SCAEC

STATE CENTER
ADULT EDUCATION CONSORTIUM

State Center Adult Education Consortium Bylaws

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BYLAWS

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ARTICLE I

NAME OF CONSORTIUM

The name of this board shall be State Center Adult Education Consortium (SCAEC)

ARTICLE II

Section I - Role of the Board

The SCAEC Governing Board is selected by each member district's Board of Trustees to provide leadership and citizen oversight of the consortium's plan. The Board shall work with the Executive Director to fulfill its major roles, which include:

1. Establishing a long-term vision for the consortium

2. Establishing and maintaining a basic organizational structure for the consortium, including selection of the Executive Director, adoption of policies, curriculum, and the budget.

3. Ensuring accountability to the local community, including personnel, programmatic and fiscal accountability, and service as a judicial and appeals body as needed

4. Providing community leadership and advocacy at the local, state, and national levels on behalf of students, consortium programs and public adult education. The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. The Board may delegate any of its duties to the Executive Director or designee but shall be ultimately responsible for the performance of any duties it delegates.

Section II – SCAEC Staff Hiring

In order to ensure that hiring procedures reflect legal and procedural requirements for fair hiring practices, a member district will serve as the hiring agent for the Consortium. Posting position, application, screening and hiring processes will be conducted through hiring agent.

Section III – Executive Director Selection and Evaluation

The Board shall be solely–responsible for selecting the Executive Director and ensuring that he/she is the best match for the consortium based on needed abilities, traits, and level of knowledge. When selecting a new Executive Director, the Board shall ensure a smooth transition period; evaluate the consortium's current and long-term needs; and work with the hiring agent for recruitment, screening, and final employment contract. The Board shall yearly and mid-yearly evaluate the Executive Director using an evaluation system and performance objectives appropriate to this leadership position. The Executive Team will facilitate input for the evaluation. The Leadership Team will meet with and review the evaluation with the Executive Director. After three years of employment, the mid-year evaluation will change to a mid-year review process.

Section IV - Policy Adoption and Monitoring

The SCAEC Board shall govern by adopting policies that reflect the Consortium's vision and the mandates of law. The Board shall establish a clear policy development process through which it may deliberate on issues, identify priorities, assign responsibilities, identify goals and courses of action, and review policy decisions.
The Board shall also adopt bylaws that promote cooperation, trust, and teamwork among its members, give parameters to the Board's operation as a governing body, and ensure that its meetings proceed efficiently and in compliance with law.

Section V – Consortium Administrative Oversight

Consortium administrative oversight consists of an assessment of each member.

1. Assessment of the member's ability to meet CAEP requirements.
2. Review general assurances (basic member requirements) signed off by each member in the CFAD as part of the annual plan process.
3. Review bylaws and governance for additional member requirements.

Consortium oversight consists of an evaluation of each member.

Using the three-year plan, annual plan, CAEP student data, and other resources available– evaluate the following:

1. Evaluation of program needs as identified to meet the needs of the community.
2. Evaluation of current levels and types of services (enrollment, outcomes).
3. Evaluation of funds provided to members (cost effective)
4. Evaluation of member effectiveness (overall effectiveness)

Section VI - Fiscal Accountability

The SCAEC office operational budget shall be included in the Consortium Fiscal Administration Declaration (CFAD) as part of the fiscal agent (SCCCD) allocation. This budget includes the SCAEC Executive Director and staff members, office operating expenses, as well as funding for Consortium-related activities. The SCAEC office will provide a budget projection annually at the Executive Board Retreat.

The Board recognizes that it is accountable to the community for its budget decisions and for the Consortium's fiscal integrity. The Board shall use accountability systems and processes in order to monitor the Consortium's fiscal health. The Board shall follow the budget calendar as established in the NOVA reporting system.

The Fiscal Agent for the Consortium will be determined by the Executive Board every three years beginning in 2025-26. The board certifies the fiscal agent annually in NOVA through the general assurances in the CFAD. Each party may elect to discontinue the fiscal agent partnership and discussion will take place at each January board meeting. Any change requires a vote of the Board no later than 30 days prior to the May second (2^{nd}) due date of the CFAD.

Section VII - Community Leadership

Recognizing that the level of local, state, and national support for education impacts the Board's ability to fulfill its responsibilities, the Board shall engage in advocacy on behalf of the SCAEC Region. The Board shall ensure that the Consortium has the capability to respond to emergency issues as well as a proactive communications plan for issues that are Consortium priorities.

The Board shall also build and maintain community support by actively involving parents/guardians, business and other community members in the member districts and informing them about Consortium programs, policies, and issues.

Section VIII – AB104 Legislative Alignment with the Brown Act

The State Center Adult Education Consortium will operate under the rules and regulations of the Ralph M. Brown Act. (Ed. Code, section 54952).

