

# CAC Bylaws Existing vs. Proposed Language

## CAC Meeting

CAC Members - Wednesday, May 15, 2024

Presented by Paul Robak, Parliamentarian and Chairperson, Bylaws Subcommittee

1<sup>st</sup> Meeting Bylaws Review with CAC Members – Friday, June 21, 2024

2<sup>nd</sup> Meeting Bylaws Review with CAC Members – Monday, November 18, 2024

EXISTING	PROPOSED	REASON FOR CHANGE	DSE Response
<p><b>ARTICLE II</b></p> <p>The CAC is governed by the <b>Ralph M. Brown Act and Government Code section 54950 et seq.</b></p>	<p>The CAC is governed by the <b>Leroy F. Greene School Facilities Act of 1998 and Education Code section 35140 et seq.</b></p>	<p>This change would reflect that fact that as of July 1, 2023, all CAC's throughout California are now governed by the Greene Act and not the Brown Act.</p>	<p>Yes</p>
<p><b>ARTICLE III</b></p> <p>Representatives who have served two full consecutive terms, or a total of <b>four</b> consecutive years, will not be eligible to serve for a period of one <b>two</b>-year term.</p>	<p>Representatives who have served two full consecutive terms, or a total of <b>six</b> consecutive years, will not be eligible to serve for a period of one <b>three</b>-year term.</p>	<p>This change would increase the length of member term from 2 years to 3 years will avoid a situation in which more than one- half of members are in their first year of a term, as required by Ed Code.</p> <p>NOTE: The change will not cause any additional work for, or impose more responsibility DSE, SFACE, or CAC.</p>	<p>No</p>
<p>The CAC shall have <b>thirty-two (32)</b> representatives</p>	<p>The CAC shall have <b>forty-two (42)</b> representatives</p>	<p>This change will allow more parents and guardians to serve on the CAC. Our strong publicity outreach last year resulted in many qualified candidates who applied for membership being turned away due to the current limit of 32 total members.</p> <p>This larger number is an upper limit and not a requirement, so the Committee would continue to function normally even if it were to have less than 42 members.</p>	<p>No</p>

EXISTING	PROPOSED	REASON FOR CHANGE	DSE RESPONSE
<p>Parent of students with exceptional needs or disabilities ... Minimum of <b>17</b> General Education Parents, including those with a 504 plan Adults with disabilities Community Member (non-parent) Representative of a public or private agency General Education Teacher Special Education Teacher Administrator Pupil with disabilities... no more than 15 combined</p>	<p>Parent of students with exceptional needs or disabilities ... Minimum of <b>22</b> General Education Parents, including those with a 504 plan Adults with disabilities Community Member (non-parent) Representative of a public or private agency General Education Teacher Special Education Teacher Administrator Pupil with disabilities... no more than <b>20</b> combined</p>	<p>The increase from 32 to 42 total members would give five (5) additional spots to the member category “Parents of students with exceptional needs or disabilities” and five (5) additional spots to all other categories combined.</p> <p>It would also maintain the legal requirement that parents of students with exceptional needs or disabilities shall constitute a majority (more than half) of total members.</p>	<p>No</p>
<p>Representatives may serve for a <b>two</b> school-year term (July 1-June 30), with half of the committee representatives’ terms expiring <b>on alternate years</b>. Terms begin on July 1st and end on June 30 <b>two</b> years later.</p>	<p>Representatives may serve for a <b>three</b> school-year term (July 1-June 30), with <b>one-third</b> of the committee representatives’ terms expiring <b>each year</b>. Terms begin on July 1st and end on June 30 <b>three</b> years later.</p>	<p>This change would update the timeframe language for when member terms expire if the term is increased from 2 years to 3 years.</p>	<p>No</p>
<p>Members who serve on the Executive Committee of the CAC (Chair, Vice- Chair, <b>Training and Education Officer, Secretary, Public Relations Officer, Parliamentarian, Historian,</b> and Student Representative)</p>	<p>Members who serve on the Executive Committee of the CAC (Chair, Vice Chair, <b>Secretary, Assistant Secretary, Training and Education, Public Relations, Parliamentarian-Historian,</b> and Student Representative)</p>	<p>This change would add a position of Assistant Secretary to support the Secretary in their duties. It would also correctly show the combined position title of Parliamentarian-Historian; remove the word “Officer” from the titles of two positions; and show the correct order in which officers are called on to preside over a meeting in the absence of a Chairperson and Vice Chairperson.</p>	<p>Yes</p>

