

ADOPTED OCTOBER 19, 2017

Previously Revised May 19, 2015

Contra Costa County School Boards Association Bylaws

ARTICLE I - NAME AND PURPOSE

Section 1: Name

This organization is an unincorporated association and shall be known as the Contra Costa County School Boards Association (CCCSBA).

Section 2: Purpose

The purpose of this association shall be:

- A. To preserve, advance, and improve public schools.
- B. To promote cooperation, sharing, and good working relationships between and among
 - 1. Its members, and
 - 2. Its members and government agencies throughout Contra Costa County.
- C. To provide an opportunity for the development of school board member skills.
- D. To advocate, promote and clarify the governance responsibility of school boards in ways that help the public understand the importance of the board's policy role.
- E. To support and promote the enactment of legislation leading to programs and policies beneficial to students and the removal or change of legislation harmful to students.
- F. To maintain liaison with other groups, organizations and agencies whose interests and actions are of concern to CCCSBA.
- G. To encourage and cooperate with all persons and associations whose interests and purposes are the betterment of educational opportunities for the students of California.
- H. To recognize the service of board members in Contra Costa County on the anniversary of service in increments of five years.

ARTICLE II - MEMBERSHIP AND DUES

Section 1: Membership

Each public school district governing board in Contra Costa County is eligible for membership in CCCSBA by requesting that it be enrolled as a member and by paying dues. The Contra Costa County Board of Education and Contra Costa Community College District Governing Board are also eligible for membership, and may become members in the same manner.

Each member of CCCSBA shall have one vote. If a member wishes to resign, it may do so by sending a letter stating so to the CCCSBA Board of Representatives. The termination of membership will be effective immediately.

Section 2: Dues

The CCCSBA's Board of Representatives shall establish the dues to be paid by members. Members shall pay their dues by August 1st. The fiscal year of the CCCSBA shall be concurrent with the school fiscal year.

ARTICLE III - BOARD OF REPRESENTATIVES

Section 1: Governing Board

The governing board of CCCSBA shall be the Board of Representatives. The Board of Representatives may act on behalf of CCCSBA in fulfilling the purpose of CCCSBA.

Each member shall select one representative to CCCSBA. This representative must be a current member of the member's board. The representatives selected by members shall comprise the CCCSBA's Board of Representatives.

Section 2: Time of Appointment

Each member shall appoint a representative to CCCSBA in the spring of each year, and notify CCCSBA of the appointment by May 15th.

Section 3: Term of Office

Each representative should be appointed for one year. Terms of appointees shall run from July 1 to June 30 of each school year.

Section 4: Meetings

The Board of Representatives will generally meet quarterly, or upon the call of the President or at the request of four directors, to further the purpose of the Association; fill

vacancies in elected offices; and approve the program for the year. Active participation by the members of the Board of Representatives is important to meet the goals and objectives of CCCSBA. Meetings of the Board of Representatives may take place, if appropriate, via teleconference, webinar or other technological methods that are available to and accessible by all representatives.

Section 5: Vacancies

If the representative to CCCSBA from any member board resigns or cannot serve for any reason, that member shall have the right to immediately appoint a successor from among its current members. CCCSBA must be notified of this action as soon as possible. In no event shall a representative be absent for three successive meetings of the Board of Representatives without apprising the member board of this fact and of its right to send an alternate or appoint another representative. If a representative does not attend three successive meetings, the CCCSBA President shall discuss the matter with the member board to determine whether a vacancy does exist.

Section 6: Quorum

A quorum of the Board of Representatives shall be seven members.

ARTICLE IV - DUTIES OF THE BOARD OF REPRESENTATIVES

Section 1: General Duties

Maintaining CCCSBA as a viable organization in fulfilling its purpose requires that representatives commit themselves to meeting the following duties:

- A. Board representatives are expected to attend all Board of Representatives meetings, or to send an alternate in their place.
- B. Board representatives may be asked to serve on various committees, such as Program, Audit, Legislative, and Nominating.
- C. Board representatives act as liaisons between CCCSBA and their home boards, and are expected to promote interest and keep lines of communication open among member boards and CCCSBA.
- D. Board representatives act on behalf of their home boards on issues brought before CCCSBA.