Section IX - Code of Conduct

Code of Ethics/Standards of Practice: The SCAEC Board maintains high standards of ethical conduct for its members. As members of the SCAEC Governing Board working as a collective unit in conjunction with administration, staff, students, and the communities the Board serves, will execute to the best of its abilities the duties and responsibilities vested in it by the California Adult Education Program (CAEP) and entrusted to the Board. Member Representatives recognize that their actions, behaviors, and verbal statements will be under the watchful eye of the citizenry at all times. Therefore, the decisions made as a Board must reflect our dedication to promote adult education along with opportunities for professional, vocational, and technical

growth and enhancement. As officials of public education, Member Representatives must be a positive reflection of those for whom we speak.

The Board expects its members to work with each other and the Executive Director to ensure that a high-quality education is provided to each student. Member Representatives also shall assume collective responsibility for building unity and creating a positive organizational culture.

To operate effectively, the Board shall have a unity of purpose, and each individual Member Representative shall:

1. Agree to work with fellow Member Representatives in a spirit of cooperation and compromise despite differences of opinion that may arise during debates on issues.
    - Keep learning and achievement for all students as the primary focus
    - Value, support, and advocate for public education
    - Communicate a common vision
    - Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community

2. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
    - Come to meetings prepared

3. Agree to respect the office that we hold. Remembering that as an individual we have no legal authority outside the meetings of the SCAEC. Member Representatives should never misuse the power inherent in their office. Member Representatives will abide by state and federal anti-discrimination and harassment laws.
    - Act with dignity, and understand the implications of demeanor and behavior
    - Govern within Board-adopted policies and procedures
    - Govern in a dignified and professional manner, treating everyone with civility and respect
    - Member Representatives pledge to avoid any situation that constitutes a conflict of interest. When a matter arises that could be a question of conflict of interest, Member Representatives will notify the Executive Director and/or Board Chair.

4. Resist influencing votes or actions of other Member Representatives or of any employee, through threat, promise of award, deception, exchange of vote, or by any other means than legitimate open discussion.
    - Member Representatives recognize the fact that the strength and effectiveness of the Board is as a total Board, not as a group of individuals.
    - Operate openly, with trust and integrity

5. Agree to conduct all official business by the Board in open public hearings except for those issues which are by law more appropriately dealt with in closed session.
    - Ensure opportunities for the diverse range of views in the community to inform Board deliberations

6. Recognize that all discussion in closed session should not be released or discussed by individual Member Representatives, outside the confines of the closed session. Any information disclosed from closed session will only be released with the approval of the Board by majority vote.

- Keep confidential matters confidential

7. Acknowledge that the Board's function is to establish the policies of SCAEC. The Board shall hold the Executive Director and his/her staff accountable for the administration of the educational program and the conduct of consortium business. Any complaints, criticisms, and comments received by individual Member Representatives regarding the actions taken by the consortium should be shared with the entire Board. Violations of this policy may subject the member violating it to censure by the Board.

- Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the staff
- Take collective responsibility for the Board's performance
- Periodically evaluate its own effectiveness

Section X - Censure Policy

1. Statement of Purpose. Censure is an official expression of disapproval passed by the Board. A SCAEC Board Representative may be subject to a resolution of censure by the Board should it be determined that any form of Member Representative Misconduct has occurred. All Member Representatives are expected to maintain the highest standards of conduct and ethical behavior. In order to maintain public confidence in the Board, and the governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of Representative misconduct.

2. Censure Procedure. A complaint of Representative misconduct is submitted by another Member Representative, partner, or public. The Board will first consider the complaint to determine whether further investigation is warranted. If the Board does determine such further investigation or consideration is warranted, the complaint will be referred by the Board chairperson for investigation and review to an ad hoc committee composed of five representatives not subject to the complaint. In a manner deemed appropriate by the committee, a thorough fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint.
This process may include an external investigator, as appropriate. The Representative subject to the charge of misconduct shall be permitted to present information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action.

3. The committee, if it determines censure may be appropriate, will direct the Executive Director to draft a Resolution of Censure and place the matter on the agenda of the next regular or special Board meeting for consideration by the Board as a whole.

Section XI - Limits of Board Authority

The SCAEC Governing Board recognizes that the Board is the unit of authority over the Consortium and that a Member Representative has no individual authority. Member Representatives shall hold the education of adult students above any partisan principle, group interest, or personal interest.

Individually, a Member Representative may not commit the Consortium to any policy, act, or expenditure.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the Consortium or the Consortium Office business or staff. Individual Member Representatives shall submit requests for information to the Executive Director or designee.

Individual Member Representatives do not have the authority to resolve complaints. Any Member Representative approached directly by a person with a complaint should refer the complaint to the Executive Director or designee so that the problem may receive proper consideration and be handled through the appropriate Consortium process.

The Executive Director or designee shall provide a copy of the SCAEC Bylaws to each Member Representative.

Member Representatives are responsible for complying with the requirements of the SCAEC Bylaws.

Section XII - Conflict of Interest

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the Consortium and the public. In accordance with law, Member Representatives and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

The Board shall adopt a resolution that specifies the terms of the Consortium’s conflict of interest code, the Consortium’s designated positions, and the disclosure categories required for each position.