EXISTING	PROPOSED	REASON FOR CHANGE	DSE RESPONSE
<p>Each representative is entitled to vote on those matters submitted to voting under subject matter jurisdiction of the SELPA and the <b>Ralph M. Brown Act</b>. 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.</p> <p>Voting on any issue (action items) is done based on the <b>Ralph M. Brown Act, Government Code § 54953</b> ...</p>	<p>Each representative is entitled to vote on those matters submitted to voting under subject matter jurisdiction of the SELPA and the <b>Greene Act</b>. 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.</p> <p>Voting on any issue (action items) is done based on the <b>Greene Act, Education Code § 35140</b> ...</p> <p><b>[CORRECT all instances of “Ralph M. Brown Act” or “Brown Act” with “Greene Act”]</b></p>	<p>This global change would show the transition from the Brown Act to the Greene Act. It will be updated in each instance within the entire document.</p>	<p>Yes</p>
<p>Representatives and alternates must be present at meetings for at least <b>two</b> hours to receive mileage and childcare reimbursement.</p> <p>Members must attend a minimum of <b>two</b> (2) hours to be counted as present.</p>	<p>Representatives and alternates must be present at meetings for at least <b>one and one-half</b> hours to receive mileage and childcare reimbursement.</p> <p>Members must attend a minimum of <b>one and one-half (1.5)</b> hours to be counted as present.</p>	<p>This change would reflect the recent CAC Executive Board decision to reduce the length of our committee meetings from three (3) hours to two (2) hours, with a corresponding reduction to the time a member must be present to receive mileage and childcare reimbursement.</p>	<p>Yes</p>
<p>Representatives authorized for teleconferencing privileges must comply with all requirements according to the Brown Act, Government Code section 54953.</p>	<p><b>[DELETE]</b></p>	<p>This change would remove a reference to “teleconferencing” in the Brown Act, which no longer governs the CAC.</p>	<p>Yes</p>

EXISTING	PROPOSED	REASON FOR CHANGE	DSE RESPONSE
<p>Non-student representatives may not be absent for more than a total of <b>three (3)</b> of the regularly scheduled meetings. After missing the third meeting, the representative's membership will automatically be terminated.</p>	<p>Non-student representatives may not be absent for more than a total of <b>two (2)</b> of the regularly scheduled meetings. After missing the third meeting, the representative's membership will automatically be terminated.</p>	<p>This change would correct a discrepancy within the same paragraph of existing language, which states both that a member may miss a total of three (3) meetings and still remain in good standing, and that after a member has missed a third meeting, their membership will automatically be terminated.</p>	<p>Yes</p>
<p><b>Participation in One or More Standing or Ad-Hoc Committee</b></p>	<p><b>Participation in One or More Standing or Ad Hoc Subcommittees</b></p>	<p>This change would correct the erroneous use of "committee" in the entire document to properly reflect the fact that CAC, as a committee, has within it subcommittees rather than committees.</p> <p><b>[CORRECT ALL improper instances of "committee" and replace with "subcommittee"]</b></p>	<p>Yes</p>
<p>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 <b>PCS</b> staff. All resignations received will be documented and kept on file at the Office of <b>Parent and Community Services</b> for a period of five years.</p>	<p>Any member may resign from his/her/their position at any time but must do so in one of the following ways: in writing or by e-mail to <b>SFACE</b> staff. All resignations received will be documented and kept on file at the Office of <b>Student, Family and Community Engagement</b> for a period of five years.</p>	<p>This change would remove the option for verbal resignations to require that this be done in writing.</p> <p>It would also update the document to reflect the change in department name and acronym from PCS to SFACE.</p> <p><b>[UPDATE ALL INSTANCES OF "PCS" TO "SFACE" whether acronym or spelled out]</b></p>	<p>Yes</p>
<p>A member may be terminated from the CAC when he/she speaks/acts on behalf of <b>any LAUSD committee</b> without prior authorization</p>	<p>A member may be terminated from the CAC when he/she/<b>they</b> speaks <b>or</b> acts on behalf of <b>the CAC</b> without prior authorization</p>	<p>The CAC Bylaws by definition control only the CAC and its members. It cannot control or impose consequences on what is done by a member of the DELAC or the PAC. It also adds the "they" pronoun</p>	<p>Yes to "they" only</p>

