

# **BYLAWS OF THE ORANGE COUNTY SPECIAL EDUCATION ALLIANCE**

## **NAME AND PRINCIPAL OFFICE**

The name of the organization shall be the Orange County Special Education Alliance. The principal office of the organization is located at the Orange County Department of Education, 200 Kalmus Drive, Costa Mesa, California 92626. The Executive Committee may change the location of the principal office.

## **RESPONSIBILITIES**

The Orange County Special Education Alliance (hereinafter the “Alliance”) shall serve as a public entity separate and apart from its member districts as an Orange County collaborative to support systemic legal change in special education. The Alliance is established to provide support to districts in selected special education cases, to analyze special education decisions and rulings brought to the Alliance by member districts, to assist districts in the funding of litigation and appeals of administrative and judicial decisions and rulings, to provide leadership for advocating legislative and administrative change by working with legislators and state agencies, to provide a representative to attend the Office of Administrative Hearings (OAH) Special Education Advisory Committee meetings and to provide staff development and training to school district and county office staff on critical special education issues of countywide significance.

## **REGULAR MEETINGS**

The Alliance Review Committee shall meet regularly each school year. Meeting dates and places shall be determined by the Alliance and communicated to the members of the Alliance in accordance with the applicable provisions of the Brown Act.

## **SPECIAL MEETINGS**

Special meetings may be called by the Chairperson of the Orange County Superintendents Association, the Chair of the Review Committee, or by a majority vote of the Executive Committee in accordance with the applicable provisions of the Brown Act.

## **NOTICE OF MEETINGS**

The time and place of each regular meeting shall be communicated to all members of the Alliance. Notification shall be in writing or by e-mail in accordance with the applicable provisions of the Brown Act.

## **CONDUCT OF MEETINGS**

Conduct of meetings shall follow the parliamentary procedures of Robert's Rules of Order when applicable and consistent with these Bylaws, the First Amended Joint Powers Agreement, the Education Code, and other applicable federal and state laws. An agenda for the meeting will be prepared for the meeting and minutes will be taken in accordance with the provisions of the Brown Act.

## **VOTING**

Unless otherwise specified by these Bylaws, all decisions of the Alliance shall be made only after an affirmative vote of a simple majority of the Executive Committee quorum being present or after an affirmative vote of a simple majority of the Review Committee quorum being present if such function has been delegated to the Review Committee.

## **EXECUTIVE COMMITTEE**

The Executive Committee shall include each of the superintendents of participating school districts in Orange County and the Orange County Superintendent of Schools. A quorum shall exist when a majority of participating superintendents are present.

The Executive Committee shall develop and publish Bylaws governing the establishment and maintenance of the Alliance. A copy of the Bylaws will be provided to each of the members of the Alliance. Each party to the First Amended Joint Powers Agreement agrees to comply with or be bound by the provisions of the Bylaws and further agrees that the Alliance will be operated pursuant to the First Amended Joint Powers Agreement and the Bylaws.

The Executive Committee may amend the Bylaws by a majority vote of the quorum present. The Executive Committee shall function as the Board of Directors of the Alliance and may elect officers if it so chooses.

The Executive Committee shall administer the First Amended Joint Powers Agreement and the Bylaws, or delegate such duties to the Review Committee. The Executive Committee shall exercise the functions of the Alliance, and shall possess powers which include but are not limited to the following:

1. To make and enter into contracts.
2. To employ agents and employees.

3. To incur debts, liabilities or obligations related to the purpose of the Joint Powers Agreement.
4. To take legal action on behalf of the Alliance, address legal issues collaboratively, support district legal actions, and file amicus briefs consistent with the Joint Powers Agreement.
5. To provide staff development and training to member districts.

The Executive Committee may delegate any of its duties or functions to the Review Committee. The Executive Committee may rescind any action of the Review Committee by a majority vote of the Executive Committee.

### **REVIEW COMMITTEE**

There shall be a 12-member Review Committee. The Review Committee shall be constituted as follows:

- Five superintendents of school districts in Orange County representing five geographical districts (as set forth in Attachment I) within Orange County. Each of the five districts shall have no less than four school districts and no more than seven school districts in the geographical district.
- Three special education administrators from SELPA or school districts in Orange County.
- Two attorneys in private practice representing school districts in special education matters and one attorney in private practice as an alternate. One attorney from the Orange County Department of Education, one business official from a school district in Orange County.
- There shall be no more than one representative from any individual district.

The terms for members of the Review Committee shall initially be for two and three year terms (six appointed for two years and six appointed for three years). Thereafter, each member shall serve a two year term. There shall be no limit on the number of terms served by an individual. A quorum shall exist when a minimum of three superintendents are present. The Chair of the Review Committee shall be one of the five superintendents on the Review Committee selected by the five superintendents. A Vice Chair shall also be selected by the five superintendents. The remaining members of the Review Committee shall be selected by the five superintendents on the Review Committee. The Review Committee shall carry out all duties and functions delegated to it by the Executive Committee. The Chair of the Review Committee shall bring the recommendations of the Review Committee to the Executive Committee and regularly update the Executive Committee of any action taken by the Review Committee.

## **SUBCOMMITTEES**

Subcommittees may be appointed by either the Executive Committee or the Review Committee. All subcommittees must be approved by a majority vote of either the Executive Committee or the Review Committee.

Subcommittees shall meet as often as necessary to conduct their tasks. Time, place and means of notification of the subcommittee meetings shall be determined by the subcommittee.

## **VACANCIES**

In the case of a vacancy, the Review Committee shall appoint an individual to fill a vacancy and the Chair of the Review Committee shall inform the Executive Committee of such appointment. Vacancies occur in the event of death, removal or resignation of any member of the Review Committee. A member of the Review Committee may be removed by a majority vote of the Executive Committee.