Upon direction by the code reviewing body, the Board shall review the Consortium's conflict of interest code and submit any changes to the code reviewing body.

When a change in the Consortium’s conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the Consortium's conflict of interest code, the Executive Director or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views (Government Code 87311)

Section XIII - Financial Interest

If a Member Representative or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700) Member Representatives shall adhere to the "Disqualification for Member Representatives" procedures shown below:

Statements of economic interests submitted to the Consortium by designated employees and Member Representatives in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

1. The ownership of less than 3 percent of the shares of a corporation for profit, provided that the total annual income to him or her from dividends, including the value of stock dividends, from the corporation does not exceed 5 percent of his or her total annual income, and any other payments made to him or her by the corporation do not exceed 5 percent of his or her total annual income.

2. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty.

3. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board.

4. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public Consortium of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091.

5. That of a spouse of an officer or employee of the Consortium if his/her spouse's employment or office holding has existed for at least one year prior to his/her election or appointment.

6. That of a non-salaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records.

7. That of a non-compensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the SCAEC Board has a legal obligation to give particular consideration, and provided further that such interest is

noted in its official records. For purposes of this paragraph, an officer is "non-compensated" even though he or she receives reimbursement from the nonprofit, tax-exempt corporation for necessary travel and other actual expenses incurred in performing duties of his or her office.

8. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records.

9. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm.

10. That of an officer or employee of or a person having less than a 10-percent ownership interest in a bank, bank holding company, or savings and loan association with which a party to the contract has a relationship of borrower or depositor, debtor, or creditor.

11. That of (A) a bona fide nonprofit, tax-exempt corporation having among its primary purposes the conservation, preservation, or restoration of park and natural lands or historical resources for public benefit, which corporation enters into an agreement with a public agency to provide services related to park and natural lands or historical resources and which services are found by the public agency, prior to entering into the agreement or as part of the agreement, to be necessary to the public interest to plan for, acquire, protect, conserve, improve, or restore park and natural lands or historical resources for public purposes and (B) any officer, director, or employee acting pursuant to the agreement on behalf of the nonprofit corporation. For purposes of this paragraph, "agreement" includes contracts and grants, and "park," "natural lands," and "historical resources" shall have the meanings set forth in subdivisions (d), (g), and (i) of Section 5902 of the Public Resources Code. Services to be provided to the public agency may include those studies and related services, acquisitions of property and property interests, and any activities related to those studies and acquisitions necessary for the conservation, preservation, improvement, or restoration of park and natural lands or historical resources.

In addition, a Member Representative or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

Member Representatives and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the Consortium’s conflict of interest code. A Member Representative who leaves office or a designated employee who leaves Consortium employment shall, within 30 days, file a revised

statement covering the period of time between the closing date of the last statement and the date of leaving office or Consortium employment. (Government Code 87302, 87500)

Section XIV - Conflict of Interest under Political Reform Act

A Member Representative or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Member Representative's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Member Representative's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2CCR 18700-18709)

A Member Representative or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the Consortium to any course of action, or enters into any contractual agreement on behalf of the Consortium. (2 CCR 18702.1)

A Member Representative who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Member Representative with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

A Member Representative who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

1. Publicly identify the financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. (Government Code 87105)

2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. This Member Representative shall not be counted toward achieving a quorum while the item is discussed. (Government Code 87105; 2 CCR 18702.5)

3. Leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. (Government Code 87105)

The Member Representative may speak on the issue during the time that the general public speaks on the issue. The Member Representative shall recuse himself/herself from voting on the matter and leave the dais to speak from the same area as members of the public. He/she

may listen to the public discussion of the matter with members of the public. (Government Code 87105; 2 CCR 18702.5)

If the Board's decision is made during closed session, the public identification may be made orally during the open session before the Board goes into closed session and shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. The Member Representative shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the Board's decision. (2 CCR 18702.5)

Section XV - Conflict of Interest under Government Code 1090

Member Representatives, and designated employees, or Consortium consultants shall not be financially interested in any contract made by the Board on behalf of the Consortium, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids If a Member Representative has such a financial interest, the Consortium is barred from entering into the contract or in any contract they make in their capacity as Member Representatives or designated employees. (Government Code 1090; Klistoff v. Superior Court, (2007) 157 Cal. App. 4th 469)

A Member Representative shall not be considered to be financially interested in a contract if his/her interest is a “noninterest” as defined in Government Code 1091.5. One such noninterest is when a Member Representative’s spouse/registered domestic partner has been a Consortium employee for at least one year prior to the Member Representative’s election or appointment. (Government Code 1090.5)

A Member Representative shall not be deemed to be financially interested in a contract if he/she has only a “remote interest” in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Member Representative shall not vote or debate on the matter or attempt to influence any other Member Representative to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child or step-child. (Government Code 1091)

Even if there is no prohibited conflict of interest, a Member Representative shall abstain from voting on personnel matters that uniquely affect his/her relatives. A Member Representative may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced. "Step" relatives are included if

they are within the same degree of relationship to the individual or his/her spouse or domestic partner.

