

**California Perkins Nontraditional and Special Populations  
Joint Advisory Committee  
By Laws**

**Committee Objectives**

In order to meet the needs of special population's students,\* the committee will:

- Identify best practices, standards and program issues, and necessary program development (statewide and nationally) to serve students who are members of special populations or are participants in nontraditional programs.
- Promote curriculum development activities that are responsive to statewide need for serving students who are members of special populations.
- Promote professional development activities that are responsive to statewide needs for serving students who are members of special populations.
- Identify best practices for student support structures and necessary program development to serve students who are members of special populations or are participants in nontraditional programs.
- Identify partnership opportunities and mechanisms to maximize program effectiveness and strengthen existing linkages between the California Perkins Nontraditional and Special Populations Joint Advisory committee and appropriate professional associations.
- Identify and disseminate information regarding effective strategies, programs, and techniques for serving students who are members of special populations.
- Coordinate activities related to the operation of the Joint Special Populations Advisory committee.

The committee will vote on issues within the scope of the above objectives. The committee must also vote on the annual budget and work plan of the committee and any changes to these, as well as on membership issues described below. A quorum of designated voting representatives (see below) must be present in order to conduct official business and take action. A quorum will consist of one-third filled designated voting representative positions. Measures may be passed by one-third of the quorum.

The committee is not a political advocacy group and cannot endorse political issues, candidates, or commercial products. It may showcase materials and research for consideration by others.

\* Special population students are defined as: economically disadvantaged, limited English proficient, disabled, single parents, displaced homemakers, or students pursuing careers nontraditional to their gender.

### **Committee Composition**

The committee will be composed of designated voting representatives and ex-officio members. The committee will be staffed, as necessary, by non-voting members who are contracted to carry out and/or support the work of the committee.

### **Designated Voting Representatives**

Up to ten members will represent the California Community Colleges (CCC). Up to ten members will represent the California Department of Education (CDE) to include K-8, secondary, ROP, and adult education.

Up to ten members will represent private and public sector groups with interest and expertise in serving special populations. This may include representatives from industry, labor, professional organizations, community-based organizations, affiliated agencies, and/or four-year universities.

The designated voting representatives will have expertise in serving special populations, including a working knowledge of the system they represent (secondary education, post-secondary education, or the public/private sector). In accordance with CDE and CCC conflict of interest requirements, no JSPAC member shall intentionally use his/her association with the committee to profit personally and/or financially.

The ten CCC representatives will include one member from the four single-region consortia (4 representatives), and two members from each of the three double-region consortia (6 representatives). To fill a vacancy for community college representatives, the community college project monitor will request that the chair of the appropriate regional consortium identify a replacement.

The process for recommending and approving a new K-12 and Adult representative shall be as follows. Any proposed or potential member of the JSPAC must complete a membership application. If the applicant has a supervisor, the applicant must identify that person on the application form. The applicant will be interviewed by the CDE Project Monitor. With the Project Monitor's approval, the application will be forwarded to the CDE Unit Administrator. With the Unit manager's approval, a letter will be sent by the JSPAC fiscal agent's responsible administrator to the supervisor identified by the nominee on the application form. The letter will briefly describe the purpose of the JSPAC, the new member's role, meeting dates, and request his/her release time to participate on the Committee. The supervisor will be asked to respond to the JSPAC responsible administrator either in writing or by email. When the JSPAC responsible administrator receives the response, the information will be forwarded to the CDE monitor. If approved by the nominee's supervisor, the CDE Project Monitor will contact the nominee that he/she has been approved for JSPAC membership. All documentation will go to the fiscal agent for the JSPAC project files.

Representatives from the private and public sectors will be nominated and selected by the voting members of the committee.

A formal letter of invitation from the fiscal agent's responsible administrator and the committee co-chairs will be sent to each identified member.

Each voting representative may identify an alternate. Identified alternate members serve as back-up to the designated representative if the designated representative is unable to attend committee meetings. When serving as back-up, the alternate member has the privilege to cast votes and have travel expenses reimbursed. When not serving as back-up, alternate members may attend meetings at their own expense and participate in committee discussions, but may not vote.

### **Ex-Officio Members**

Ex-officio members may be identified by the project monitors and committee co-chairs. Ex-officio members will be identified because of their unique perspective and expertise in meeting the needs of special population students. After consultation with the advisory committee, other interested individuals may be appointed to one or more subcommittee. Individuals appointed to subcommittees will not have voting rights as an advisory member but may if funding is available be reimbursed travel expenses to participate in support of JSPAC.

### **Committee Staff**

The committee staff includes the project monitors from the California Community Colleges Chancellor's Office (CCCC) and the California Department of Education (CDE), the fiscal agent's responsible administrator, and individuals contracted to carry out and/or support the work of the committee. The committee staff does not vote on issues before the committee.

### **Terms of Appointment for Committee Members**

Terms for designated voting representatives will be for three years. Designated voting members may renew their terms. Terms of ex-officio and supporting members will be for one year, with the opportunity for reappointment to additional one-year terms subject to the approval of the project monitors and co-chairs.

