

# **California School Boards Association**

## **Bylaws**



# **CSBA**

**December 2005**

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# **BYLAWS OF THE CALIFORNIA SCHOOL BOARDS ASSOCIATION**

## **ARTICLE I. NAME AND PURPOSE**

### **Section 1. Name**

The name of this Association is CALIFORNIA SCHOOL BOARDS ASSOCIATION, INCORPORATED (CSBA).

### **Section 2. Purposes**

The purpose of the Association is specified in the Articles of Incorporation. The Association is guided in its work by strategic goals that fulfill the vision and mission as adopted by the Board of Directors:

#### **Vision**

The California School Boards Association envisions a state where the public schools are widely recognized as the foundation of a free and democratic society, where local citizen governing boards are fully vested with the means to advance the best interests of students and the public, and where the futures of all children are driven by their aspirations, not bounded by their circumstances.

#### **Mission**

CSBA promotes success for all students by defining and driving the public education agenda and strengthening school board governance at the district and county levels.

## **ARTICLE II. MEMBERSHIP**

### **Section 1. Active Membership**

Active membership shall be held only by member districts as defined in the Standing Rules. A California public school governing board having jurisdiction over any or all of grades kindergarten through twelve or a California county board of education shall be considered a member board upon commitment of payment in full of the district's or county office's annual membership dues. A member district shall belong to the geographic region in which its district or county office is located.

## **Section 2. Other Membership**

Past presidents no longer holding office in the Association shall automatically be honorary members whether or not they are members of member boards. The Board of Directors may elect additional honorary members. Honorary members of the Association shall pay no dues, and shall have no voting privileges except as provided in Article III, Section 2. Honorary members shall retain their membership unless revoked by the Board of Directors. (A. 7/84)

The Association may offer other types of non-voting memberships, which may include associate membership granted to any individual, organization or corporation interested in the purposes of the Association upon such terms and conditions as may be determined by the Board of Directors.

## **Section 3. Membership Dues**

A dues' formula for membership in the Association shall be adopted by the Board of Directors.

## **Section 4. Term of Membership**

Membership shall be for the period commencing July 1 and expiring on June 30.

## **Section 5. Affiliation with Other Organizations**

The Board of Directors may determine affiliation with other organizations upon such terms as may be appropriate, consistent with the provisions of these Bylaws. (A. 7/82)

# **ARTICLE III. DELEGATE ASSEMBLY**

## **Section 1. Authority**

The Delegate Assembly is comprised of Delegates who are elected by local board members in 21 geographic regions throughout the state. Region boundaries shall be established by the Board of Directors, and approved by the Delegate Assembly.

The general purposes of the Delegate Assembly are to provide policy direction for the Association, elect officers, and ensure the Association reflects the interests of school districts and county offices of education.

The Delegate Assembly shall have the following principal duties:

- Adopt the Policy Platform every two years. The Policy Platform provides a broad framework for implementing the Association's Mission and Vision, and as such guides the Association's policy and political leadership activities

- Adopt policies and positions as needed to supplement the Policy Platform.
- Provide testimony or input on critical issues during special hearings at Delegate Assembly meetings.
- Elect the Association's Officers and Board of Directors.
- Serve on standing committees, councils, task forces and focus groups.
- Adopt the corporate Bylaws.
- Provide two-way communication with local board members
- Provide advocacy on behalf of children, public education, school boards and the Association.
- Support and participate in the Association's activities and events.

## **Section 2. Membership**

The Delegate Assembly shall consist of representatives from member boards of districts and county offices of education. Each Delegate shall be a member of a member board in the region represented. No Delegate may represent two regions simultaneously.

