

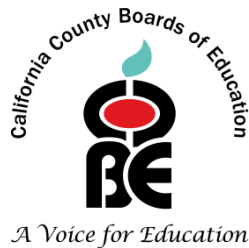
*A Voice for Education*

## **BYLAWS**

*December 2015*

**BYLAWS**  
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## **BYLAWS**

### **ARTICLE I – NAME**

The name of this organization is the California County Boards of Education (CCBE); and shall be a section of the California School Boards Association (CSBA) as described in CSBA Standing Rule 252.

### **ARTICLE II – PURPOSE**

The overall purposes of CCBE are:

- To develop a structure to act as the representative agency on behalf of county boards of education to deal with their unique students and programs. (Rev. 12/10)
- To advocate and support public education in the county, state, and nation. (Rev. 12/10)
- To promote the individual and professional development of county board members.
- To clarify the role of the county office of education as an effective unit of the educational system of the state.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1**

Only member county boards, including those that are both county and district boards, shall hold active membership. A county board shall be considered a member board, in good standing, upon commitment of payment in full of the annual CSBA membership dues and annual CCBE dues. A member county board shall be a part of the CSBA geographic region in which its county office is located. (Rev. 12/15)

#### **Section 2 – Membership Dues**

The CCBE Board of Directors will establish a dues schedule to support the governance and administration of the CCBE organization.

The CSBA Board of Directors will establish a dues schedule for county board membership in the CSBA association.

### **Section 3**

The term of membership shall be for the period commencing July 1 and expiring on June 30. Membership dues are considered delinquent the 15<sup>th</sup> of November. (Rev. 12/10)

## **ARTICLE IV – GENERAL MEMBERSHIP**

### **Section 1**

There shall be at least two meetings of the CCBE membership per year, with date, time and place to be set by the Executive Committee. The annual membership meeting shall be held in conjunction with the CSBA Annual Education Conference.

### **Section 2**

Additional membership meetings may be called by the Executive Committee or the Board of Directors when deemed necessary, provided notice has been given thirty (30) days in advance. (Rev. 12/10)

### **Section 3**

There shall be one vote for each member board. Each member board shall select one of its members to be the board representative to vote at meetings of the CCBE membership. Any member of a county board may initiate action or participate in debate and discussion, but only the representatives may vote. (Rev. 11/15)

### **Section 4**

Voting representatives of at least one-third of member boards shall constitute a quorum at membership meetings. A quorum will be defined at the beginning of each membership meeting. (Rev. 12/10)

### **Section 5**

The voting representatives of each member board, in good standing, shall

- a. Elect the officers of CCBE
- b. Adopt bylaws, CCBE policies and positions and carry out other functions as defined in the Standing Rules. (Rev. 11/15)

### **Section 6**

Member boards, in good standing, shall elect a CCBE Director for their region through the CSBA Regional County Delegate Assembly election process.

## **ARTICLE V – BOARD OF DIRECTORS**

### **Section 1**

There shall be a Board of Directors composed of:

- a. The Executive Committee with voting rights, shall be counted in the determination of a quorum. (Rev. 12/15)
- b. Eighteen (18) delegate assembly members, who represent county boards, elected from the CSBA geographic regions. (Note: There are 24 CSBA geographic regions; however, the Los Angeles county delegate represents regions 21, 22, 23 and 24.)
- c. Chairs of all committees and task forces. Committee chairs who are not directors will serve as ex-officio members, shall not be counted in the determination of a quorum and are without voting rights. (Rev. 12/15)
- d. County board members serving on the CSBA Board of Directors that are not officers of CCBE will not be included in the determination of a quorum and serve as ad hoc members. (Rev. 11/12)

All of the above individuals (items a – d) must be members of CSBA and of CCBE member boards.

### **Section 2**

Vacancies of the county regional delegate assembly member shall be filled by appointment of the CSBA regional Director upon recommendation of the county board members of that region. It is required and the responsibility of the Director to attend CCBE Board of Directors meetings. (Rev. 11/15)

### **Section 3**

There shall be at least three (3) meetings during the year and special meetings upon the call of the President or at the request of three (3) members of the Board of Directors. For Board of Directors meetings, a quorum shall be a count of ten (10). (Rev. 11/12)

### **Section 4**

The Board of Directors shall act on behalf of CCBE membership between meetings.

