

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 - PURPOSES

The overall purposes of CCBE are:

- To develop a structure to act on behalf of county boards of education.
- To promote and support public education in the state and the nation.
- 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 shall hold active membership. A county board shall be considered a member board 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.

Section 2 - Membership Dues

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

A dues schedule for County Board membership in CSBA will be established by action of the CSBA Board of Directors.

Section 3

The term of membership shall be for the period commencing July 1 and expiring on June 30.

ARTICLE IV - MEETINGS OF MEMBER BOARDS

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 Board of Directors when deemed necessary, provided notice has been given thirty (30) days in advance.

Section 3

Member boards shall elect the officers of CCBE, elect a Director for their region, adopt bylaws, adopt the CCBE policies and positions and carry out other functions as defined in the Standing Rules.

Section 4

Voting representatives of at least twenty (20) member boards shall constitute a quorum at membership meetings.

Section 5

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.

ARTICLE V - BOARD OF DIRECTORS

Section 1

There shall be a Board of Directors composed of:

- a. The Executive Committee.
- 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 without voting rights.
- d. County Board members serving on the CSBA Board of Directors, including the CSBA County Boards Director-at-Large. County Board members serving on the CSBA Board of Directors with the exception of the President of CCBE and the Director-at-Large will not be included in the determination of a quorum and serve as ad hoc members.

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

Section 2

Vacancies of regional delegate assembly members shall be filled by appointment of the CSBA regional Director upon recommendation of the County Board members of that region. Any director who fails to attend two consecutive meetings of the CCBE Board of Directors without reasonable cause may be removed from office by a majority vote of the county boards of that region.

Section 3

There shall be at least three (3) meetings during the year and special meetings upon call of the President or at the request of three (3) members of the Board of Directors. A majority of the members shall constitute a quorum. During the election year for CSBA Director(s)-at-Large, the President may, in lieu of a meeting, notify the CCBE Board Members either electronically or by mail of the Director-at-Large candidates. The Board members will be asked to submit a vote to the CCBE Director with a copy to the President for the candidate to be endorsed by CCBE.

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, subject to review by the membership.

Section 6

The Board of Directors shall designate such committees as deemed necessary to carry on the work of CCBE.

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.

ARTICLE VI - OFFICERS AND THEIR ELECTION

Section 1 - Title and Qualifications for Office:

The officers of CCBE shall be President, President-Elect, Vice-President, Secretary-Treasurer and Immediate Past President. Each of the elected officers shall be a member of a member board.

Section 2 - Nominations for Officers

- a. A Nominating Committee of five members representing at least three geographic regions shall be elected at the annual membership meeting. Four members shall be newly elected members. The fifth 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.

The Nominating Committee shall nominate candidates for the offices of President-Elect and Vice President, 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.

Section 3 - Election of Officers

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. 12/05)

Section 4 - 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.
- b. No officer shall hold more than one office concurrently.

Section 5 - 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 make reports to the CSBA Board of Directors. The President shall report action taken by the CSBA Board of Directors at meetings of the CCBE Board of Directors and the CCBE general membership.
- b. The President-Elect shall:
 1. Be an assistant to the President and, in the absence of the President shall assume the duties of that office.
 2. Recommend to the CSBA President-Elect nominees to serve on the CSBA Legislative and Annual Conference Committees.
- c. The Vice-President shall, at the direction of the President, perform such responsibilities as may be assigned.

- 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).

Section 6 - 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 Secretary-Treasurer *become vacant*, the vacancy may be filled by appointment of the Executive Committee and ratified by the Board of Directors.
- 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 current President may be nominated and elected to serve for a second term.

Section 7 - CSBA Director-at-Large

- a. Candidate to CSBA Director-at-Large

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-4). Member boards shall have the opportunity to nominate a candidate for CSBA Director-at-Large. CCBE Board of Directors shall select a candidate from those nominated. The selected member shall be endorsed by CCBE as a candidate for CSBA Director-at-Large to be elected at the CSBA Delegate Assembly meeting as per CSBA Bylaws, Art. IV-4.

- b. Nomination, Selection and Endorsement of a Candidate

The process for the nomination, selection and endorsement of a candidate for CSBA Director-at-Large, (county) shall be:

1. Nomination:

Member boards shall send their nomination in writing according to the procedures specified in CCBE Standing Rule 702.

2. Selection:

The selection shall be made by the Board of Directors by special mail ballot no later than the fourth week after closing of nomination.

The Candidate shall be selected by a majority vote (one-half plus one) of the voting CCBE Board members.

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 selected for endorsement.

3. Endorsement:

After the selection of the candidate to be endorsed, the President shall send a letter of recommendation to CSBA on behalf of the candidate prior to the close of CSBA nominations. (add 12/05)h

c. Election Procedures and Term of Office

The election of the CSBA Director-at-Large, (county), shall be during the CSBA Delegate Assembly meeting held prior to the Annual Education Conference of the Association in accordance with the procedures established in CSBA's Standing Rule 224 and the Candidate Code of Ethics in CSBA's Standing Rule 226.

The term of the CSBA Director-at-Large shall be two years in accordance with CSBA Bylaws Article IV-5.

d. Filling of Vacancies

The procedure to fill a vacancy for CSBA Director-at-Large (county) is defined in CSBA Bylaws Article IV-9.

e. Duties of the CSBA Director-at-Large

The duties of the CSBA Director-at-Large (county) shall be as described in Article VII Section 5 of these Bylaws, and Standing Rule 157 (m), Executive Committee Duties and Responsibilities.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1

There shall be an Executive Committee composed of the Officer of this organization, a Secretary-Treasurer, and the CSBA Director-at-Large - County Boards. (CSBA Bylaws, Article IV, Section 2a) Rev 12/02

Section 2

The Secretary-Treasurer shall be appointed by the Executive Committee and ratified by the Board of Directors for a two-year term of office. The Secretary-Treasurer shall be a member of a member board. The Secretary Treasurer shall maintain a record of the minutes of all meetings and present a proposed budget for the fiscal year. The Secretary-Treasurer shall periodically review the budget, monitor expenses, and present financial reports. The Secretary-Treasurer shall perform such other duties as may be assigned by the Executive Committee. (add. 12/02)

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 at the call of the President or at the request of any two members of the Executive Committee.

Section 5

The CSBA Director-at-Large shall serve as an effective two way communication link between CSBA and the County Offices of Education and shall communicate with CCBE Board of Directors regarding CSBA Board of Director Meetings. The Director-at-Large shall serve as Chair of the Student Issues Conference Group relating to County Issues at the CSBA Annual Conference.

Section 6

If the Immediate Past President holds an elected seat in CSBA or is no longer a member of a member board, a previous Past President may serve on the Delegate Assembly for one year. Add. 12/02

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