommittee to regularly survey members regarding leadership training needs.
- b. Work with SFACE and DSE to develop and deliver orientation training for new members and ongoing training as needed.
- c. Assist SFACE and DSE in collecting feedback from past training sessions and suggestions for future training sessions.

### **4. Parent Ambassadors**

- a. Actively work to include families from diverse communities on the CAC.
- b. Work with LAUSD to create and publicize parent trainings.

- c. Develop and implement a plan of outreach to general education teachers to raise awareness of special education trainings and resources available to them and their students.
- d. Identify, publicize, and collaborate with community resources that provide training that might benefit families.
- e. Maintain ongoing working relationships with other community organizations that represent the range of families in LAUSD.
- f. Work with the IEP subcommittee to ensure distribution of the informational materials it produces.

### **5. IEP Training**

- a. Create documents, forms, and informational pamphlets to assist families in supporting and advocating for their special education students.
- b. Provide up-to-date information on parent rights, responsibilities, and protections under IDEA, district policies, and state/federal laws and regulations regarding special education.
- c. Create workshop materials and presentations to be presented by the Parent Ambassadors subcommittee.

### **6. Bylaws**

- a. Review CAC Bylaws and, if necessary, recommend changes to the general membership.
- b. Conduct outreach to CAC members to determine the need for structural changes to the Bylaws.
- c. Work with LAUSD to create and conduct an orientation session for new CAC members on bylaws and parliamentary procedure.

### **3. Legislation**

- a. Inform the CAC members and leadership about federal and California state legislation and potential legislation that may impact special education.
- b. Identify and report on pending legislation that may impact special education students.
- c. Report on legislative hearings.
- d. Educate CAC members and leadership about appointments and elections that influence special education (e.g., elections for board



members or appointment of superintendent).

**E. Ad-hoc Committees**

1. Ad-hoc committees may be created at any time to address business relevant to the work of the CAC when a particular issue or need arises.
2. Ad-hoc committees are established by majority vote on a motion to establish which can be brought by any CAC member.
3. Ad-hoc committees may become standing subcommittee by modifying the CAC Bylaws to state their name and inclusion under this article, subject to approval by CAC members as set forth in Article VIII, section C.
4. The list of possible ad-hoc committees may include but is not limited to:
  - a. Early Education
  - b. Adult Transitions
  - c. Disability and Diversity Awareness
  - d. Officer Nomination

**F. Limitations**

The ability of the CAC to support any individual subcommittee in a given year depends on LAUSD resources, parent interest, scheduling, and funding. It is also dependent upon the interest and ability of CAC membership to participate and accomplish the work of the subcommittee.

To ensure compliance with all rules and regulations governing public meeting, Bylaws will be provided to and must be adhered to by all members of the CAC.

**A. Severability**

If any provision or provisions of these Bylaws shall be held to be invalid, illegal, unenforceable or in conflict with District policies, state and/or federal guidelines, or state and federal law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

B. These Bylaws are effective upon their approval by the Administrator of SFACE/Division of Special Education.

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Signature of Administrator, SFACE

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Date

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Signature of Associate Superintendent,  
Division of Special Education

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Date

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Signature of CAC Chairperson

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Date

## APPENDIX 1: EDUCATION CODE PERTAINING TO THE CAC

California Education Code, Part 30

**Section 56001 (f). (*Local Plan Development*)** Education programs are provided under an approved Local Plan for special education that sets forth the elements of the programs in accordance with this part. This plan for Special Education shall be developed cooperatively with input from the community advisory committee and appropriate representation from special and regular teachers and administrators selected by the groups they represent to ensure effective participation and communications.

**56190. (*Advisory Capacity*)** Each plan submitted under Section 56195.1 shall establish a community advisory committee. The committee shall serve only in an advisory capacity.

**56191. (*CAC Appointments*)** The members of the community advisory committee shall be appointed by, and responsible to, the governing board of each participating district or county office, or any 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. Where appropriate, this procedure shall provide for selection of representatives of groups specified in Section 56192 by their peers. Such procedure shall provide that 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.

**56192. (*CAC Composition*)** The community advisory committee shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular 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.

**56193. (*Parent Majority*)** 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.

**56194. (CAC Responsibilities)** The community advisory committee shall have the authority and fulfill the responsibilities that are defined for it in the local plan. The responsibilities shall include, but need not be limited to, all the following:

- A. Advising the policy and administrative entity of the special education local plan area regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the community advisory committee.
- B. Recommending annual priorities to be addressed by the plan.
- C. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- D. Encouraging community involvement in the development and review of the local plan.
- E. Supporting activities on behalf of individuals with exceptional needs.
- F. Assisting in parent awareness of the importance of regular school attendance.
- G. Supporting community involvement in the parent advisory committee established pursuant to Section 52063 to encourage the inclusion of parents of individuals with exceptional needs to the extent these pupils also fall within one or more of the definitions in Section 42238.01.