At the last meeting prior to June 30, all voting members whose term is ending in the specific current FY will indicate whether they will continue with the JSPAC in the following fiscal year. Voting members not in attendance at this meeting will be contacted by the fiscal agent's responsible administrator.

Each committee member's term of appointment will be listed on the official roster of members maintained by the fiscal agent's responsible administrator. Any identified alternates will also be listed on the official roster.

Failure of a designated voting member to participate in two consecutive meetings, without representation by his or her alternate or notifying the fiscal agent's responsible investigator of the extenuating circumstances, will result in the member being removed. The decision to remove a member will be communicated via a letter or email from the

committee co-chairs and the project monitor from either the California Community Colleges or the California Department of Education as appropriate. Removed members may attend meetings but are not eligible to vote or receive travel reimbursements.

### **Committee Meetings**

The Committee will meet at least three times per year either in person, electronically, or by videoconference. One meeting will take place near the end of the fiscal year. Notice of meetings will be at least two weeks prior to the date. Meetings will be held at sites determined by the committee leadership team (see below) after consultation with the committee members. Special meetings may be called by the co-chairs or by majority vote of the committee.

A quorum of designated voting members must be present in order to conduct official business and take action. A quorum will consist of one-third of the designated voting membership positions filled. Measures may be passed by a majority of the quorum.

Committee meetings are open to the general public. Persons interested in statewide efforts on behalf of special population students are welcome to attend, however transportation and meal costs for the meetings will not be covered. Meeting times and dates will be posted on the Advisory Committee's website at <http://www.jspac.org>.

### **Subcommittees**

The advisory members may select one or more subcommittees, each of which will consist of at least two committee members. Committee members may be members of the advisory committee of JSPAC, or other interested individuals. After consultation with the advisory committee, other interested individuals, supporting members may be appointed to one or more subcommittee. Supporting members will not have voting rights as an advisory member and be reimburse for travel but may if funding is available to participate in support of JSPAC.

### **Electronic Voting**

If a situation arises that requires a vote of the committee that cannot be postponed until the next meeting, the committee co-chairs may schedule an electronic vote of the committee. Designated voting committee members will be emailed an explanation of the voting situation by the fiscal agent's responsible administrator and the co-chairs, and allowed a minimum of three days to respond. The measure will be passed if a majority of the designated voting committee members respond affirmatively. The committee co-chairs must report back to the full committee the results of the electronic voting.

### **Reimbursement**

If necessary, designated voting committee members (or their identified alternates when serving in place of the designated voting member) will be reimbursed for their travel expenses to attend committee meetings per procedures established by the fiscal agent.

**Responsibilities of Designated Voting Members:**

- Attend JSPAC meetings
- Actively carry out the goals and activities of the committee
- Disseminate information from the committee meetings to colleagues
- Community college representatives must provide feedback to their regions and/or other related committees to which they belong.

**Committee Co-Chairs**

The Committee will elect co-chairs: one from the California Community College representatives and one from the California Department of Education representatives. The co-chairs will serve for a period of two years. A co-chair may serve for more than one term.

Election of the co-chairs will be on alternate years so that one co-chair's term ends in the middle of the other's term. Elections will take place at the last meeting of the fiscal year. The newly elected co-chair will take office at the beginning of the next fiscal year. Co-chair responsibilities include:

- Convene the committee leadership team (see below) as deemed appropriate.
- Facilitate committee meetings
- Oversee and sign official committee documents
- Appoint sub-committees as needed
- Contribute to plans for any workshops or conferences
- Provide input to the end-of-year report

Should a co-chair need to resign before his/her term is complete, he/she will notify the project monitors and the JSPAC responsible administrator. Committee members will be notified of the need for a replacement co-chair by the JSPAC responsible administrator, and will be asked to submit nominations for a replacement to the project monitors and responsible administrator. The JSPAC administrator will contact the nominee(s) to make certain they are willing to have their names put forward. The JSPAC responsible administrator will ask the designated voting representatives to vote for a new co-chair from among the nominees who agree to have their names put forward. The election will be by electronic vote, or take place at the next JSPAC meeting if it occurs within a month of the identification of nominee(s). The elected replacement co-chair will complete the term of the resigning co-chair.

**Committee Leadership Team**

The Committee Leadership Team will be composed of:

- Committee co-chairs
- Project monitors from the California Community Colleges Chancellor's Office and the California Department of Education
- Fiscal agent's responsible administrator, and
- Individuals contracted to carry out and/or support the work of the committee.

The leadership team will develop the meeting agendas and determine the time and location of the meetings. The team will also draft the workplan and activities for the committee to be presented to the full committee for approval.

**Responsibilities of the fiscal agent's responsible administrator:**

- Maintain a roster of the committee's designated voting and ex-officio/alternate members.
- Each June determine the membership status of each person on the committee.
- Make all necessary committee meeting arrangements, i.e. location, food, etc.
- Prepare and send out meeting notices.
- Take minutes during the committee meetings and distribute to committee members in a timely fashion.
- Maintain JSPAC website and ensure all committee correspondence is available online in a timely manner.
- Manage all fiscal transactions.
- Prepare end-of-year and fiscal reports.
- Implement committee recommendations as appropriate.