### **(a) Delegates-at-Large**

Past presidents of the Association and the Immediate Past President of the California County Boards of Education (CCBE) shall be ex-officio members of the Delegate Assembly. These at-large members shall hold all privileges of membership, and shall sit and vote so long as they are members of a member board. If the Immediate Past President of CCBE holds an elected position in CSBA, then the most recent Past President who is a member of a member board shall be an ex-officio member of the Delegate Assembly. (A. 12/02)

### **(b) Board of Directors**

Members of the Board of Directors shall be ex-officio members of the Delegate Assembly with all privileges of membership. (A. 7/91)

## **Section 3. Nomination of Delegates**

- (a) Any member board may nominate as many individuals as it wishes for the position of Delegate for the region or sub-region.
- (b) A nominee for a geographic region or subregion must be a member of a member board within that geographic region or subregion.

- (c) A nominee for the county board's member must be a member of a county board of education that is a member board within the region.
- (d) Nomination procedures for Delegates shall be maintained as part of the Standing Rules.

#### **Section 4. Election of Delegates**

- (a) Each member board shall have one vote for each Delegate position to be filled within the region to which that board belongs except that a member board within a sub-region may vote only for the positions to which that sub-region is entitled. When there is more than one position to be filled, each board may cast no more than one vote for any one candidate. Each member county board shall have one vote for the Delegate position to represent county boards within the region. (A. 7/91)
- (b) In those cases where the same board serves both as a county board and a school district board, the board is entitled to one vote. Whether the vote is for the county Delegate or a regional Delegate is at the option of the board. (A. 8/92)
- (c) Balloting procedures shall be as delineated in the Standing Rules.

#### **Section 5. Term of Office**

- (a) The term of office of each elected and appointed Delegate shall be two years and shall begin April 1. Half, or as close to half as is practicable, of the Delegates of each region, and of each subregion which is entitled to more than one Delegate, shall be elected each year for two-year terms. (A. 12/05)
- (b) County board Delegates from even-numbered regions shall be elected or appointed in even-numbered years and Delegates from odd-numbered regions shall be elected or appointed in odd-numbered years. (A. 7/91)
- (c) A Delegate who, within thirty (30) days prior to a Delegate Assembly meeting, ceases to be a member of a member board may continue to serve as a member of the Delegate Assembly until the conclusion of that Delegate Assembly meeting. (A. 7/91)
- (d) The regional Director shall have the responsibility to implement this section as to the initial allocation of Delegate positions to subregions and areas. In doing so, the regional Director may provide that the first term of office of a Delegate position assigned to a subregion or area shall be one year, but existing terms of office of incumbent Delegates shall not be impaired.

## **Section 6. Meetings**

- (a) The Delegate Assembly shall meet at least twice annually at times and places to be determined by the Board of Directors. Delegates shall be notified of the time and place of the meeting at least 45 days prior to the date of the meeting.
- (b) Special meetings of the Delegate Assembly may be called by the President. The President shall notify the members of the Delegate Assembly of the time, date and place and subject matter of the special meeting at least 30 days prior to the date of the meeting.

## **Section 7. Quorum and Voting**

- (a) A majority of the qualified Delegates shall constitute a quorum at any meeting. If no quorum is present, a meeting may be called to order, and a meeting may be continued, but no action may be taken until a quorum is present. (A. 7/84)
- (b) A Credentials Committee appointed by the President shall certify eligibility of Delegates. A voting Delegate shall have the right to one vote on any issue being considered at the Delegate Assembly meeting. No member shall vote by proxy.

## **Section 8. Filling Vacancies**

- (a) A vacancy in the Delegate Assembly shall be filled by appointment by the regional Director for the duration of the existing term. The appointment shall be in writing to the President of the Association and shall be subject to ratification by the Delegates of that region or subregion. The vacancy shall be filled within 45 days of the vacancy. The newly appointed Delegate shall take office immediately. (A. 12/05)
- (b) If a vacancy occurs on or after November 1 of the second year of the Delegate's term, no appointment shall be made to fill that vacancy. The normal process of nominations and elections, according to Article III and all sections pertaining thereto, shall apply.
- (c) If a vacancy occurs on or after November 1 of the second year of a county Delegate's term, an appointment shall be made to fill that vacancy. The term will expire upon the election of a county Delegate through the normal process of nominations and elections, according to Article III and all sections pertaining thereto. (A. 5/03)
- (d) Any Delegate who fails to attend two consecutive meetings of the Delegate Assembly during his or her term without reasonable cause may be removed from office by majority vote of the current Delegates of that region. Upon such failure to attend the second meeting, the Delegate and regional Director shall be notified by the President that the Delegate may be subject to removal from office under this

