



*A Voice for Education*

## **STANDING RULES**

December 2019

# ***STANDING RULES***

## ***TABLE OF CONTENTS***

<b>SECTION TITLE</b>	<b>NAME AND PURPOSE</b>	<b>PAGE</b>
0 - 50	Definitions	1
50 - 99	General Membership	2
100 - 149	Board of Directors	3
150 - 199	Executive Committee	4
200 - 249	Committees and Task Forces	7
320 - 399	Staff and Finance Directives	9
500 - 599	Research, Publications and Communications	10
600 - 649	Resolutions	11
700 - 750	Candidates and Policy Statements	12



## Standing Rules

### 0-900 CALIFORNIA COUNTY BOARDS OF EDUCATION ORGANIZATION AND OPERATIONAL DIRECTIVES.

#### 0-50 Definitions

The following definitions will prevail for purposes of interpretation in resolutions and motions of the Board of Directors and of all CCBE committees or task forces.

**1. CCBE**

The initials "CCBE" shall mean the California County Boards of Education.

**2. Bylaws**

CCBE shall be governed by its Bylaws which may be changed only as provided therein. No resolution, policy or directive or Standing Rule of CCBE may be in conflict with the Bylaws, and if in conflict, the Bylaws shall govern.

**3. Standing Rules**

Standing Rules are administrative guidelines to implement provisions of the Bylaws.

**4. Board of Directors or Board**

The term "Board of Directors" or "Board" refers to that body of duly elected Board Members meeting as a Board of Directors of the California County Boards of Education, Article V, Section 1.

**5. Resolution**

A resolution is a formal expression of opinion or purpose of CCBE. It is a vehicle by which members of CCBE may establish policy. Resolutions other than those amending the Bylaws or establishing policy shall be in

effect for one year from the date of passage. Resolutions shall clearly indicate the action which is being sought.

## **6. Policy**

A policy is a statement of purpose which describes in general terms the direction of CCBE as established by the General Membership.

- a. Policies indicate what is wanted and act as a guide for implementation by the Board of Directors, Executive Committee and CSBA staff.
- b. The General Membership shall establish procedures for adoption and periodic review of policies.
- c. The Board of Directors may adopt interim policy that is not contrary to or inconsistent with policy adopted by the General Membership or CSBA policies. Board adopted policy shall be effective only until the next meeting of the General Membership unless then adopted by the General Membership.

## **50-99 STANDING RULES FOR CCBE GENERAL MEMBERSHIP**

### **50. Authority**

The General Membership shall function under the authority granted to it by the Bylaws of CSBA, Bylaws of CCBE, and these Standing Rules as adopted by the CCBE Board of Directors. It shall conduct its meetings under the provisions of the most recent edition of Roberts Rules of Order when the latter is not in conflict with the Bylaws or these Standing Rules.

### **55. Agendas**

Agendas for the General Membership shall be prepared by the President of CCBE and CCBE support staff. The agenda shall be sent to the membership two weeks before a scheduled meeting. Agenda items may be submitted to the President prior to the agenda distribution date for consideration. (Rev.12/10)

### **56. Duties and Responsibilities**

The General Membership shall have the following duties and responsibilities in the governance of the organization:

- a. Initiate, review, amend and adopt bylaws, policies, goals, objectives and resolutions of CCBE.

- b. Elect officers of CCBE, Article VI, Section 2.
- c. Elect the Nominating Committee, Article VI, Section 2.

## **100-149 STANDING RULES FOR CCBE BOARD OF DIRECTORS**

### **101 Authority**

- a. The Board of Directors shall function under the authority granted in the Bylaws, these Standing Rules and under the provisions of the most recent edition of Roberts Rules of Order, when the latter is not in conflict with the Bylaws or these Standing Rules.
- b. The individual members of the Executive Committee and the Board of Directors must sign the Code of Ethics upon election, re-election or appointment to office.

#### **Code of Ethics:**

As an officer of the California County Boards of Education I am committed to following the adopted code of ethics.