**56205(b)(6) (CAC Review of Local Plan)** Verification that the plan has been reviewed by the community advisory committee and that the committee had at least 30 days to conduct this review prior to submission of the plan to the superintendent.

**56195.7(c)(2) (Regionalized Services)** These agreements shall include, but not be limited to, the following:

(c)...Regionalized services to local programs, including, but not limited to all of the following: ...

(2) ...Personnel development, including training for staff, parents, and members of the community advisory committee pursuant to Article 3 (commencing with Section 56240).

**56195.9 (Local Plan Developed / Updated by Committee)** The plan for special

education shall be developed and updated cooperatively by a committee of representatives of special and regular teachers and administrators selected by the groups they represent and with participation by parent members of the community advisory committee, or parents selected by the community advisory committee, to ensure adequate and effective participation and communication.

**56240 (*Participation in SELPA trainings*)** Staff development programs shall be provided for regular and special education teachers, administrators, certificated and classified employees, volunteers, community advisory committee members and, as appropriate, members of the district and county governing boards. The programs shall be coordinated with other staff development programs in the special education Local Plan area, including school level staff development programs authorized by state and federal law.

## **APPENDIX 2: GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE: PRESCRIBED ROBERT'S RULES OF ORDER**

### **History**

The most commonly used parliamentary procedures are Robert's Rules of Order. These procedures were written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law. The Robert's Rules of Order, 11th edition, October 2013, is the accepted authority for almost all organizations today. This should not be a substitute for the Robert Rules of Order, but it should support the effectiveness of the CAC's operation.

### **Basic Rules**

- All members have equal rights, privileges, and obligations.
- The minority has rights which must be protected.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used. For example, when voting on a motion, one can raise a hand, use a ballot, and consensus.
- Logical precedence governs the introduction and disposition of motions.
- Only one question (motion) can be considered at a time.
- Members may not make a motion or speak in debate until they have been recognized by the Chairperson, or the presiding officer, and subsequently obtained the floor.
- A member may speak a second time on the same question (motion) if all other members have been given an opportunity to speak at least once on the same question (motion).
- Members must not question the motives of other members. Customarily, all

- remarks are addressed to the presiding officer.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean. (In other words, when voting, restate the motion to the committee/council and clarify what a positive or negative vote means.)

## **Terms and Process for Transacting Business**

### **Quorum**

A quorum, 51% of the entire membership, is the minimum number of members who must be present at a meeting for business to be legally transacted.

### **Obtaining the Floor**

Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson or presiding officer as having the exclusive right to be heard at that time. If two or more members wish to speak at the same time, the Chairperson or presiding officer will recognize them in an orderly manner.

### **Introducing Business (Making Motions)**

Business may be introduced by an individual member in the form of a motion.

### **Seconding a Motion**

After a motion has been made by one member, another member, without obtaining the floor, may second the motion. To second the motion merely implies that the seconder agrees that the motion should come before the assembly and not that he or she necessarily favors the motion.

### **Placing a Motion Before the Assembly**

After a motion has been made and seconded, the Chairperson repeats the motion verbatim, thus placing it before the assembly for debate and then for action. After the

motion has been restated by the Chairperson, it is officially before the assembly and must be dealt with appropriately (e.g., adopted, rejected, postponed).

### **Debate**

Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon. This right cannot be interfered with except by a motion to limit debate. While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly. No member may speak twice on the same motion at the same meeting as long as any other member who has not spoken on the motion desires to do so. Unless the rules are suspended, a member who has spoken twice on a particular question on the same day has exhausted his or her right to debate that question for that day. During debate, no member can attack or question the motives of another member. The maker of a motion, although allowed to vote against it, is not allowed to speak against it.

### **Amendments**

Once the Chairperson or presiding officer has restated a motion, any member may recommend an amendment, however the maker has the right to modify his or her motion or to withdraw it entirely.

There are four ways to amend a motion, as follows:

1. Add words, phrases, or sentences.
2. Strike words, phrases, or sentences
3. Strike and add words, phrases, or sentences.
4. Substitute whole paragraphs or an entire text.

Only two amendments may be pending on a main motion at any time. Discussion of an amendment must relate only to the amendment, unless the whole motion is involved by substitution. An amendment must be relevant to the question under consideration.