rule. The Director from the defaulting Delegate's region may then notify the remaining Delegates of the region that there exists a cause for removal of the Delegate in question under this section. The regional Director shall poll the Delegates of the region to determine if they wish to remove the member from office. To effectuate a removal, there must be a majority vote of the currently seated Delegates in that region. Any vacancy shall be filled according to the provisions of these Bylaws. (A. 12/98)

### **Section 9. Expenses**

Expenses of the Delegate Assembly members shall not be reimbursed from Association funds.

## **ARTICLE IV. BOARD OF DIRECTORS**

### **Section 1. Authority**

Members of the Board of Directors establish the vision, mission and goals for the Association, and ensure that Association activities and programs remain focused on those goals and the issues identified in the Policy Platform.

The Board of Directors shall have the following powers and duties:

- Adopt the vision, mission and goals of the Association, and annually review progress toward achieving them.
- Approve the hiring and terms of employment of the Executive Director, upon recommendation of the Executive Committee.
- Comment annually on the performance, and act on the contract of the Executive Director, upon recommendation of the Executive Committee.
- Adopt the Association's budget.
- Adopt the Association's Standing Rules.
- Serve on board and other standing committees, councils, task forces and focus groups.
- Receive reports on corporate operations.
- Receive reports and updates on major programs, consistent with the vision, mission and goals of the Association.
- Adopt positions and policies which are consistent with the Policy Platform or which serve as interim positions and policies between Delegate Assembly meetings.

- Provide two-way communication with Delegate Assembly members and local board members.
- Provide advocacy on behalf of children, public education, school boards and the Association.
- Support and participate in the Association's activities and events.

## **Section 2. Membership**

The Board of Directors shall consist of the regional Directors, the officers of the Association, and any officer or Director of the National School Boards Association who resides in California. In addition, there shall be five Directors-at-Large representative of ethnic minority groups and county boards. These Directors-at-Large shall be designated as American Indian, Asian/Pacific Islanders, Black, Hispanic, and County Boards. (A. 5/01)

- Each region shall be represented by one Director who must be a member of a member board within that region. In order for a member of the Los Angeles county board to serve as a regional Director, he or she may only represent the region in which he or she resides. (7/94)
- County boards of education shall also be represented by the current President of CCBE (California County Boards of Education) provided the President's board is a member of CSBA.

## **Section 3. Nomination of Directors**

- Each regional Director must be nominated by a Delegate from that region in writing to the President of the Association. Delegates shall be notified by August 1, or at least 120 days prior to the meeting at which Directors are to be elected that nominations are due. Nominations must be received at least 60 days prior to the meeting.

A nominee must be a member of a member board within that region. Each nomination shall be accompanied by a biographical sketch of the nominee. Each nominating Delegate must certify that the nominee has consented to be nominated.

Additional nominations may be made from the floor by any Delegate from that particular region.

- If there is more than one nominee from a region, Delegates of that region shall meet and select one nominee to recommend to the full Delegate Assembly for election. (A. 12/91)

- (c) If, by the close of nominations, there is no nomination for regional Director, the President or designee shall contact Delegates in that region to submit a name for consideration. In the absence of a nomination, that position will be considered vacant and will be filled as set forth in Article IV, Section 9, of the Bylaws. (A. 12/91)
- (d) The Directors-at-Large may be nominated in writing by any member board to the President of the Association at least 120 days prior to the meeting at which the Directors-at-Large are to be elected. Each nominee for Director-at-Large must be a member of a member board. Each nominating board must certify that the nominee has consented to be nominated at the time of nomination.