- a. In the performance of my duties, I will work with integrity, honesty; I will be forthright and reliable; and I will respect the confidentiality of the proceedings of the board.
- b. Recognizing the diversity of individuals, I will cooperate with all members of the education community. I will be respectful, caring, protective of the rights of all, and strive to provide the best education and support for all students according to their needs. (Add 09/12)

### **107 Agendas, Meetings and Minutes**

- a. The agenda of the Board of Directors shall be prepared by the President, the Executive Committee and CCBE support staff. The agenda shall be sent to the board members two weeks prior to the scheduled meeting.
- b. The unapproved minutes of each Board of Directors' meetings shall be sent to Regional Directors within thirty days of that meeting. (Rev.12/19)

### **108 Duties and Responsibilities**

The Board of Directors shall have the following duties and responsibilities in the governance of the organization:

- a. Initiate, review and recommend bylaws, standing rules, policies, goals, objectives and resolutions.
- b. Adopt an annual budget.
- c. Initiate, amend, and ratify budget expenditures, programs and services within the adopted budget.
- d. Adopt rules, regulations and standing rules for conducting CCBE business.
- e. Endorse a candidate or candidates for CSBA Director-at-Large, County. (Rev. 09/12)
- f. Ratify the appointments of the President, including all appointments to committees called for by these rules and all approved task forces.
- g. Recommend procedures for periodic review of bylaws, standing rules and policies.
- h. Recommend procedures for adoption of resolutions.
- i. Direct the affairs of CCBE within CCBE policies and goals.
- j. Develop a means of communicating with all county board members about CCBE and CSBA activities and represent them at Board of Directors meetings.
- k. Advise CCBE members of dates of meetings and activities within the region which may be of interest to other board members. (Rev. 09/12)
- l. Recruit county board membership in CSBA and CCBE.
- m. Encourage participation in state and federal legislative advocacy by board members. (Rev. 09/12)

## **150-199 STANDING RULES FOR EXECUTIVE COMMITTEE**

### **150 Authority**

The Executive Committee shall function under the authority granted to it by the Bylaws of CCBE and these Standing Rules as adopted by the Board of Directors.

### **155 Meetings**

Meetings of the Executive Committee shall be at the call of the President as set forth in Article VII, Section 3, of the Bylaws. Committee Chairs may be invited to attend meetings at the discretion of the President or two members of the Executive Committee to discuss specific items.

## **157 Duties and Responsibilities**

The Executive Committee shall have the following duties and responsibilities in the governance of the organization:

### **Executive Committee**

- a. Initiate, review and recommend bylaws, standing rules, policies, goals, objectives and resolutions.
- b. Initiate and recommend the annual budget of CCBE.
- c. Initiate and approve programs and services within the budget.
- d. Initiate and recommend new unbudgeted programs and services and possible avenues of funding. (Rev. 12/10)
- e. Provide input and recommendations to CSBA regarding CCBE's support staff's annual performance evaluation.
- f. Review and approve for ratification all appointments of the President, including appointments to all committees called for by these rules and to all task forces.
- g. The Executive Committee at its first meeting shall review the current Bylaws and Standing Rules to review their responsibilities and the operations of the organization. (Add 09/12)
- h. Serves as Ad hoc legislative committee on an as needed basis. (Add 09/18)

### **President**

- i. The President shall preside at all meetings of CCBE, the Board of Directors, and the Executive Committee, and shall appoint chairpersons and members of committees except the Nominating Committee. The President shall serve as a member of the CSBA Board of Directors in accordance with CSBA's Bylaws and shall report actions to the CCBE Board of Directors and membership.

- j. Initiate and recommend the time and place of CCBE's Board of Directors and General Membership meetings.
- k. Be responsible for having the budget and financial statements reviewed and audited annually. (Add 09/12)
- l. Initiate meetings with representatives of other organizations.
- m. All members of the Executive Committee shall be appointed by the President to serve as liaisons to CCBE committees with the exception of the Nominating Committee (CCBE Standing Rule 221a).

#### **President-Elect**

- n. The President-Elect shall be an assistant to the President and in the absence of the President shall assume the duties of that office. The President-Elect shall recommend to the CSBA President-Elect nominees to serve on the CSBA Legislative and Annual Education Conference committees and serves as CCBE Annual Conference/Special Events Committee Chair. (Rev. 09/18)

#### **Vice President**

- o. The Vice-President shall attend to such duties as may be assigned by the President and shall serve as County Board Perspective Liaison coordinating topics to include in the monthly CSBA California Schoolnews and Vice Chair for the CCBE Annual Conference/Special Events Committee (Rev. 09/18)

#### **Immediate Past President**

- p. The Immediate Past President shall serve as a Delegate-at-Large to CSBA Delegate Assembly for one year. Serves as the CCBE Designee on the CSBA Legislative Committee and as the Liaison on the CCSESA Legislative Committee. (CSBA Bylaws Article III, Section 2 (a).) (Rev. 09/18)

