

Bylaws of the Texas Special Education Continuing Advisory Committee

Adopted June 14, 2007

ARTICLE I: Name

Section 1

The name of the State Special Education Advisory Committee is the Continuing Advisory Committee (CAC).

ARTICLE II: Purpose

Section 1

The CAC provides policy guidance with respect to special education and related services for children with disabilities in Texas. Specifically, the CAC will:

- advise the Texas Education Agency (TEA) of needs within the state in the education of children with disabilities;
- comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities;
- advise the TEA in developing evaluations and reporting on data to the Secretary of Education under Section 1418 of the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. §1418;
- advise the TEA in developing corrective action plans to address findings identified in federal monitoring reports under Part B of IDEA; and
- advise the TEA in developing and implementing policies relating to the coordination of services for all children with disabilities under IDEA Part-B.

(20 U.S.C. §1412(a)(21)(D); 34 CFR §300.169)

Section 2

The CAC provides for representation and statewide participation in decision making related to the education of children with disabilities by receiving input and making recommendations to TEA. Through this activity, the CAC serves as a liaison between the statewide populace, the TEA and other organizations within the executive branch.

ARTICLE III: Membership

Section 1

The membership of the CAC will comply with applicable state and federal statutes (20 U.S.C. §1412(a)(21)(B) and (C); 34 CFR §300.168; Texas Education Code (TEC) §29.006). A majority of the members of the CAC will be individuals with disabilities or parents of children with disabilities. The use of the terms “children with disabilities” and “parent” are consistent with the definitions contained in federal and state statutes, regulations, and commissioner rules. (20 U.S.C. §§1401(3), 1401(23); 34 CFR §300.8; §300.30; Texas Administrative Code (TAC) §89.1040)

Section 2

Members of the CAC will be appointed by the Governor in accordance with TEC §29.006 and 20 U.S.C. 1412(a)(21). Members of the CAC will serve for terms specified at the time of their appointment, consistent with TEC §29.006.

ARTICLE IV: Meetings

Section 1

The time and place of regular meetings will be determined annually by the CAC in conjunction with the TEA. The annual schedule of regular meetings will be no less than four (4) meetings each year. Special meetings may be called by the Chair when he or she determines that a special meeting is necessary or when he or she receives written requests from at least four (4) members that a special meeting be called.

Section 2

Members of the CAC as well as non-voting representatives from the TEA (including the state director of special education) and the Office of the Governor will be notified of the time and place of regular meetings and any special meeting called as provided above at least ten (10) days prior to the time of the meeting.

Section 3

Members must attend at least one half of the regularly scheduled meetings of the CAC during a 12 month (July 1 through June 30) period. If a member misses two regular meetings in a row without prior written notification to the Chair, the Chair (or, if the Chair is the member who has missed at least one-half of the regularly scheduled meetings, the Vice Chair) will report such member's absences to the Office of the Governor.

Section 4

A quorum for meetings will consists of at least forty percent (40%) of the CAC.

Section 5

Meetings of the CAC will be conducted informally and with proper decorum, and not in accordance with Robert's Rules of Order (Revised); however, any member present at a meeting may invoke Robert's Rules of Order (Revised) whenever such member deems it necessary to the conduct of the meeting.

ARTICLE V: Officers, Terms and Duties

Section 1

Elected officers of the CAC are a Chair and two Vice Chairs.

Section 2

The officers are elected by a majority of the members present at the annual planning meeting.

Section 3

The term of office for elected officers will be for one (1) year commencing after the annual planning meeting.

Section 4

The Chair has the authority to appoint ad hoc subcommittees for specific time-limited purposes.

ARTICLE VI: Amendments

Section 1

Amendments to these Bylaws will be submitted in writing to the members at least fifteen (15) days prior to the date of the regular or special meeting at which the proposed amendment is to be considered by the CAC.

Section 2

These Bylaws may be amended by majority vote of the members present at the regular or special meeting at which the proposed amendment is considered by the CAC.