## **Voting**

The Parliamentarian-Historian may not vote due to the need for neutrality in applying these rules. The Chairperson, or presiding officer of the assembly, may vote as any other member does. The Chairperson, or presiding officer may, but is not obliged to, vote after all other members have voted, especially whenever his or her vote will affect the result since he or she can either break or create a tie. Any member may request a roll call vote to ensure clarity of the vote. The majority of votes decide a matter. A majority is more than half of the votes cast by persons legally entitled to vote.

## **Announcing a Vote**

In announcing the vote on a motion, the Chairperson or presiding officer should: a. Report on the voting itself, stating which side has prevailed. b. Declare that the motion is adopted or lost. c. State the effect of the vote or order its execution.

## **Adjournment**

A motion to adjourn may be made by any member. It may be made during the consideration of other business, although it may not interrupt a speaker or the assembly when engaged in voting or verifying a vote. When it appears that there is no further business to be brought before the assembly, the Chairperson or presiding officer, instead of waiting for a motion, may simply adjourn the meeting.

### **Summary of Steps to Handle a Motion**

1. A member addresses the Chairperson or presiding officer.
2. The Chairperson or presiding officer recognizes the member.
3. The member states the motion.
4. Another member seconds the motion.
5. The Chairperson or presiding officer restates the motion, thus placing it before the assembly for consideration.
6. The assembly may discuss the motion if it is debatable and amend the motion if it is amendable.
7. The Chairperson or presiding officer calls the vote.

8. The Chairpesonperson or presiding officer announces the result.

### **Basic Parliamentary Terms**

- **Addressing the Chairpesonperson:** Getting the Chairpesonperson's attention by saying, "Madam Chairpesonwoman," or "Mr. Chairpesonman."
- **Agenda:** Order of business; program of a business meeting.
- **Ad Hoc Committee:** Committee established for a specific purpose for a particular case.
- **Ballots:** Official paper for voting.
- **Carried:** Passed or adopted; used in referring to affirmative action on a motion.
- **Chairpesonperson:** The chairpeson, chairpesonman, chairpesonwoman. Called the presiding officer when presiding.
- **Convene:** To open a session or meeting.
- **Division of the Question:** A motion to divide a pending motion into two or more separate questions in order that they may be considered separately.
- **Election by Acclamation:** Election by unanimous consent; used when only one person has been nominated for an office.
- **Having the Floor:** Having been recognized by the Chairpesonperson or presiding officer to speak.
- **Main Motion:** A motion which brings before the assembly some new subject upon which action of the assembly is desired.
- **Majority:** More than half of the votes cast by persons legally entitled to vote.
- **Minutes:** Written records of business transacted.
- **Motion:** A proposal by a member, in a meeting, that the assembly take a particular action.
- **Nominate:** To propose an individual for office.
- **Obtaining the Floor:** Securing permission to speak.
- **Orders of the Day:** Agenda for a meeting.
- **Parliamentarian-Historian:** Parliamentary adviser to the Chairpesonperson or presiding officer and is a voting member.

- **Pending Question:** A motion awaiting decision.
- **Point of Information:** Request for information concerning a motion.
- **Point of Order:** A query in a formal debate or meeting as to whether correct procedure is being followed.
- **Previous Question/Call for a Question:** Motion which, if adopted, orders an immediate vote.
- **Recess:** A short intermission.
- **Recognize:** To allow someone to obtain the floor in order to speak.
- **Roll Call Vote:** A procedure by which the vote of each member is formally recorded in the minutes.
- **Unanimous (or General) Consent:** A means of taking action on a motion without a formal vote. When a chairperson or presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the Chairperson's or presiding officer simply calling for objections, if any. If no objection is heard, the motion is adopted; if one member objects, the motion is brought to a formal vote by the usual procedure.
- **Voice Vote:** A vote taken by having members call out "aye" or "no" at the Chairperson's or presiding officer direction.

### **APPENDIX 3: OPERATING NORMS AND CODE OF CONDUCT**

These Operating Norms and Code of Conduct<sup>5</sup> promote productive behavior among all members, guarantee the right of every person to express differing views and perspectives, and support the purpose and mission of the CAC. All members of the CAC are subject to these requirements during committee meetings and anytime present on or adjacent to a LAUSD site. As such all members must:

1. Keep students a priority in making decisions.
2. Listen attentively, speak respectfully and not interrupt while another is speaking.
3. Believe that we can agree to disagree and that there is more than one solution to a problem.
4. Maintain cordial and respectful relationships with all CAC members, SFACE staff, and members of the PAC and DELAC. Members must work together in the spirit of meaningful collaboration.
5. Confine remarks to the issues discussed.
6. Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my role and responsibility as a member of the council/committee.
7. Come to every meeting on time, ready to perform the duties of the council/committee.
8. Refrain from slander.
9. Not use my role for personal benefit or financial gain.
10. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
11. Abide by California's Greene Act, District policy, CAC Bylaws, and selected Robert's Rules of Order.