ARTICLE V - OFFICERS

Section 1: Election of Officers

At a meeting of the Board of Representatives held in May or June of each year, the Board of Representatives shall elect the following officers: President, 1st Vice President for Program, 2nd Vice President for Legislation, 3rd Vice President for Communications, Secretary, and Treasurer. Each officer shall be a current board member of a member of CCCSBA. The term for each officer will be one year. Officers shall take office on July 1 following the election, and shall serve until their respective successors are elected.

Section 2: Process for the Election of Officers and Representatives of CCCSBA

- A. The election of officers and representatives of CCCSBA to other organizations will take place in the following manner:
1. The Nominating Committee will solicit nominations and present a list of candidates for consideration by the Board of Representatives.
 2. Nominations will be communicated to members via email or U.S. mail.
 3. Member boards may notify the Nominating Committee of any additional nominations by the end of April.
 4. The Board of Representatives will vote at a general meeting in May or June. Nominations from the floor may be made at that time. The candidate who receives a plurality of the votes cast will be elected to that position. The results of the election will be announced promptly after votes are cast.
- B. If any officer ceases to be a member of the governing board of his/her school district or resigns from office, the Board of Representatives shall appoint a successor to fill the unexpired term.
- C. In the event it is necessary to select an individual to represent CCCSBA with or before another organization outside of the normal election calendar, the Board of Representatives shall appoint that individual.

ARTICLE VI - DUTIES OF OFFICERS

Section 1: President

The President of CCCSBA shall call, prepare the agenda and preside over all meetings of the Board of Representatives and CCCSBA; be the official representative of CCCSBA; appoint all committees, unless otherwise ordered by the Board of Representatives;

recommend elected school board members to be representatives of CCCSBA on other appropriate boards or commissions; serve as the ex-officio member on all committees except the Nominating Committee; and be the liaison with other groups, organizations, and agencies whose interests and actions are of concern to CCCSBA.

Section 2: 1st Vice President

The 1st Vice President shall assume the powers and duties of the President in his/her absence; act as Program Chairperson of CCCSBA; develop education program events and trainings for consideration by the Board of Representatives; arrange for speakers and suitable meeting places; and evaluate the effectiveness of programs in supporting the purpose of CCCSBA.

Section 3: 2nd Vice President

The 2nd Vice President shall assume the powers and duties of the President in the absence of the President and the 1st Vice President, and shall be the chairperson of the Legislative Committee. As chairperson of the Legislative Committee, the 2nd Vice President shall represent CCCSBA in matters of concern to Contra Costa County as determined by the Executive Committee and shall maintain liaison with local and state California School Boards Association officials to ensure maximum effective attention to legislative matters affecting public education in Contra Costa County.

Section 4: 3rd Vice President

The 3rd Vice President shall assume the powers and duties of the President in the absence of the President and the 1st and 2nd Vice Presidents, and shall be responsible for developing and executing an outreach plan that involves communicating with the CCCSBA membership, using tools such as websites, listservs, Blogs, newsletters, press releases, etc. The Communications Chair will create and execute the communication strategies necessary to increase awareness of CCCSBA issues, accomplishments, and actions, and to more directly involve the membership in the workings of CCCSBA.

Section 5: Secretary

The Secretary shall be responsible for maintaining accurate minutes of all meetings and carrying on the official correspondence of CCCSBA. The Secretary shall be responsible for working with the President to prepare the agenda and for distributing the agenda, minutes and other materials pertinent to the business of CCCSBA, as well as maintaining the files and records of CCCSBA.

Section 6: Treasurer

The Treasurer shall be responsible for providing and following proper banking procedures and shall be responsible for preparing a financial report for each Board of Representatives meeting. If requested by the Executive Committee or Board of

Representatives, the Treasurer shall arrange for an annual audit of CCCSBA's financial records.

ARTICLE VII - COMMITTEES OF THE BOARD

Section 1: Executive Committee

The elected officers of CCCSBA (President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, and Treasurer) shall comprise the Executive Committee. The immediate past-President, or another designee from the immediate past Executive Committee, shall serve as an ex-officio member.

The Executive Committee shall meet to conduct administrative matters on the call of the President or at the request of three members of the Executive Committee. Meetings of the Executive Committee may take place, if appropriate, via teleconference or other technological methods that are available to and accessible by all committee members.