Section XVI – Common Law Doctrine against Conflict of Interest

A Member Representative shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Section XVII - Incompatible Activities

Governing Member Representatives shall not engage in any employment, activity, or hold any office which is inconsistent with, incompatible with, in conflict with or inimical to the Member Representative's duties as an officer of the Consortium. (Government Code 1099, 1126)

Section XVIII - Gifts

Member Representatives and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the Consortium for Member representatives and designated employees. (Government Code 89506)

Section XIX - Honoraria

Designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502). The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the Consortium for donation into the general fund without being claimed as a deduction from income for tax purposes.

Section XX - Designated Positions

1. It has been determined that persons occupying the following positions manage CAEP funds and shall file a full statement of economic interests pursuant to Government Code 87200: Persons occupying the following positions are designated employees in Category 1 of this code:

Executive Director
Regional Coordinator

2. Designated persons in this category must report investments or business positions in or income, including gifts, loans, and travel payments, from sources which:

(a) Are contractors or subcontractors which are or have been within past two years engaged in work or services of the type used by the Consortium or

(b) Manufacture or sell supplies, books, machinery, or equipment of the type used by the Consortium

ARTICLE III
MEMBERS

Section I – Size and Composition

Any community college, school, or county office of education, or any joint powers authority consisting of community college consortia, school consortia, county offices of education, or combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member, upon Board recognition. As a condition of joining and continuing with SCAEC, a member shall commit to the following:

- Meet with Executive Director
- Be recognized as a public educational institution by the State of California
- Must demonstrate adequate progress as determined by the Leadership committee to become WASC or ACCJC accredited and maintain accreditation
    - In order to remain a funded agency, current members are expected to become WASC or ACCJC accredited by June 2026 and maintain accreditation.
- Data reporting including student enrollment
- Must utilize state approved attendance tracking mechanisms
- Must be able to provide data verifying adult education and services at their site
- Submit a proposal to SCAEC Leadership Team to evaluate available funds, possible one-time funding, or partnership with another member within their sub-region. If funds allow and all criteria are met, the SCAEC board can determine permanent member status.
- Commitment from district

The consortium is divided into four sub-regions to focus on work pertaining to each area. Sub-regions do not have any formal structure or governance authority.

Central Region

Caruthers USD, Central USD,
Fresno USD, Fresno City College,
FCSS ROP
Washington USD,
Fresno Workforce Connection

Clovis Region

Clovis USD,
Clovis Community College,
Sierra USD,
Fresno Workforce Connection

North Region

Chawanakee USD, Golden Valley USD,
Madera USD, Madera Community College,
Madera Community College at Oakhurst,
Yosemite USD,
Madera County Workforce Assistance Center

South Region

Dinuba USD, Kings Canyon USD,
Parlier USD,
Reedley College, Sanger USD,
Selma USD, Valley ROP,
Parlier Workforce Connection

Section II – Selection Procedure / Term of Office

A member of the consortium shall be represented only by a member or alternate designated by the Governing Board of the member. All representatives of member districts will remain as representatives until their governing board chooses to change persons. All districts have the authority to designate a voting alternate.

Representatives of member districts are to have the authority to make decisions on behalf of their district. SCAEC Board business cannot be delayed by representatives requiring approval from their district Board.

Section III – Governance Structure

All attempts will be made to reach consensus. When consensus cannot be reached, majority vote (50%+1) of the voting members/designees will rule. Quorum is established if a majority (50%+1) of the membership is in attendance. Each member district will have one vote, with the exception of State Center Community College District. SCCCD will have four voting members, each representing one college, and each with one vote.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Section IV – Termination of Representative

Member districts missing more than one Board meeting or the annual Board retreat in a fiscal year will receive a warning letter from the Executive Director and chairperson to their

Superintendent or Chancellor. A member may be deemed ineffective, and the SCAEC Board, with a simple majority, may vote to suspend or expel a representative for just cause. Other than the Executive Director, membership may also terminate upon 2/3 vote of the SCAEC upon a finding that the member violated the SCAEC Code of Conduct.

Section V – Transfer of Representation

A member's board of trustees or designee has the sole authority to assign or transfer their representative on the SCAEC board.

Section VI – Resignation of Representative

Any Member Representative may resign by filing a written resignation with their governing board. The written resignation shall become a part of the SCAEC records in the event of a dispute.

Section VII – Vacancy

Any vacancy on the Board shall be filled for the remainder of the fiscal year by appointment of the member's board of trustees or designee.

Section VIII – Departure of Member District

Any member may elect to leave the Consortium through a written request by the district superintendent, chancellor, or the agency's executive officer. Any member leaving the consortium shall:

a. Provide written notice to the Executive Board thirty (30) days prior to vacating membership.
b. Return its remaining allocation to the Consortium as agreed by the SCAEC Executive Board.

Section IX – Out-of-State Travel

CAEP-related out-of-state travel is considered approved by the Board as long as such travel adheres to the member's district approved travel policies.