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<sup>5</sup> These are similar but not identical to LAUSD's Operating Norms and Code of Conduct for SSCs and ELACs.

12. Remove District property from any District facility only when authorized to do so. CAC members shall not disturb the assembly by doing any of the following in meetings or anytime they are present on or adjacent to a LAUSD site:

1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status or religion.
2. Engaging in name-calling, the use of profanity, or cursing, or yelling.
3. Threatening or engaging in verbal or physical attacks on any individual or group.
4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.

## **APPENDIX 4: SUMMARY OF THE GREENE ACT <sup>6</sup>**

The Greene Act only applies to “Legislative Bodies” conducting “Meetings.” Both of these terms are defined below. If a “Legislative Body” is not “meeting,” the Greene Act does not apply. If an organization that is not a “Legislative Body” is meeting, the Greene Act does not apply. This appendix summarizes what counts as a “Legislative Body” and what counts as a “Meeting.” It also summarizes the rules that apply when “Legislative Bodies” conduct “Meetings.”

This summary is not a legal opinion and does not constitute legal advice. If you have a question about whether the Greene Act applies, you should ask SFACE to get an opinion from the Office of General Counsel.

### **THE OPEN MEETING LAW**

- The Greene Act was adopted in 1953. Its purpose was to ensure that government decisions would be open and transparent to the public.
- In 2004, Proposition 59 amended the California Constitution to give the public a right to access government information.
- The public’s right to access is subject to a few exemptions and limitations, described below.

### **LEGISLATIVE BODIES**

- Many “legislative bodies” are different than the CAC in that they have decision-making power and are not primarily advisory. They include city councils, school boards, and boards of trustees of special districts. They can be local agencies like cities, counties, and public agencies. However, “Legislative Bodies” can be elected or appointed, decision-making or advisory like the CAC.

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<sup>6</sup>California Government Code §§ 54950 – 54963. This summary is largely based on “Open & Public IV: A Guide to the Leroy F. Greene Act, by the League of California Cities. This summary may contain inaccurate or out-of-date information. This summary does not constitute legal advice. This summary is for educational purposes only.

- Standing Committees of “legislative bodies,” including those of the CAC, might also fall under the Greene Act , but only if they 1) have continuing subject matter jurisdiction,<sup>7</sup> or 2) a meeting schedule fixed by a formal action of a legislative body.
- Temporary advisory committees composed of less than a quorum of the legislative body, that serve a limited or single purpose, and that will be dissolved when their specific task is completed are not “Legislative Bodies” under the Greene Act .<sup>8</sup>

## **AGENDAS, NOTICES, AND PUBLIC PARTICIPATION**

- ***Agendas for Regular Meetings***
  - An agenda must be posted at least 72 hours before any regular CAC meeting in a location “freely accessible to members of the public.”
  - The agenda must state the meeting time and place, as well as a general description of each item of business.
  - *Mailed Agenda:* Anyone can make a written request to receive the agenda packet in the mail. Anyone can also request that the materials are made available in a disability-friendly format. A request is valid for one year and renewal requests must be filed on January 1 of each year. The CAC can charge a fee to the requestor for the cost of providing the materials. If the CAC fails to provide the materials, that won’t invalidate any actions taken at the meeting.
- ***Non-Agenda Items***
  - Generally, the CAC may not discuss or take any action on items that are not on the posted agenda, but there are exceptions:
  - action cannot be taken on non-agenized items without a unanimous.
- ***Responding to the Public***
  - The public can comment on any CAC business whether it’s on the agenda or not. But members can’t discuss items that aren’t on the agenda.
  - Members may “briefly respond” to comments or questions, but the better practice will usually be to refer them to SFACE staff.
- ***The Right to Attend and Observe Meetings***
  - The CAC does not have closed meetings – all meetings are open. Therefore, the public must be allowed access to all regular and special meetings of the CAC.

- Whether or not the public must have access to ad-hoc committee meetings will depend on the factors described above, and on a final decision from LAUSD attorneys.
- The CAC may never use a secret ballot to vote on any issue.
- The public may criticize CAC members based on the performance of their duties on the CAC but may not defame them.
- ***The Public's Place on the Agenda***
  - The CAC must make space on its agenda for the public to speak on any CAC business, as well as all specific items on the agenda.
  - The Greene Act allows us to place all public comment at the start the meeting and does not require the public be given additional opportunities to comment as each agenda item is considered.
  - The CAC may adopt reasonable regulations including time limits and limitations on number of speakers, as long as they are enforced fairly and not on the basis of the speaker's opinions.

#### **REMEDIES**

- The Greene Act allows for both civil and criminal penalties for violating its provisions, including invalidation of an action.