The Executive Committee shall have the power to approve the disbursements of funds and shall act in administrative matters affecting the welfare of CCCSBA.

If any member of the Executive Committee ceases to be a member of the governing board of his/her district or resigns from office, the Board of Representatives shall appoint a successor to fill the unexpired term.

Section 2: Legislative Committee

The 2nd Vice President shall be the chairperson of this committee and shall have the delegated authority to call meetings of this committee. The committee shall be comprised of a balanced representation of members from small districts and large districts, and East, Central and West County. The committee's purposes are to promote and protect public education in the legislative process and to further the position of the CCCSBA on legislative matters. The legislative platforms of the California School Boards Association (CSBA), the California County Boards of Education (CCBE), and the Community College League of California (CCLC) will be a reference and provide guidance to CCCSBA's participation on legislative matters.

Section 3: Nominating Committee

The Executive Committee will appoint a Nominating Committee consisting of up to three members of the Board of Representatives. The Nominating Committee shall follow the procedures set forth in Article V, Section 2 for identifying candidates and representatives to outside organizations.

Section 4: Special Committees

Special Committees may be authorized by the Board of Representatives from time to time for specific purposes and periods of time. When so authorized and appointed, such committees shall perform such functions as are specifically assigned to them by the Board of Representatives and report their findings or actions to the Board of Representatives in writing. Progress reports may be made verbally and noted in the minutes.

ARTICLE VIII - REPRESENTATIVES TO OTHER ORGANIZATIONS

Section 1: The Need for Association Representation

Furthering the purpose of CCCSBA may be facilitated by establishing formal representative positions with governmental or other policy-making bodies whose decisions affect the education of students served by school districts in Contra Costa County.

Section 2: Representative to North Coast Section (NCS), CIF Board of Managers

The NCS Board of Managers is the governing body for the 139 member schools of the North Coast Section, CIF. Its governance issues include promotion of the values of educational athletics, establishment and implementation of student eligibility standards, and development and conduct of post-season playoffs.

The CCCSBA representative to the NCS/CIF must serve on a CCCSBA member school board whose district is a CIF participant.

The duties of the CCCSBA Representative to the NCS/CIF are to:

- A. Attend three regular NCS/CIF meetings each year and arrange for an alternate if necessary.
- B. Communicate NCS/CIF meeting agendas in a timely fashion to Presidents of CCCSBA member school boards, and determine a satisfactory method of receiving feedback from school boards regarding any action to be taken.
- C. Be aware that he/she is representing school districts whose needs and interests may be different than the needs and interests of the representative's own school district.
- D. Notify CCCSBA members about various NCS/CIF policies so that members may determine if their own policies should be revised.

- E. Give an update at general meetings of the CCCSBA, as needed.
- F. Maintain liaison with CCCSBA CIF member districts.

Term of Representation:

The representative will serve for a term of two years, and may be re-elected for one additional two-year term.

ARTICLE IX - MEETINGS OF THE ASSOCIATION

Section 1: General Membership

There will be a minimum of two meetings of the general membership each year held at the discretion of the Board of Representatives. Meetings may take place, if appropriate, via teleconference, webinar or other technological methods that are available to and accessible by all members. General notice of each meeting shall be given at the preceding meeting, as well as by written (including electronic) notice. One meeting may be held in conjunction with an annual meeting called by the County Superintendent of Schools, by authority of Education Code Section 1271, in September or early October.

ARTICLE X - RULES OF ORDER

Section 1: Rules

The CCCSBA President may, with approval of the members present, exercise discretion to expedite routine business in a less formal manner, as long as any applicable provisions of California State Law, Ed Code and these Bylaws are not violated.

Conduct of all CCCSBA meetings shall be at the discretion of the President, within applicable provisions of California State Law, California Ed Code, and these Bylaws.

ARTICLE XI - AMENDING THE BYLAWS

Section 1: Bylaws

These Bylaws may be amended by a two-thirds (2/3) vote of the Board of Representatives present at a scheduled meeting or, if there is no scheduled meeting and the vote is taken by written (including email) ballot, by a vote of two-thirds (2/3) of the members. These Bylaws supersede any previous Bylaws of the CCCSBA.