EXISTING	PROPOSED	REASON FOR CHANGE	DSE RESPONSE
<p><b>ARTICLE IV</b></p> <p>A member who has been terminated may not apply to be a member of the CAC for a period of one school year.</p>	<p>A member who has been terminated may not apply to be a member of the CAC for a period of one school year, not including the school year in which membership was terminated.</p>	<p>This change would clarify existing language to specify that a member who has been terminated due to poor attendance may not apply again for membership for the remainder of the year in which their membership was terminated, in addition to the following year. This requirement follows the School Site Council model.</p>	<p>Yes</p>
<p><b>ARTICLE V</b></p> <p>The officers of the CAC shall be:</p> <ol style="list-style-type: none"> <li>1. Chairperson</li> <li>2. Vice-Chairperson</li> <li>3. Training and Education Officer</li> <li>4. Parliamentarian and Historian</li> <li>5. Secretary</li> <li>6. Public Relations Officer</li> <li>7. Student Representative</li> </ol>	<p>The officers of the CAC shall be:</p> <ol style="list-style-type: none"> <li>1. Chairperson</li> <li>2. Vice Chairperson</li> <li>3. Secretary</li> <li>4. Assistant Secretary</li> <li>5. Training and Education</li> <li>6. Public Relations</li> <li>7. Parliamentarian-Historian</li> <li>8. Student Representative</li> </ol>	<p>This change would correct the order in which officer positions are listed. This is also the correct order in which officers are called on to preside over a meeting in the absence of a Chairperson and Vice Chairperson.</p>	<p>Yes</p>
<p>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.</p>	<p>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. STET</p>	<p>While this change was originally thought necessary to remove any potential confusion around its language, after discussion between the Chairperson and Parliamentarian it was agreed that the existing language is not only clear but also adds specificity around when during the runoff process a candidate may withdraw their name from further consideration without causing the entire voting process for this position to be restarted.</p> <p>[LEAVE AS IS]</p>	<p>No</p>

EXISTING	PROPOSED	REASON FOR CHANGE	DSE RESPONSE
<p><b>G. Officer Duties</b></p>	<p>[INSERT duties of Assistant Secretary]</p> <p>From Chat –  Assistant Secretary: 1. Be fair and impartial at all times 2. Assist the secretary in keeping minutes of all meetings 3. Assist the secretary in providing original meeting minutes to SFACE 4. Assist the secretary in conducting roll call and determining whether established 5. Assist the secretary in maintaining a current attendance roster 6. Be given the opportunity to serve as the secretary through succession</p>	<p>This change would add a list of duties for the Assistant Secretary, namely that this position supports the Secretary in all their duties.</p>	<p>Yes</p>
<p>The Vice-Chairperson shall:</p> <p>a) Represent the Chairperson in his/her absence or in assigned duties as prescribed by LAUSD.</p> <p>b) Assist with written motion forms.</p> <p>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 of all the requirements for running for Chairperson may nevertheless fill the office in the Chairperson’s absence or through succession.</p>	<p>The Vice Chairperson shall:</p> <p>a) Represent the Chairperson in his/her/their absence and perform duties assigned by the Chairperson.</p> <p>b) Assist with written motion forms.</p> <p>c) Serve as the Chairperson through succession if the Chairperson position becomes vacant during the year and if the Vice Chairperson accepts this position. If the Vice Chairperson does not accept an opportunity for succession, then a special election for Chairperson shall be held at the next regularly scheduled meeting. In the event a sitting Vice Chairperson who is not an LAUSD employee moves to the Chairperson position, this action creates a vacancy in the Vice Chairperson position which shall be filled by a special election held at the next regularly scheduled meeting, without delay.</p> <p>NOTE: A Vice Chairperson who is an LAUSD employee may preside over an individual meeting in the Chairperson’s absence, though this person is not eligible to ascend to the position of Chairperson through either succession or election.  [NO EMPLOYEE FOR EITHER POSITION?]</p>	<p>This change would correctly show the position title of Vice President without a hyphen.</p> <p>It would also add specificity around a Vice Chairperson who is an LAUSD employee, namely, that this person may not ascend to the position of Chairperson through succession or election.</p>	<p>Yes</p>

