



**Conejo Valley Unified School District**  
**Special Education**  
**District Advisory Council**  
**By-Laws**

**ARTICLE I: Name**

The name of this council shall be the Special Education District Advisory Council of the Conejo Valley Unified School District. It shall also be known as SEDAC.

**ARTICLE II: Purpose**

The Special Education District Advisory Council (SEDAC) shall advise the Conejo Valley Unified School District Administration and Board of Education on matters related to educational programs, policies, procedures, and specific actions being taken for students receiving special education services. The SEDAC will establish and maintain communication within the district by encouraging the sharing of needs, accomplishments, and activities in order to support a high-quality program for students receiving special education services.

**ARTICLE III: Membership**

**SECTION 1: Definition of Voting Member**

1. A voting member is defined as a representative from each school who is the parent of a student receiving special education services and supports and/or with Section 504 or IEP.
2. The voting member from each school is selected annually by the principal or principal's designee, with advisement from the School Site Council. If a school cannot fill this position with a parent of an identified student, the principal in collaboration with SEDAC Executive Board will choose a qualified representative.
3. The executive officers of the SEDAC are the parent of a student receiving special education services and supports and/or with Section 504 or IEP and shall hold all rights and privileges of a Voting Member.

## **SECTION 2: Definition of Alternate Members**

4. Alternate Members are non-voting representatives from each school who is the parent of student receiving special education services and supports and/or with Section 504 or IEP.

All members shall coordinate amongst themselves the various responsibilities collaboratively, to appropriately represent their school site and support the Voting Member.

Alternate Members may attend the regular meetings and participate in discussions, but shall only vote if the Voting Member is not present and has been designated as the Voting Member for that meeting.

## **SECTION 3: Definition of Non-Voting Participant**

1. Assistant Superintendent of Student Support Services and appropriate staff members shall be non-voting participants of the SEDAC.
2. A representative from the Board of Education shall be a non-voting participant of the SEDAC.

## **ARTICLE IV: Voting**

One school representative per school site may cast one vote on each matter submitted to a vote by the SEDAC. A school shall have only one vote. Decisions shall be made by a simple majority of those present entitled to vote. Any vote designated by the Executive Board as a major issue shall be by roll call, according to Robert's Rules of Order.

If a quorum is not reached, the following procedures will take place: No items shall be voted upon including approval of the agenda, minutes or proposed recommendations; minutes shall reflect that quorum was not met, the meeting shall continue and include the information/discussion items. These same procedures shall apply to the general meeting of the advisory council/committee as well as the meeting of its executive board.

## **SECTION 1: Alternate Members**

If an Alternate Member is designated to act on the Voting Member's behalf, then he/she/they will be introduced to the Members during roll call, and recognized by the Chairperson.

Once recognized, the Alternate Member will then have full voting privileges for all business during said meeting.

## **ARTICLE V: Officers/ Executive Board**

### **SECTION 1: Officers**

The officers of SEDAC shall be a Chairperson, Vice- Chairperson, Secretary, Parliamentarian and up to (6) six Members-at-Large, who shall be known as the Executive Board.

### **SECTION 2: Election**

The officers of the Special Education District Advisory Council shall be elected annually at the May meeting and assume office on July 1 of the following school year. The Nominating Committee shall present a prospective slate of qualified officers for election, and nominations shall also be accepted from the floor.

### **SECTION 3: Method of Voting**

Voting shall be by ballot if there is more than one candidate for an office, or in the case of a tie. The Parliamentarian shall conduct a roll call for distribution and collection of the ballots. If there is only one candidate, election shall be by voice.

### **SECTION 4: Term of Office**

The term of office is one (1) year beginning July 1 and ending June 30. No member shall be eligible to serve more than two (2) consecutive terms in the same position.

### **SECTION 5: Removal from Office**

Any officer may be removed from office by a two-thirds (2/3) vote of the voting members of the Council.

### **SECTION 6: Vacancy**

If a position of the Executive Board becomes vacant, then it shall be filled by election. The election shall be held at the first regularly scheduled meeting following the announcement of the vacancy to the membership.

## **ARTICLE VI: Meeting of the Special Education District Advisory Council**

### **SECTION 1: Regular Meetings**

SEDAC shall meet a minimum of six times during the school year at regularly designated times.

## **SECTION 2: Special Meetings**

Special meetings may be called by the Chairperson or by petition of one-third (1/3) of those entitled to vote at a council meeting.

## **SECTION 3: Place of Meetings**

The Special Education District Advisory Council shall hold its regularly scheduled meetings and its special meetings in a facility provided by the school district.

## **SECTION 4: Notice of Meetings**

Notices of meetings shall be posted publicly 72 hours prior to the scheduled meeting.

Notices of meetings shall be sent to the Board of Education, the Superintendent, the Assistant Superintendent of Instruction, appropriate district staff, and to each designated site for public posting, each member, and to such other persons as the SEDAC may deem appropriate or necessary.

## **SECTION 5: Agenda**

The agenda shall be included with the notice of meetings and posted 72 hours prior to scheduled meeting in compliance with the Greene Act.

It shall be the responsibility of the Executive Board, together with the Assistant Superintendent of Student Support Services to prepare an agenda for distribution to all members prior to each Special Education District Advisory Council meeting.

## **SECTION 6: Meeting Minutes**

The secretary shall draft minutes of each general meeting and executive board meetings. Minutes shall reflect any actions taken and a brief summary of information and discussion. District staff shall finalize meeting minutes in order to provide greater consistency across all district advisory councils and committees.

## **ARTICLE VII: Committees**

### **SECTION 1: Standing Special Committees**

The Chairperson or Executive Board shall appoint standing or special committees as deemed necessary to carry out the work of the Council. The Chairperson shall be ex officio member of all committees except the Nominating Committee.

## **SECTION 2: Nominating Committee**

Members of the nominating committee shall present a prospective slate of qualified officers for election at the annual May meeting of the SEDAC.

1. Nominating committee will be established no later than two regularly scheduled meetings of the SEDAC prior to the May election.
2. Nominating committee will consist of no fewer than three current members of the SEDAC.

## **SECTION 3: Citizen Advisory Committees**

CVUSD Board Policy 1220 "Citizen Advisory Committees" establishes that "Citizen advisory committees shall serve in an advisory capacity; they may make recommendations, but their actions shall not be binding on the Board or Superintendent." Therefore, advisory councils/committees may vote to approve its agenda or minutes, but all other action items shall be a vote on "advisory recommendations" and shall be placed on the agenda as such.

## **ARTICLE VIII: Parliamentary Authority**

SEDAC meetings shall be conducted in accordance with the Greene Act. The rules contained in the current edition of Robert Rules of Order Newly Revised shall govern the Council in all matters to which they are applicable and in which they are not inconsistent with these By-Laws and any Standing Rules the Council may adopt.

## **ARTICLE IX: Amendments of By-Laws**

These By-Laws may be amended at any regular meeting of the SEDAC General Meeting as follows:

- Proposed Amendment(s) shall appear on the Agenda as an "information/discussion" item.
- At the following General Meeting, the Proposed Amendment(s) shall appear on the Agenda as an "Action Item".
- A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. The two-thirds (2/3) vote will be the method of voting. A Voting Member can vote yes, no, or abstain. Proxies are not permitted.

**BY-LAWS Reviewed and Amended:**

**Reviewed:** *March 7, 2023*

**Amended:** *March 15, 2023*

**Adopted:** *May 10, 2023*