Section X – Additional Regional Consortia and Member Requirements/Effectiveness

California Adult Education Program Measure of Effectiveness responds to AB104, Section 84920. This section required the Chancellor and the State Superintendent of Public Instruction identify the measures for assessing the effectiveness of consortia. These measures shall include but are not limited to:

(1) How many adults are served by members of the consortium
(2) How many adults served by members of the consortium have demonstrated the following:
    a. Improved literacy skills
    b. Completion of high school diplomas or their recognized equivalents

c. Completion of postsecondary certificates, degrees, or training programs
d. Placement into jobs
e. Improved wages

For the purposes of evaluating consortium effectiveness for CAEP funding year, the CDE and CCCCO have established the following indicators of compliance:

Evaluation:

- Consortia have evaluated members to identify that the services provided meet the needs identified in the adult education plan.
- Consortia submitted an annual plan that includes program strategies for the upcoming program year based upon regional need, funding, and capacity.

Funding:

- CAEP funds are expended within the seven CAEP program areas and are consistent with each consortia's adult education regional plan.
- Consortium expenditures must align with the objectives of the consortium's annual plan as approved by the regional consortium board.
- The consortium as a whole shall adhere to AB1491 legislation to keep total carryover dollars at or under 20% of its annual allocation. If the consortium exceeds 20% carryover, the consortium will follow the guidelines as defined by Article VIII, Section VIII.

Governance and Collaboration:

- Consortia have identified a governance structure for decision-making.
- Consortium governance plans, by-laws, and CAEP requirements are followed for decision-making and public meetings.

Membership:

- Consortia invited all eligible members in the region to participate in the CAEP initiative.
- All members are located within the regional boundaries of designated consortium.

Planning:

- Consortia have submitted the required Annual Plan Template.
- Consortia have approved and submitted the 3-year plan that may include amendments.
- Consortium members have shared information on related programs that are offered, and the resources being used to support these programs.
- Consortia participated in statewide leadership activities (CAEP Summit, CAEP Director's Conference).

Reporting:

- Consortia will report student level enrollment data and outcomes for quarterly and final reporting.
- Consortia will submit financial expenditure and progress reports.

Member Effectiveness

In addition to consortium effectiveness, the CDE and CCCCO have identified the following to indicate member effectiveness. Potential ineffective members will be referred to the SCAEC Compliance Committee for review and technical assistance will be provided.

- Each member must participate in completing and updating its Annual Plan and Mid-Year Plan.
- Members must approve the consortium annual plan in the NOVA reporting system each year before the August 15 due date. The annual plan does not require formal approval at a board meeting as the approval in NOVA will suffice.
- Each member must approve the CFAD in the NOVA reporting system annually before the May 2 due date. By approving the CFAD, members agree to the following:
    - Fiscal Agent Confirmation
    - Agency and Certifier Contact Information
    - Member Allocations
    - Carryover Threshold
    - Consortium Governance Compliance of Rules and Procedures

  For more information, refer to the CFAD section in NOVA.
- CAEP member funds must be expended within the seven program areas, and services provided must be consistent with the consortium's three year and annual plan. Funds must be expended in accordance with the excessive carryover guidelines referenced in Article VIII, Section VIII.
- Each member must participate in completing and updating the 3-year Consortium Plan, including any amendments.
- Member expenditures of CAEP funds must align with the objectives of the consortium's three year and annual plan as approved by the regional consortium board.
- Members participate in consortium/public meetings.
- A SCAEC board member or alternate from each member district must serve on at least one committee.
- Members participate in consortium final decisions.
- Members report student level enrollment data and outcomes for quarterly and final reporting.
- Members must share information on programs offered, and the resources being used to support the programs.
- Members file financial expenditure and progress reports with the regional consortium and input financial data into the state reporting system.
- Members will be monitored for effectiveness based on criteria as outlined in the compliance committee program document SCAEC Member Monitoring and Compliance Committee.

Course Approval Process

- **CDE Requirements for CAEP and WIOA Funded Agencies**
    - California law (*Education Code* Section 52506) requires the State Superintendent of Public Instruction to establish procedures for K–12 and County Office of Education adult schools to secure annual course and program approval.
    - All courses must be approved annually by the member's local governing board prior to submission to the reporting site.
    - All courses must be entered into the Adult Education Online Application and Reporting Site
    - Course approvals are due to the CDE no later than June 15 of each year.

- **New CTE Course SCAEC Board Approval Process**
    - New CTE courses must align with Labor Market Information available for the region as per Education Code 84906(3).
    - CTE courses should have local governing board approval prior to submission to the SCAEC board.
    - Members must submit course description and corresponding LMI to the SCAEC Leadership Committee for review. The committee will submit the item to the board for approval.