#### **Treasurer**

- q. The Treasurer shall periodically review the budget, monitor expenses, and present financial reports to the Executive Committee, Board of Directors and General Membership. The Treasurer shall be appointed to serve as the chair of the budget/audit committee and shall attend to such duties as may be assigned by the President. (Rev. 05/15)



1. The Assistant Treasurer assists and reports to the Treasurer in the direction of CCBE's treasury activities and may give input into developing the budget and give presentations to the Board of Directors and General Membership in the absence of the Treasurer. This position shall be appointed by the President to serve a two-year term. (Add 12/19)

#### **CSBA Director-at-Large, County**

r. The CSBA Director-at-Large, County shall assist CSBA in addressing critical issues which may have an impact on counties and serve as an effective two-way communication link between CSBA and CCBE Officers, Directors county board members. The CSBA Director-at-Large, County shall present an annual report to the CCBE General Membership at the annual conference meeting. The CSBA Director-at-Large, County shall attend all regularly scheduled meetings of both CSBA and CCBE Board of Directors. (Rev. 09/12)

### **200-249 STANDING RULES FOR COMMITTEES OR TASK FORCES**

#### **204 Special Committees or Task Forces**

Special committees or task forces may be created and terminated from time to time by the Board of Directors. The President shall appoint members to special committees and task forces subject to approval by the Executive Committee and ratification by the Board of Directors. CCBE support staff is to work under the direction of the President.

#### **211 Committee or Task Force Standing Rules**

- a. *Authority:* Committees or task forces of CCBE shall function under these standing rules.
- b. *Members:* The chairman and the members shall be appointed by the President, approved by the Executive Committee, and ratified by the Board of Directors. The chairman shall preside over the meetings.
- c. *Terms of Appointment:* Terms of appointment shall be as established by the Board of Directors at the time of the creation of the committee or task force. Persons appointed to fill vacancies shall serve until completion of the term.
- d. No member shall serve on the same committee for more than two consecutive terms and no member shall serve as chair on more than one committee or task force per term. (Rev. 12/10)

e. Budget Timeline

1. The Executive Committee will recommend a budget for approval to Board of Directors.
  2. The preparation of this budget is to be based on task force or committee planning that includes the anticipated number of meetings and expected outcomes.
- f. Committee or task force members are urged to attend all meetings. Task Force or committee chairman will be asked to report periodically to the President regarding task force or committee member participation. The President will have the prerogative of replacing task force or committee members for non-attendance.

**221 Nominating Committee**

- a. *Election of Nominating Committee:* A Nominating Committee is comprised of seven members representing at least four geographic regions shall be elected at the annual meeting. Six members of the committee shall be elected by plurality and one carry-over member is selected by the previous year's committee. The newly elected Committee shall meet immediately following the election to elect a chairperson and to set a time for meetings. (Bylaws, Article VI, Section 2a.) (Rev. 09/12)
- b. *Duties:* It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled. The committee's report with a summary of qualifications of the nominees shall be published and mailed to all CCBE members at least thirty (30) days prior to the election. At the annual meeting, the committee shall present the slate of nominees for offices to be filled, at which time nominations may be made from the floor.
- c. *Deadline:* Deadlines for nominations to be accepted will be July 31. Any extensions must be approved by the Nominating Committee and the Executive Committee (electronic or telephone approval permitted.) A mailing of any change will be sent to all CCBE members and to each county office. (Rev. 05/15)
- d. Nominating Committee deliberations shall be confidential, and attendance at meetings is limited to the elected members and staff. Members of the Nominating Committee shall not be considered for office. If such consideration is given, the person shall resign from the Nominating Committee by March 30. (Rev. 09/12)

- e. The Nominating Committee shall select one of its members to serve as a carry-over member for the next year's committee.
- f. No member shall serve more than two consecutive terms on the nominating committee. Exceptions will be handled by Executive Committee.

## **222 STANDING COMMITTEES**

- a. Standing Committees will include: Bylaws, Budget/Audit, and Special Events CCBE Annual Conference. (Rev. 09/18)

## **320-349 STAFF**

CSBA will provide staff support to CCBE. CSBA will provide CCBE with job descriptions which will outline the support staff's essential duties and responsibilities. All official CCBE records will be maintained at CSBA headquarters. (Rev. 05/15)

## **350-399 CCBE FINANCE DIRECTIVES**

### **350 Expenses of the Executive Committee**

- a. Expenses of the Executive Committee attending a scheduled Executive Committee meeting shall be paid by CCBE.
- b. Expenses of the Executive Committee attending CCBE Board of Director meetings shall be paid by the member's county office of education.
- c. Expenses of the Executive Committee attending CCBE General Membership meetings shall be paid by the member's county office of education.
- d. Expenses of the Executive Committee while performing all other duties shall be paid by CCBE. (Add 09/12)
- e. For a function requiring an Executive Committee member to attend early:
  - 1. Travel expenses shall be paid by the member's county office of education.
  - 2. Meals and lodging shall be paid by CCBE.

