

APPENDIX B

Bylaws of the Community Advisory Committee

Removal. Any officer may be removed by a two-thirds vote

(c) The Secretary shall:

- (i) maintain membership and attendance records;
- (ii) seek CAC approval prior to public distribution of materials;
- (iii) record, or cause to be recorded, accurate, concise, and permanent minutes of the CAC meetings;
- (iv) attend to correspondence;
- (v) act as Treasurer as the need arises;
- (vi) maintain a current list of CAC members, including dates of initial membership and end of membership;
- (vii) maintain a current list of CAC Officers, including date of appointment and date of the end of term;
- (viii) enter all amendments to the bylaws onto the master copy thereof;
- (ix) assist with the preparation and distribution of agendas for CAC meetings, as requested; and
- (x) assume other responsibilities as directed by the chairperson.

ARTICLE IX
RATIFICATION

Recommendation for ratification of the bylaws requires a two-thirds vote of the CAC members present. The recommendation is then forwarded to the SELPA Executive Director and is subject to approval by the Board.

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