



*A Voice for Education*

## **STANDING RULES**

**DECEMBER 2010**

## **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	6
320 - 349	Staff	8
350 - 399	Finance Directives	9
500 - 599	Research, Publications and Communications	10
600 - 649	Resolutions	10
700 - 750	Candidates and Policy Statements	11
	Addendum I	14



## 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 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 3.
- c. Elect the Nominating Committee, Article VI, Section 2.

- d. Review and adopt CCBE policies, Bylaws and resolutions as needed. (Rev. 12/10)
- e. Review CCBE procedures for adoption of resolutions and adopt procedural changes as required.

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

### **101 Authority**

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.

### **107 Agendas and Meetings**

The agenda of the Board of Directors shall be prepared by the President, the Executive Committee and staff. The agenda shall be sent to the board members two weeks prior to the scheduled meeting.

### **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. Select a candidate for CSBA Director-at-Large, County to be endorsed by CCBE. (Rev. 12/10)
- 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. Communicate and disseminate all information in a timely manner concerning CCBE business to all county board members within region represented.
- k. Develop a means of communicating with all county board members about CCBE and CSBA activities and represent them at Board of Directors meetings.
- l. Advise CCBE of dates of meetings and activities within the region which may be of interest to other board members.
- m. Recruit county board membership in CSBA and CCBE.
- n. Encourage participation in state and federal legislative affairs networks by board members and attendance at CCBE and CSBA legislative networks conferences.

## **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. Conduct an annual performance review of staff. (Add 12/05)
- 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.

### **President**

- g. 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.
- h. Initiate and recommend the time and place of CCBE's Board of Directors and General Membership meetings.
- i. Initiate meetings with representatives of other organizations.
- j. 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**

- k. 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. (CCBE Bylaws, Article VI, Section 5.) (Rev. 12/10)

### **Vice President**

- l. The Vice-President shall attend to such duties as may be assigned by the President and shall serve on the Legislative Committee as liaison to the Executive Board and as editor for The CORE newsletter. (Rev. 12/10)

### **Treasurer**

- m. 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 and audit committees and shall attend to such duties as may be assigned by the President. (Rev. 12/10)

- n. Review expenditures and approve disbursement of CCBE's funds within approved budget and present a financial report at each meeting of the Board of Directors. Be responsible for having the books reviewed and audited every year.

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

- o. The CSBA Director-at-Large, County shall assist CSBA in addressing critical issues which may have an impact on counties, serve as an effective two-way communication link between CSBA and county offices of education and county school 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. (Rev. 12/10)
- p. The CSBA Director-at-Large, County shall represent CCBE on the CSBA Student Issues Conference Groups at the CSBA Annual Education Conference. (Add 12/10)

### **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 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. Item 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 Committee:* A Nominating Committee is comprised of five members representing at least three geographic regions shall be elected at the annual meeting. Four 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. 12/10)
- 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 set by Nominating Committee. 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.
- 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.

- 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 and no member shall serve more than three times. Exceptions will be handled by Executive Committee.

## **222 STANDING COMMITTEES**

- a. Standing Committees will include: Bylaws, Legislative and Special Events and CCBE Annual Conference.
- b. Board subcommittees will include: Audit and Budget. (Add 12/10)

## **300 HISTORIAN**

A Historian may be appointed by the Executive Committee and ratified by the Board of Directors.

*Duties:* It will be the responsibility of the Historian to research and preserve the articles of importance for the organization.

## **320-349 STAFF**

Paid staff to the General Membership and Board of Directors shall be approved by the Executive Committee. (Telephone approval permitted.) Duties shall be to:

- a. Maintain complete and accurate minutes of the meetings of the General Membership, Board of Directors and Executive Committee and publish the motions and essential parts thereof.
- b. Process referrals and directives from the General Membership, Board of Directors and the Executive Committee.
- c. Mail to the general membership in a timely manner all CCBE publications and meeting notices.
- d. Such other duties as assigned by the Executive Committee.
- e. Job Description of CCBE Director added as Addendum I.

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

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

- a. Expenses of the Executive Committee attending a scheduled Executive Committee meeting (Article VII, Sec. 3. CCBE Bylaws) 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. 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.
- e. 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)
- f. 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 Representatives and Committees or Task Forces**

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

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

## 550-599 RESEARCH, PUBLICATIONS AND COMMUNICATIONS

### 571 CCBE Publications

The official publication of CCBE shall be The CORE. CCBE shall provide communications media through which the membership and other interested parties may be kept informed of CCBE activities and reports. This could include a periodic newsletter or the Internet. Other communications may be issued to meet specific needs.