These nominations shall be placed before the Delegate Assembly as follows:

- (a) Directors from even-numbered regions as well as the Directors-at-Large Asian/Pacific Islander and Hispanic shall be nominated in even-numbered years.
- (b) Directors from odd-numbered regions as well as the Directors-at-Large, American Indian, Black and County shall be nominated in odd-numbered years. Additional nominations may be made from the floor by Delegate Assembly members. (A. 5/01)

#### **Section 4. Election of Directors**

Election of Directors shall be at the Delegate Assembly meeting held prior to the Annual Education Conference of the Association. Directors from even-numbered regions as well as the Directors-at-Large Asian/Pacific Islander and Hispanic shall be elected in even-numbered years. Directors from odd-numbered regions as well as the Directors-at-Large, American Indian, Black and County shall be elected in odd-numbered years. (A. 5/01)

Directors shall be elected by written ballot if there are two or more candidates for a position. Directors shall be elected by majority vote of the Delegate Assembly members present and voting. If more than two candidates are nominated, and none receives a majority vote, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority shall be declared elected. (A. 7/89)

#### **Section 5. Term of Office**

- (a) Directors shall serve for a term of two years, and take office commencing immediately upon the close of the Association's Annual Education Conference following the adjournment of the Delegate Assembly meeting at which they were elected.
- (b) A Director who, within thirty 30 days prior to a Delegate Assembly meeting, ceases to be a member of a member board may continue to serve as a member of the Board of Directors until the conclusion of that Delegate Assembly meeting.

## **Section 6. Meetings**

- (a) Regular meetings of the Board of Directors shall be held at a time and place determined by the Board. All Directors shall be notified of the time and place of the meeting at least 15 days prior to the date of the meeting.
- (b) Special meetings of the Board of Directors may be called by the President. In addition, the President shall call a special meeting if so petitioned by at least nine Directors. The President shall notify all members of the Board of the time, place and subject matter of this special meeting at least 15 days prior to the date of the meeting.

## **Section 7. Quorum and Voting**

- (a) A majority of the Directors shall constitute a quorum at any regular or special meeting. If less than a quorum is present, a meeting may be conducted, but no action may be taken until a quorum is present. (A. 12/05)
- (b) Unless otherwise specifically provided by these Bylaws, a majority vote of those present shall govern at any regular meeting. No member shall vote by proxy. (A. 12/05)
- (c) A two-thirds vote of the members of the Board of Directors present will be required to take action at any special meeting.

## **Section 8. Removal From Office**

When in the judgment of the Delegate Assembly the best interests of the Association would be served, any Director of the Association may be removed from office by a two-thirds vote at a duly called meeting of the Delegate Assembly. The person being considered for removal from office shall be given special written notice of the meeting and its purpose.

## **Section 9. Filling Vacancies**

- (a) Vacancies on the Board of Directors, other than officers, shall be filled by appointment by the President. The appointment shall be subject to ratification of the Board at the next meeting and shall be for the unexpired term of the vacancy.
- (b) Any member of the Board of Directors who fails to attend two consecutive meetings of the Board of Directors without reasonable cause may be removed from office by a majority vote of the Delegates from the member's region. Upon such failure to attend the second consecutive meeting, the Director and the regional Delegates shall be notified by the President that the Director may be subject to removal from office under this rule.

- (c) Any Director-at-Large who fails to attend two consecutive meetings of the Board of Directors without reasonable cause may be replaced by a majority vote of the Delegate Assembly upon request to so act by the Board of Directors. Any such vacancy shall be filled under the provisions of this article.

### **Section 10. Expenses**

The expenses of the Board of Directors shall be reimbursed from Association funds within guidelines established by the Board of Directors and detailed in the Standing Rules.