EXISTING	PROPOSED	REASON FOR CHANGE	DSE RESPONSE
<p><b>ARTICLE VI</b></p> <p>CAC shall hold its regular meetings monthly throughout the year. Each regular meeting will be scheduled to take up to <b>three</b> hours but may be extended in order to complete the agenda. <b>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 Subcommittees and Ad-Hocs, making, debating, and voting on motions, reviewing and approving meeting minutes, and discussing possible business for future meetings.</b></p> <p><b>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.</b></p>	<p>CAC shall hold its regular meetings monthly throughout the year. Each regular meeting will be scheduled to take up to <b>two</b> hours but may be extended in order to complete the agenda. <b>Where possible, no more than one (1) hour 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 60 minutes devoted to conducting the business of the CAC, such as hearing and discussing reports from Subcommittees, making, debating, and voting on motions, reviewing and approving meeting minutes, and discussing possible business for future meetings.</b></p> <p><b>Training and Education meetings, including informational presentations from divisions of LAUSD will, when possible, be held separately as needed, and generally on a monthly basis.</b></p>	<p>This change would update the document to reflect a recent CAC Executive Board decision to reduce the length of Committee meetings from three (3) hours to two (2) hours.</p> <p>NOTE: Further analysis is needed around the topic of whether CAC should continue to use the current model of alternating between “business” and “training” meetings or follow the concept laid out in existing Bylaws language, which specifies monthly “business” meetings with “training” meetings added to the calendar of “business” meetings, not alternating with these meetings.</p>	<p>Yes</p>

EXISTING	PROPOSED	REASON FOR CHANGE	DSE RESPONSE
<p><b>C. Teleconference</b></p> <p>Members of the CAC and members of the public may attend meetings in person or by teleconference.</p> <p>For the purposed of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. The teleconference location shall be identified in the agenda of the meeting and the location shall be accessible to the public. Government Code Section 54953 of the Ralph M. Brown Act dictates under what conditions these actions shall be taken:</p> <ol style="list-style-type: none"> <li>1. The teleconference meeting shall comply with all other requirements.</li> <li>2. All votes shall be taken by roll call.</li> <li>3. The agenda shall be posted at all teleconference sites.</li> <li>4. Each teleconference site shall be identified on the meeting’s posted notice and agenda.</li> <li>5. Each teleconference site shall be accessible to the public.</li> <li>6. The public shall be provided an opportunity to address the CAC from each of the teleconference sites.</li> <li>7. At least a quorum of CAC representatives shall participate from within the boundaries of the Local Plan Area jurisdiction.</li> </ol> <p>Representatives wishing to participate in CAC meetings via teleconference shall notify LAUSD, in writing, no less than five (5) business days before the scheduled CAC meeting. Such written notice will include the address of the proposed teleconference site. Teleconferencing representatives must submit a photo of the posted agenda.</p>	<p>[DELETE this Brown Act reference]</p>	<p>This change would remove a reference to, and definition of, “teleconferencing” in the Brown Act, which no longer governs the CAC.</p>	<p>Yes</p>



<p><b>ARTICLE VII</b></p> <p><b>E. Location of Meetings</b></p> <p>... A meeting is defined in the Brown 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 Ralph M. Brown Act.</p>	<p>[DELETE this Brown Act reference]</p>	<p>This change would remove a reference to the Brown Act, which no longer governs the CAC.</p>	<p>Yes</p>
	<p>[CORRECT all instances of “committee” and “sub-committee” to “subcommittee” as needed]</p> <p>[PLACE SUBCOMMITTEE DESCRIPTIONS IN ALPHABETICAL ORDER BY SUBCOMMITTEE NAME]</p>		<p>Yes</p>
<p><b>APPENDIX 2</b></p> <p><b>History</b></p> <p>... The Robert's Rules of Order, 11th edition, October 2013, is the accepted authority for almost all organizations today.</p> <p>...</p>	<p>... Robert's Rules of Order, 12th edition (2020) is the accepted authority today for nearly all organizations that follow parliamentary procedure. ...</p>	<p>This change would update the reference to Robert’s Rules of Order and specify the 12th Edition, which is the most current version.</p>	<p>Yes</p>