- f. All expenses must be turned in to CCBE within 30 days of an event in order to be reimbursed. Exceptions shall be made on a case by case basis. (Rev. 12/10)
- g. If a member's county office of education is unable or refuses to pay the member's expenses, claims may be submitted to the CCBE Board of Directors for consideration.

### **351 Expenses of the Board of Directors**

Expenses of directors attending Board of Director's meetings shall be paid by the Director's county office of education. If a member's county office of education is unable or refuses to pay the member's expenses, claims may be submitted to the CCBE Board of Directors for consideration. Meal expenses shall be paid by the county offices of education.

### **352 Expenses of CCBE Members of Committees, Task Forces and Staff.**

Necessary travel expenses of the following shall be reimbursed by CCBE:

- a. For chairman and members of committees or task forces while carrying out assignments.
- b. For members when asked to make a special presentation at a Board of Directors meeting which they would not normally be attending.
- c. For CCBE support staff members when authorized by the Executive Committee of CCBE.

### **353 Fiscal Administration**

The annual budget of CCBE shall be adopted by the CCBE Board of Directors. All funds of CCBE budget shall be administered by CSBA. All funds will be accounted for through regular CSBA accounting procedures. Expenditures of CCBE shall be made in accordance with CSBA fiscal policy and procedures. (Rev. 12/19)

## **550-599 RESEARCH, PUBLICATIONS AND COMMUNICATIONS**

### **571 CCBE Publications**

The official publication of CCBE shall be the county perspective section in the CSBA California School News monthly newsletter. CCBE shall provide communications media through which the membership and other interested parties may be kept informed of CCBE activities and reports. These may include but not be limited to

information posted on the CCBE web site. Other communications may be issued to meet specific needs. (Rev. 09/18)

Other CCBE publications shall be edited by the Vice President in collaboration with CCBE support staff. Critical and/or sensitive publications shall be submitted to the President and Executive Committee for final review. (Rev. 09/18)

## 600-649 RESOLUTIONS

### 603 CCBE Resolution Procedures

- a. *Initiation:* Resolutions may be submitted by the Board of Directors, Executive Committee, any CCBE committee or task force, or any member board, and shall be postmarked no later than at least thirty (30) days prior to a General Membership meeting. They shall be reviewed by the Executive Committee and Board of Directors before being referred to the General Membership.
- b. *Purpose of Resolution:* A resolution shall clearly indicate the action which is being sought. This will include one of the following:
  1. Request that CCBE amend its bylaws/policies/standing rules as defined in the resolution.
  2. Request that CSBA communicate with the executive or legislative branches of government, other governmental bodies or other appropriate entities as defined in the resolution.
- c. *Action on Receipt:* The Executive Committee shall:
  1. Review and determine if the format of the resolution is appropriate to ascertain its effect on current bylaws, policies and/or directives. (Rev. 12/10)
  2. Acknowledge receipt of the resolution within fifteen (15) days of receipt and if deemed not appropriate to format, refer it back to the county. (Rev. 12/10)
  3. Refer the resolution to the Board of Directors and General Membership when appropriate as determined by the Board of Directors.
  4. Thirty (30) days or more before a General Membership meeting, inform member counties of resolutions which will be considered by the General Membership.
- d. Consideration of Resolutions.

1. Resolutions postmarked at least thirty (30) prior to a meeting of General Membership may be considered at that meeting. (Rev. 09/12)
  2. Resolutions postmarked fewer than thirty (30) days prior to a meeting of the General Membership may be considered by the members at that meeting, upon approval by a two-thirds vote of the members to waive the thirty (30) days' notice requirement. Resolutions submitted after the specified deadline shall be considered emergency resolutions and shall be accompanied by a statement of justification explaining failure to comply with the prescribed deadline. (Rev. 09/12)
  3. A designated member of the submitting board, or another individual designated by the submitting board, may speak on behalf of the resolution, within the guidelines established by and with the approval of the President.
  4. Amendments to proposed resolutions shall be submitted in writing to the President.
  5. At the time of consideration, the President will announce procedures and timelines implementation.
- e. *Implementation:* Upon adoption by the General Membership, a resolution shall be put into effect. Resolutions amending bylaws or policy shall be implemented. Other resolutions shall be effective for one year.