### **Section 5**

The Board of Directors shall adopt an annual budget for the organization and shall disseminate the budget to the membership.

## **Section 6**

The Board of Directors may designate such committees and task forces as deemed necessary to carry on the work of CCBE. The President shall appoint individuals to those committees and task forces subject to ratification of the Board of Directors. (Rev. 12/10)

## **Section 7**

The Board of Directors shall adopt Standing Rules for the conduct of the organization's business as deemed necessary and shall disseminate these rules to the general membership.

## **Section 8**

Members of the Board of Directors are responsible for communicating with the counties they represent about actions taken at CCBE Board of Director meetings and CSBA Delegate Assembly meetings.

## **Section 9**

Each member of the Executive Committee and Board of Directors shall abide by the approved Code of Ethics and shall sign the Code of Ethics immediately following their election, re-election or appointment to office. (Add 11/12)

## **ARTICLE VI – OFFICERS AND ELECTIONS**

### **Section 1 – Title and Qualifications for Office:**

The officers of CCBE shall be President, President-elect, Vice President, Immediate Past President and Treasurer. Each of the elected officers shall be a member of a member board. (Rev. 11/12)

### **Section 2 – Nomination and Election of Officers**

- a. A Nominating Committee of seven members representing at least four geographic regions shall be elected at the annual membership meeting. Six members shall be newly elected members. The seventh member shall be selected by the previous Nominating Committee as a carry-over member. Elections shall be by written ballot. Elections shall be by plurality.
- b. The Committee shall meet immediately following the election to elect a chairperson and to set a date for meeting. The term of the committee shall be for one year commencing upon election. No member shall serve for more than two consecutive years. Current officers may not serve on the Nominating Committee. The Executive

Committee may appoint a replacement in the event of non-participation of a committee member.

- c. The Nominating Committee shall nominate candidates for the offices of President-elect, Vice President and Treasurer, subject to procedures provided in the Standing Rules. The Committee's report, with a summary of qualifications of the nominees, shall be submitted to the President and the Executive Board expediently after the close of the deadline for nominations. The slate of nominations along with all back-up materials shall be mailed or e-mailed to the membership 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. Additional nominations may be made from the floor at the time of the report of the Nominating Committee. (Rev. 11/12)
- d. Officers shall be elected by written ballot at the annual meeting. Officers shall be elected by a majority vote (one-half plus one) of the voting representatives present at the time of election. If no one candidate receives a majority vote, a second ballot shall be required between the two candidates who received the most votes. The candidate receiving a majority shall be declared elected. No proxy votes will be accepted. (Rev. 11/12)

### **Section 3 – Terms of Office:**

- a. The term of office of each officer shall be for one year commencing immediately upon the close of the annual meeting. The President-elect shall serve for one year and then shall automatically succeed to the office of President for the following year. The term for the Treasurer shall be one year and may be re-elected for subsequent terms. (Rev. 11/12)
- b. No officer shall hold more than one office concurrently or serve as the CSBA Delegate Assembly regional county seat for his/her region while they are an officer of CCBE. (Rev. 11/15)

### **Section 4 – Duties of Officers:**

- a. The President shall:
  - 1. Preside at all meetings of the CCBE membership, the Board of Directors, and the Executive Committee.
  - 2. Be an ex-officio member of all committees except the Nominating Committee.
  - 3. Appoint the chairperson and members of committees and task forces.
  - 4. Serve as a member of the CSBA Board of Directors in accordance with CSBA Bylaws Article IV Section 2 (b) and shall give reports to the CSBA Board of Directors. The President shall report action taken by the CSBA Board of

Directors at meetings of the CCBE Executive Committee and Board of Directors. (Rev. 12/10)