- Link to CAEP and WIOA Course Approval Process Letter

- For additional information, refer to these documents: *CAEP Adult Education Program Fiscal Management Guide, Allowable Uses of Adult Education Program Funds* and *Program Guidance AB104 Adult Education Block Grant*

ARTICLE IV
OFFICERS

Section I – Officers

The Officers of the SCAEC Board shall be a chairperson, vice chairperson, and other such officers as the Board may deem desirable. Each member may designate an alternate if the officer is unable to meet their obligation.

Section II – Election and Term of Office

The officers of the SCAEC Board shall be elected annually by the elected Member Representatives and shall serve for one year or until each successor has been elected.

Section III – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the Member Representative members of the SCAEC for the unexpired portion of the term. The alternate for the vacant position to be replaced shall fill the vacancy. Replacement of alternates shall be selected first from the election rankings by appointment and vote of the majority of Member Representatives present for the remainder of the current school year.

Section IV – Chairperson

The chairperson shall preside over all meetings and sign the assurances and other communications from the Board. The Executive Director will normally develop the meeting agenda in coordination with the chairperson. The chairperson advances the work of the posted agenda, assures all voices are heard in the Consortium and manages the meeting with the assistance of the Executive Director. The chairperson facilitates the meeting pursuant to these bylaws. The Chairperson may independently add an item to an agenda if relevant to the role of the Consortium.

Section V – Vice Chairperson

The duties of the vice chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his/her absence.

ARTICLE V

COMMITTEES

Section I – Standing and Special Committees

The SCAEC Board may decide to establish standing or special committees as it may desire. No special or standing committee may exercise the authority of the Consortium. Any standing or special committees shall report their draft plans, concerns, and next steps at each Board meeting.

Section II – Membership

A SCAEC board member or alternate from each member district must serve on at least one committee.

Section III – Term of Office

The term of office for each committee shall be one fiscal year.

Section IV – Rules

Each committee may adopt rules for its conduct consistent with these bylaws regulating the SCAEC Board. The SCAEC Board in its decision to establish such committees shall specify details of when and how the committee shall report to the SCAEC Board.

Section V – Quorum

A quorum is established if a majority (50%+1) of the membership is in attendance.

Section VI – Vacancy

A vacancy in the membership of any committee may be filled by appointment volunteers made in the same manner as provided in the case of the original appointment.

ARTICLE VI

MEETING OF THE STATE CENTER ADULT EDUCATION BOARD

Section I – Meetings

Meetings to be held by the comprehensive consortium group and committee groups as needed. Additional meetings may be called as appropriate to accommodate workflow.

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed 72 hours in advance.

The Board chairperson shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

A Board meeting exists whenever a majority of Member Representatives gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the Board or Consortium. (Government Code 54952.2)

The Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the Consortium, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and Board-adopted bylaws, policies, and administrative regulations.

A majority of the Board shall not, outside of an authorized meeting use a series of communications of any kind, directly or through personal intermediaries, and technological devices to discuss, deliberate, or develop a collective concurrence as to an action that members

will take on any item of Consortium business that is within the subject matter jurisdiction of the Board. However, an employee or Consortium official may engage in separate conversations with Member Representatives in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as the employee or Consortium official does not communicate the comments or position of any Member Representative to other Member Representatives. (Government Code 54952.2)

Section II - Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance to any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation.

Meetings shall be held in a facility that is accessible to all persons, including disabled persons, without charge. (Government Code 54961)

In order to help ensure participation in the meeting by disabled individuals, the Executive Director or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the Executive Director or designee at least two days before the meeting date.

Virtual meetings will be held at the discretion of the Board.

Section III - Regular Meetings

The Board shall adopt a schedule specifying the date, time, and place of its regular meetings. (Education Code 35140)

The Board shall hold regular meetings at agreed upon dates, times, and locations. At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public, and on the Consortium's Internet web site. (Government Code 54954.2)

Whenever agenda materials related to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Executive Director or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

Section IV - Special Meetings

Special meetings of the Board may be called by the chairperson, a majority of the Member Representatives, or the Executive Director.

Written notice of special meetings shall be delivered personally or by any other means to all Member Representatives, the Executive Director, and the local media who have requested such notice in writing. The notice shall also be posted on the Consortium's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed; no other business shall be considered at these meetings. (Education Code 35144, Government Code 54956) In the event of an extreme situation, the Executive Director and Board chairperson will determine whether a conference call is acceptable.
Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or after the item's consideration. (Government Code 54954.3)

Public notice shall be given at least 72 hours before any retreats, study sessions or training sessions held by the Board. All such meetings shall be held within Consortium boundaries and action items shall not be included.

Section V - Adjourned Meetings

A majority vote by the Board may adjourn any meeting to a later time and place that shall be specified in the order of adjournment. (Government Code 54955)

If no members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

A copy of the order or notice of adjournment shall be posted on the website within 24 hours after the time of adjournment. (Government Code 54955)

Section VI - Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss items such as, but not limited to, annual planning, three-year planning, or overall consortium performance.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with

the Consortium bylaws and shall be held in open session in accordance with the Brown Act. Action items shall not be included on the agenda for these meetings.