## **700-750 CANDIDATES**

### **701 Candidates**

Candidates nominated by the Nominating Committee, and prospective candidates who expect to be nominated from the floor of the CCBE annual General Membership meeting are expected to abide by the established process as set forth in the CCBE Bylaws and Standing Rules.

- a. The Nominating Committee shall notify candidates and the Executive Committee of their nominees for President-Elect, Vice President and Treasurer, sixty (60) days before the election. The General Membership shall be notified when the agenda materials are mailed for the annual meeting at which the election takes place, or thirty (30) days prior to the election. All nominees may submit biographical data, an optional photo and a candidate statement to the Nominating Committee. All such materials will be mailed out to the General Membership when the agenda materials are mailed for the annual meeting or thirty (30) days prior to the election. (Rev. 09/12)

- b. Any individual intending to have their name placed in nomination from the floor shall provide written notification and shall submit a candidate application to the CCBE President by November 1 prior to the annual meeting at which the election takes place. The individual shall be advised of candidate requirements and related deadlines and shall have their materials included with the identified nominees mailing.
- c. Individuals who have not gone through the formal candidate selection process or were not chosen as candidates by the Nominating Committee and who have provided the requisite notice by November 1 may have their names placed in nomination from the floor of the annual meeting at which the election takes place.
- d. Nominees from the floor who are accepted as candidates will be provided an opportunity to give a candidate speech as defined in item f of this Standing Rule.
- e. Individual campaign activities such as statewide travel, election gimmicks, or other attention-getting devices are prohibited.
- f. All candidates will be given five minutes to address the General Membership at the annual meeting.

**702 CSBA Director-at-Large, County**

- a. California School Boards Association notifies the member boards by August 1 in the odd-numbered years that nominations for CSBA Director-at-Large, County are due. (Rev. 12/10)
- b. All nominees must submit biographical and other data to CSBA in accordance with the CSBA timelines and bylaws.
- c. The CCBE Director-at-Large, County candidates who are seeking endorsement from CCBE Board of Directors, must submit a letter of intent, including a copy of their CSBA nomination form and biographical sketch to staff by August 31. (Rev. 09/12)
- d. The members of the Board of Directors shall vote their endorsement(s) at the Board of Directors' meeting in September. (Rev. 09/12)
- e. The President shall write a letter of endorsement on behalf of CCBE for the selected candidate(s) and send it to CSBA by the last Friday in September for inclusion in the CSBA agenda and campaign packet. (Rev. 09/12)

- f. The candidate(s) shall abide by the same rules regarding campaign activities as specified in Standing Rule 701 (d). (Rev. 09/12)
- g. The term of the CSBA Director-at-Large shall be two years in accordance with CSBA Bylaws Article IV Section 5. (Rev. 09/12)
- h. The procedure to fill a vacancy for CSBA Director-at-Large, County is defined in CSBA Bylaws Article IV Section 9. (Rev. 09/12)
- i. The duties of the CSBA Director-at-Large, County shall be as described in CCBE Bylaws Article VII Section 5 and Standing Rule 157(q-r), Executive Committee Duties and Responsibilities. (Rev. 09/12)

## **750 CCBE Policy Statements**

- a. It shall be the policy of California County Boards of Education (CCBE) to foster a cooperative spirit with the California County Superintendents Educational Services Association (CCSESA) and to make use of every opportunity to pursue liaison activities which benefit county offices in general.
- b. It shall be the policy of CCBE support staff to send a welcome packet to newly elected or appointed county board members. The packet will include a CCBE Directory, latest issue of the CSBA California School Newsletter and a welcome letter from the President. (Rev. 09/18)
- c. It shall be the policy of CCBE to encourage CCBE members to fill out both CCBE and CSBA interest blank forms and submit their names for CCBE and CSBA committees and task forces. Further, it shall be the policy for CCBE leadership to recommend CCBE names to CSBA committees and task forces. (Rev. 09/12)
- d. It shall be the policy of CCBE to encourage CCBE members to participate in the CCBE and CSBA legislative advocacy and to lobby their legislators on behalf of legislation that benefits all areas of education. (Rev. 09/12)
- e. It shall be the policy of CCBE to endorse one or more candidate(s) to serve as CSBA Director-at-Large, County. (Rev. 09/12)
- f. It shall be the policy of CCBE, at the meeting of the CSBA Delegate Assembly prior to the Annual Conference, to recommend a county board member to serve on the CSBA Nominating Committee.
- g. It shall be the policy of CCBE to respond to inquiries from member boards only.



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