- b. The President-elect shall be an assistant to the President and, in the absence of the President shall assume the duties of that office. (Rev. 11/15)
- c. The Vice President shall, at the direction of the President, perform such responsibilities as may be assigned. (Rev. 11/15)
- d. The Immediate Past President shall serve as a Delegate-at-Large to CSBA Delegate Assembly for one year. (CSBA Bylaws Article III, Section 2 (a).)
- e. The Treasurer shall present a proposed budget for the fiscal year and certify that a quorum has been met at Board of Directors and General Membership meetings. The Treasurer shall periodically review the budget, be appointed to serve as chair to the Budget/Audit committee, monitor expenses, and present financial reports. The Treasurer shall perform such other duties as may be assigned by the President. (Add 11/15)

**Section 5 – Filling of Vacancies:**

- a. Should the office of President become vacant, the President-elect shall assume the office of President for the remainder of the unexpired term, as well as serving the following term as President.
- b. Should the office of President-elect become vacant for any reason, the Vice President shall not succeed to the office of President-elect for the unexpired term, although the Vice President shall perform all the duties of that office for the remainder of the year. The Board of Directors may, at its discretion, select a second Vice President pro tempore who shall perform the duties of the Vice President for the remainder of the year.
- c. Should the office of Vice President become vacant for any reason, the Board of Directors may, at its discretion, select a Vice President pro tempore who shall perform the duties of the Vice President for the remainder of the year.
- d. Should the office of Treasurer become vacant, the Board of Directors may, at its discretion, select a Treasurer pro tempore who shall perform the duties of the Treasurer for the remainder of the year. (Rev. 11/12)
- e. Should there be no one to succeed to the office of President at the general membership meeting due to a vacancy in the office of President-elect, the outgoing President may be nominated and elected to serve for a second term.



## **Section 6 – CSBA Director-at-Large, County**

The election for CSBA Director-at-Large, County, is held at the Delegate Assembly meeting prior to the Annual Education Conference of the Association in odd-numbered years (CSBA Bylaws, Art. IV Section 4). Member boards shall have the opportunity to nominate a candidate for CSBA Director-at-Large, County. CCBE Board of Directors may select one or more candidate(s) from those nominated. The selected member(s) shall be endorsed by CCBE as candidate(s) for CSBA Director-at-Large, County to be elected at the CSBA Delegate Assembly meeting as per CSBA Standing Rules 224 and CCBE Standing Rules Section 702. (Rev. 11/15)

## **ARTICLE VII – EXECUTIVE COMMITTEE**

### **Section 1**

The Executive Committee shall be comprised of the Officers of this organization (President, President-elect, Vice President, Immediate Past President and Treasurer), and include the CSBA Directors-at-Large, County. (CSBA Bylaws, Article IV, Section 2b) (Rev. 11/12)

### **Section 2**

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 11/12)

### **Section 3**

The Executive Committee shall transact business and act on behalf of the Board of Directors between meetings of the Board of Directors and shall report its actions to the Board of Directors.

### **Section 4**

The Executive Committee shall meet or confer electronically at the call of the President or at the request of any two members of the Executive Committee in response to emergency situations. (Rev. 11/12)

### **Section 5**

The CSBA Director-at-Large, County shall serve as the liaison and as an effective two way communication link between CSBA and the member boards of County Offices of Education. (Rev. 11/12)

## **Section 6**

If the Immediate Past President holds an elected seat in CSBA or is no longer a member of a member board and cannot serve as the Delegate- at-Large on the CSBA Delegate Assembly, then the most recent Past President who is a member of a member board shall be an ex-officio member of the Delegate Assembly (CSBA Bylaws Article III, Section 2a). (Rev. 11/12)

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The most recent edition of Robert’s Rules of Order shall be the official parliamentary authority for the organization when not in conflict with these bylaws.

## **ARTICLE IX – AMENDMENTS**

These bylaws may be amended only by vote of the general membership. The Board of Directors, the Executive Committee, any CCBE committee or any member board may initiate amendments to these bylaws. A two-thirds vote of the voting representatives present and voting shall be required to approve amendments to these bylaws, provided that notice of the proposed amendments was mailed to members of each board at least thirty (30) days prior to the meeting.

These bylaws may be amended at any general membership meeting without prior notice by unanimous vote of those present and voting at the general membership meeting.

Revised 12/02

Revised 12/05

Revised 12/07

Revised 12/10

Revised 11/12

Revised 12/15