Section VII – Broadcasting

SCAEC will seek formats that allow for interaction from the public. Also, all meetings will be digitally archived, and meeting minutes will be posted on the SCAEC website.

Section VIII - Hearings

The Board may occasionally convene public hearings at which no Board action is to be taken. Such hearings are held solely to allow the Board and members of the public to receive information. A hearing may take place immediately prior to a Board meeting.

If a quorum of Member Representatives is present at a hearing, notice of the hearing shall be provided according to procedures specified above for regular meetings.

Section IX - Other Gatherings

Attendance by a majority of the Member Representatives at any of the following events is not subject to state open meeting laws provided that a majority of the Member Representatives do not discuss specific Consortium business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school Boards.

2. An open, publicized meeting organized by a person or organization other than the Consortium to address a topic of local community concern.

3. An open and noticed meeting of another body of the Consortium or at a legislative body of another local agency

4. A purely social or ceremonial occasion.

5. An open and noticed meeting of a standing committee of the Board, provided that the Member Representatives who are not members of the standing committee attend only as observers.

Individual contacts or conversations between a Member Representative and any other person are not subject to open meeting laws. (Government Code 54952.2)

Section X - Agenda and Meeting Materials

Agenda Content

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5, Government Code 54954.3)

A person wishing to be heard by the Board shall first be recognized by the chairperson and shall then proceed to comment as briefly as the subject permits. Individual speakers will be allowed three minutes to address the Board on each agenda item, or non-agenda item. The Board shall limit the total time for public input for each agenda item to 20 minutes. The Board chairperson may take a poll of speakers for or against a particular issue and may ask that only those individuals with something new to add request to speak. With Board consent, the Board chairperson may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board chairperson shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board chairperson shall also encourage the complainant to file a complaint using the appropriate Consortium complaint procedure.

The Board chairperson shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption, by an individual or group, shall be grounds for the chairperson to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)
When such disruptive conduct occurs, the Executive Director or designee shall contact local law enforcement.

IV. Protocol for Technological Service Disruptions (SB 707)
If a technology failure occurs that prevents the public from accessing the meeting or providing public comment, the following procedures apply:

1. **Halt Business:** The legislative body shall immediately stop all actions on agenda items.
2. **Recess:** The presiding officer shall declare a recess of the open session for at least **one hour**.

3. **Attempt Restoration:** During the recess, staff shall make a good-faith effort to restore the telephonic or internet-based service (e.g., restarting the Zoom meeting, switching to a backup link).
4. **Reconvene or Adjourn:**
    - If service is **restored** within one hour, the meeting may resume.
    - If service is **not restored** within one hour, the meeting must be adjourned.
5. **Continued Items:** If the meeting is adjourned due to service failure, any remaining agenda items must be re-noticed and heard at a future meeting

From July 1, 2026 until July 1, 2030, agencies must translate meeting agendas into “applicable languages” — defined as those languages spoken by at least 20 % of residents (who also speak English “less than very well”) per most recent American Community Survey (ACS) data.

The agenda shall specify that an individual should contact in writing, the Executive Director or designee if he/she requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting. (Government Code 54954.2)

Consent Agenda/Calendar

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Executive Director recommends approval.

At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Member Representatives provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

ARTICLE VII

ENCOURAGING ACCOUNTABILITY

1. The Consortium staff will increase communication with all members by creating and sending out an approved calendar of due dates for submitting reports, documents, and spending of funds.
2. If a deadline is missed by a member, the Consortium staff will work with member to offer assistance in completing missing report/document, etc. The district's Superintendent and CBO will also be notified.
3. All members are required to use state accountability systems for financial and data reporting.
4. The Consortium staff will conduct orientation sessions with each new member, or for any member, by request.

ARTICLE VIII

FUNDING

Section I – Cost of Living Adjustment (COLA) Distribution

All CAEP members are eligible for the COLA. Any COLA funding received will be distributed based on the member's allocation percentage from the prior year's CFAD.

Section II - Distribution of One-time Funding

Any one-time funds received by the consortium will go to a special fund to be distributed by a board-approved proposal/application process, unless there are specific criteria attached.

Section III– Reduction in Consortium Funding

In the event of a reduction in overall CAEP consortium funding, all member funding will be reduced by the same percentage provided by the CAEP office.

Section IV – Increase in Consortium Funding

In the event of an increase in overall CAEP consortium funding not related to COLA, the Budget Committee will make recommendations to the Board for proposed member funding based on the following criteria:

- member student enrollment using the average of the prior three fiscal years reporting
    - adult school enrollment (participant) is defined as 12+ hours
    - community college enrollment is determined at census (320 Report)

- member effectiveness as identified in Article III, Section IX
- member carryover not related to capital improvement plans

Section V – Non-Funded Members

Non-funded members to receive a base allocation as determined by the leadership committee based on availability of funds.

Section VI - Threshold for Purchases – 6000 Object Code

1. Members wishing to purchase any single item in the amount of $5,000 or greater must have approval from the SCAEC board.
2. Members purchasing multiple items totaling $5,000 or greater must have approval from the SCAEC board.
3. If approved, the Executive Director will relay the information to the CAEP office and notify the member if additional information is required.