The CORE shall be edited by the Vice President in collaboration with CCBE staff and submitted to the President and Executive Committee for final review and approval. (Rev. 12/10)

## 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 received by the Executive Committee at least thirty (30) prior to a meeting of General Membership may be considered at that meeting.
2. Resolutions received by the Executive Committee less 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.
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 and Vice President, 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. 12/10)
- b. Any individual intending to have his/her name placed in nomination from the floor shall provide written notification and shall submit biographical information, an optional photo, and candidate statement to the CCBE President not less than

- forty-five (45) days 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 his/her materials included with the identified nominees mailing.
- c. Any individual intending to have his/her name placed in nomination from the floor less than forty-five (45) days prior to the election shall be provided one set of labels of the membership at no charge. The proposed nominee may mail biographical information at his/her own expense.
  - d. Individual campaign activities such as statewide travel, election gimmicks, or other attention-getting devices are prohibited.
  - e. 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 a letter of endorsement from CCBE, must submit a letter of intent to run for the CSBA Director-at-Large, County seat by August 1. CCBE staff will collect these letters and send a ballot to the CCBE Board of Directors by August 15 for their selection. (Rev. 12/10)
- d. The members of the Board of Directors shall mail their selection to CCBE staff and the President of CCBE by August 30. The CCBE staff and President shall notify the Executive Committee, the Board of Directors and the candidates of the voting results by September 10. (Rev. 12/10)
- e. The President shall write a letter of endorsement on behalf of CCBE for the selected candidate and send it to the candidate by September 15 for inclusion in the CSBA agenda and campaign packet. (Rev. 12/10)
- f. The candidate shall abide by the same rules regarding campaign activities as specified in Standing Rule 701 (d). (Rev. 12/05)

## 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 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 CCBE Newsletter, and a welcome letter from the President. (Rev. 12/10)
- c. It shall be the policy of CCBE to encourage CCBE members to fill out CSBA interest blank forms and submit names for CSBA committees and task forces. Further, it shall be the policy for CCBE leadership to recommend CCBE names to CSBA committees and task forces.
- d. It shall be the policy of CCBE to encourage CCBE members to participate in the CCBE and CSBA Legislative Conferences and to lobby their legislators on behalf of legislation that benefits all areas of education.
- e. It shall be the policy of CCBE to endorse one candidate to serve as CSBA Director-at-Large, County. (Rev. 12/05)
- 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.

*Approved by CCBE Board of Directors 12/99*

*Revised by CCBE Board of Directors 3/04*

*Approved by CCBE Board of Directors 12/07*

*Approved by CCBE Board of Directors 12/10*

## ADDENDUM I

### Job Description of CCBE Director

**Responsibilities:** Under direction from the Executive Committee and/or the President will represent CCBE at various meetings, events, task forces, and other events. Works with Executive Committee members to identify policy priorities and assists in the development of strategies to pursue these priorities. Works on long-range planning to ensure that CCBE is meeting the needs of its constituents.

Attends CCBE Executive Committee and Board of Director meetings. Assists committee members with meeting planning and logistics; travel and lodging arrangements; and on-site staffing. Assists committee members in the planning, managing, and evaluating conferences/workshops including Legislative Conference and the Annual Joint Spring Conference. Assists committee members with content development, program design, program marketing, budget development and monitoring, speaker recruitment, conference scheduling and program oversight. Coordinates with the Legislative Committee the Outstanding Legislator of the Year Program. Tracks legislative bills. Prepares summary of bills for posting on web site in conjunction with the Legislative Committee.

Coordinates all correspondence and maintains the business records for CCBE. Prepares the agendas and meeting materials. Takes, transcribes, and distributes minutes of committee meetings. Provides follow-up coordination on agenda action items.

Identifies and tracks legislative issues that impact CCBE and/or county offices of education. Works closely with Legislative Committee members. Meets with legislators, legislative staff, and other community members on key issues as necessary. Serves as spokesperson for CCBE as necessary.

Works with the Executive Committee to develop the CCBE budget and tracks expenditures to ensure compliance of approved budget. Coordinates with the California School Board Association (CSBA) staff to process billings, financials and general support.

Is responsible for the implementation of CCBE publications; i.e. CORE and the CCBE Directory, etc. Implements the distribution of CCBE publications following Executive Committee approval.

**Skills, Knowledge, and Abilities:** Critical thinking and planning skills. Must be able to work collaboratively with other professional organizations. Excellent political acumen and sensitivity. Build strong community relations with a diverse population. Demonstrated customer service skills. Must possess excellent communication skills. Seeks to understand and accept the directive of the Executive Committee. Knowledge of and sensitivity to unique communication styles of board members. Works effectively in a team-driven environment.

Writing skills appropriate to compose concise and informative correspondence. Ensure all publications are professional and contain relevant text and visual information. Excellent editing and proofreading skills to read for accuracy and appropriateness of tone, image, and feeling.

Excellent meeting planning skills. Facilitation skills to assist the completion of all items on meeting agendas by targeted closure time.

Advanced technical skills especially computer specific skills to aid in the implementation of conference brochure development as well as the distribution of materials and accounting spread sheets. Advanced knowledge and experience with accounting theories and procedures.

Special Conditions of Employment: BA/BS degree in Education, Government, Political Science or related field or equivalent education and/or experience and a minimum of three years' experience in education, legislative or other public agency settings, supporting executive committee members, coordinating meetings and planning special events.

This is an exempt, confidential position. Employee must be able to maintain confidential communication and information. Vacations may be restricted due to operational priorities. Valid California driver's license, proof of insurance and reliable transportation for use on CCBE business is required.