## **ARTICLE V. OFFICERS**

### **Section 1. Titles**

The Association shall have three elected officers: President, President-elect, and Vice President. The Immediate Past President shall also be an Association officer, and need not be a member of a member board at the time of succeeding to the office. (A. 12/05)

### **Section 2. Qualifications for Office**

Each of the elected officers shall be a member of a member board. Any officer who ceases to meet this requirement during the term of office may continue to hold office for the remainder of that year with approval of the Board of Directors. If no longer a member of a member board, the President-elect shall not succeed to the office of President at the end of that year. (A. 12/01)

### **Section 3. Nominations for Officers**

- (a) A Nominating Committee shall be established to interview and nominate candidates for the offices of Vice President and President-elect. The committee shall ensure that the nomination process is well-defined and highly publicized, so that all capable candidates possessing strong leadership skills have an opportunity to be nominated.
- (b) The committee shall consist of seven members. Six members shall be elected by the Delegate Assembly at its meeting held immediately prior to the Annual Education Conference. To provide for continuity, a sitting member of the committee shall be selected as provided in section (h) to serve a second term on the committee. This member shall be designated as the carry-over member.
- (c) Nominations of committee members shall be made from the floor and may be made by any Delegate. Election shall be by written ballot. Election shall be by a plurality vote.

- (d) The term of the committee shall be ~~for~~ one year, commencing at the conclusion of the Delegate Assembly meeting at which the committee was elected. Five members of the committee shall constitute a quorum. The Executive Committee may appoint a replacement in the event that a member does not participate in two consecutive meetings of the committee. If necessary, the committee may be reconvened by the President for the purpose of replacing the carry-over member.
- (e) Only members of the Delegate Assembly who are members of a member board may serve on the Nominating Committee. No officer or former officer of the Association may serve on the committee. (A. 12/05)
- (f) No member shall serve on the committee for more than two consecutive years.
- (g) Members of the Nominating Committee shall not be considered for office. If such consideration is given, the person shall resign from the Nominating Committee.
- (h) Prior to the expiration of their terms on the Nominating Committee, the members of the committee shall select a sitting member to serve a second term. That member shall be designated as the carry-over member. The Association President shall be advised of the individual selected as the carry-over member prior to the election of the succeeding Nominating Committee.
- (i) Candidates for President-elect and Vice President shall be nominated by the Nominating Committee subject to the procedures provided in the Standing Rules. The nominations shall be made public at least 45 days before the election. Additional nominations may be made from the floor of the Delegate Assembly at the time of the report of the Nominating Committee to the Delegate Assembly. (A. 5/97)

#### **Section 4. Election of Officers**

The Delegate Assembly shall elect officers by written ballot at the meeting held prior to the Annual Education Conference of the Association.

Election of officers shall be by majority vote of the Delegate Assembly members present and voting. If more than two candidates are nominated, and none receives a majority vote, subsequent ballots shall be required between the two candidates receiving the highest number of votes. The one receiving a majority in the subsequent voting shall be declared elected.

#### **Section 5. Term of Office**

The term of office of each officer shall be ~~for~~ one year commencing immediately upon the close of the Annual Education Conference of the Association. Upon completion of his or her term, the President-elect shall succeed to the office of President.

## **Section 6. Duties of the Officers**

The President shall preside at all meetings of the Delegate Assembly, Board of Directors and Executive Committee and shall perform any other duties as may be prescribed by the Delegate Assembly or Board of Directors. The duties of the President-elect, Vice President and Immediate Past President shall be determined by the President, or as may be prescribed by the Delegate Assembly or Board of Directors. (A. 7/84)

## **Section 7. Removal From Office**

When in the judgment of the Delegate Assembly the best interests of the Association would be served, any officer of the Association may be removed from office by a two-thirds vote at a duly called meeting of the Delegate Assembly. The person being considered for removal from office shall be given special written notice of the meeting and its purpose.

## **Section 8. 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, and serve the following term as President. In such an instance, the Vice President shall not succeed to the office of President-elect for the unexpired term, but shall perform all the duties of President-elect for the remainder of the year. The Board of Directors may, at its discretion, select a Vice President pro tempore to perform the duties of the Vice President for the remainder of the term.
- (b) Should the office of President-elect become vacant, the Board of Directors shall, after meeting and consulting with the Nominating Committee, select one of the following options:
  - 1. Retain the current President for an additional term, providing that the President is eligible and willing to serve;
  - 2. Elevate the President-elect selected at the next Annual Education Conference to the office of President for a two-year term; or
  - 3. Elevate the President-elect selected at the next Annual Education Conference to the office of President, and request the Nominating Committee to nominate and the Delegate Assembly to elect a second President-elect, who would assume office upon conclusion of this same Annual Education Conference.

If necessary, the Vice President shall perform the duties of the President-elect until a new President-elect is elected, but shall not succeed to the office without an election. The Board of Directors may, at its discretion select a Vice President pro tempore to perform the duties of the Vice President until a new Vice President is elected. If necessary, the Board may also request the Immediate Past President or another Past President to serve an additional year in the office of Immediate Past President. (A. 12/01)

## **Section 9. Expenses**

The expenses of the officers shall be reimbursed from Association funds within guidelines established by the Board of Directors and detailed in the Standing Rules.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the officers of the Association. The Executive Committee shall act on behalf of the Board of Directors between meetings of the Board and perform the duties assigned to it by the Board of Directors and the Delegate Assembly. The Executive Committee shall serve as a direct resource to the Executive Director to ensure that operational decisions are derived from the Policy Platform, Vision, Mission and Goals.

The Executive Committee shall have the following powers and duties:

- Provide overall, ongoing policy direction to the Association's Executive Director.
- Authorize programs and activities which implement the Vision, Mission and Goals of the Association.
- Monitor major programs and policy implementation to ensure compliance with the Policy Platform, Vision, Mission and Goals of the Association.
- Adopt positions and policies to supplement the Policy Platform, in order to be responsive between meetings of the Board of Directors Delegate Assembly.
- Evaluate the performance of the Executive Director on an annual basis.
- Serve as spokesperson for the Association's agenda.
- Serve as liaison with external groups on behalf of the Association.

## **ARTICLE VII. COMMITTEES, TASK FORCES OR CONFERENCE GROUPS**

The Board of Directors may create committees, councils, task forces and focus groups as it deems necessary. Except for the conference groups and the nominating committee, the President shall appoint individuals to those committees, councils, task forces and focus groups subject to the ratification of the Board of Directors. (A. 7/84)

## **ARTICLE VIII. EXECUTIVE STAFF**

### **Section 1. Employment of Executive Director**

There shall be an Executive Director whose appointment shall be recommended by the Executive Committee and approved by the Board of Directors. The Board shall comment annually on the performance and act on the contract of the Executive Director upon recommendation of the Executive Committee.

### **Section 2. Duties**

Within the authority Delegated by the Executive Committee and the Board of Directors, the Executive Director shall manage, supervise and direct the operations of the Association including employment, management, supervision, and discharging of staff. The Executive Director shall be an ex-officio member, without voting rights, of the Delegate Assembly, Board of Directors, and Executive Committee. (A. 12/05)

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

The most recent edition of *Robert's Rules of Order* shall be the official parliamentary authority for the Association, when not in conflict with these Bylaws. (A. 7/84)

## **ARTICLE X. DISSOLUTION**

This Association is organized under the Nonprofit Public Benefit Corporation Law for public purposes and no part of the funds of the Association shall benefit, or be distributed to, the members of the Association. Upon the dissolution of the Association, after paying or adequately providing for the debts and obligations of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors. (A. 7/84)

## **ARTICLE XI. AMENDMENTS**

These Bylaws may be amended only by vote of the Delegate Assembly. Amendments to these Bylaws may be initiated by the Delegate Assembly, the Board of Directors, the Executive Committee, any CSBA committee or task force, or any member board. A two-thirds vote of those members of the Delegate Assembly who are present and voting shall be required to approve amendments to these Bylaws, provided that notice of the proposed amendments has been mailed to each Delegate at least ten days prior to the meeting.

These Bylaws may be amended at any Delegate Assembly meeting without prior notice by unanimous vote of those present and voting at the Delegate Assembly.

*December 2005*