Carryover for Capital Improvements

If a member is carrying over money for capital improvements in the amount of $5,000 or greater, the following must occur:

a. Submit a written activity and spending plan and include which year's allocation will be used.
b. Submit the member's governing board's approval of the plan.
c. The member must monitor this money that is being set aside, there must be a timeline, and quarterly communication and updates with the SCAEC Executive Director.

Reminder: Funds must be spent by the expiration date of the fiscal year indicated for this project.

Section VII – Relinquishment of Funds by a Member

Voluntary Relinquishment of Funds

Any member may choose to relinquish funds at any time. To comply with AB1491, SCAEC members must notify the Executive Director by the end of the second quarter of the fiscal year if they plan to relinquish funds. If after the second quarter, the Executive Director will review relinquishment on a case-by-case basis and refer the request to the Leadership Team, Budget Committee, or Compliance Committee as appropriate.

The member who chooses to relinquish funds needs to submit a statement from their district office to the Executive Director to forward to the Budget Committee indicating the amount of money to be relinquished and the specific reason for the inability to spend the funding. Funds will be made available to all consortium members on a case-by-case basis as determined by the

Budget Committee. Any transfer of funds between members must be approved by the SCAEC board.

Future allocation amounts will not be affected by a member voluntarily relinquishing a portion or all of their funding unless the member is deemed ineffective as outlined in Article III, Section IX.

Involuntary Relinquishment of Funds

Involuntary relinquishment of funds is defined as per two sections within the bylaws: Article III Section IX, Member Effectiveness and Article VIII, Section VIII, Excessive Carryover. Potential ineffective members will be referred to the Compliance Committee for review of the member's proposed expenditure plan and technical assistance will be provided.

The member who is required to relinquish funds needs to submit a statement from their district office to the Executive Director to forward to the Budget Committee indicating the amount of money required to be relinquished and the specific reason for the inability to spend the funding.

Future allocation amounts will not be affected by a member relinquishing a portion or all of their funding unless the member is deemed ineffective as outlined in Article III, Section IX.

If a relinquishment of funds (voluntary or required) from the same member occurs in two consecutive fiscal years, the Board may make the decision to reduce funding permanently. Should this occur, the Board will adopt a policy for the reinstatement of funds.

Section VIII – Excessive Carryover

Excessive Carryover Definition for Consortium

AB1491 defines excessive carryover as more than 20% of allocated funds from one or more prior fiscal years.

Consortium Excessive Carryover Policy

Beginning with the 2023-24 program year, Consortia exceeding 20% carryover annually will be required to submit a written expenditure plan and assigned technical assistance by the Chancellor's Office and CDE.

Excessive Carryover Definition for Member

Excessive carryover refers to the percentage of allocated funds that a member has carried forward from one fiscal year to the next fiscal year beyond the percentage threshold. The percentage threshold for excessive carryover for the member of the Consortium is 20% of the member's annual allocation.

Member Excessive Carryover Policy

Beginning with the 2023-24 fiscal year, the consortium office must review the carryover amounts reported in NOVA by each member quarterly and notify any member who has fallen below the

following spending targets***: Q1 - 20%, Q2 - 40%, Q3 - 60% and Q4 - 80%.*** Superintendents and college presidents will be notified by the Executive Director of their member's carryover status after Q2 and Q4 each year.

If a member's carryover exceeds the 20% threshold for two consecutive years, the Consortium is authorized to take action by withholding 100% of the member's excessive carryover amount through an allocation amendment upon certification of the second consecutive fiscal year of excessive carryover. Withholding of the member's allocation will be decided by a majority vote of the Board and cannot exceed the excessive carryover amount.
If a member's carryover exceeds the percentage threshold for one fiscal year, the Consortium may take action, such as requiring a written plan describing how the member will spend this carryover amount, including timelines, or how the member will reallocate excessive carryover funds to another member or return to the Consortium office.

ARTICLE IX

DISPOSITION OF EQUIPMENT OR PROPERTY

Disposition of terminated CAEP course/program related equipment or property is to be carried out in accordance with the following:

- Priority for the purchase of said equipment/property will be given to the district that terminated the course/program.
- If the District that terminated the course/program does not purchase the equipment/property, the expectation is that the member will work with their sub-region to distribute the equipment/property.
- Final disposition to be approved by Executive Director

ARTICLE X

SUBCONTRACTS

If a member/district subcontracts with another district, SCAEC Board would need to be informed.

ARTICLE XI

BYLAWS

Section I – Bylaws Revision

These bylaws shall be reviewed annually by the SCAEC Governance and Bylaws Committee and then presented to the SCAEC Board. Proposed changes shall be posted and subject to public discussion at least one meeting prior to the SCAEC taking action. Bylaws revisions shall be placed on a written agenda and require a majority vote of the quorum. Bylaws shall not conflict with state or federal law, or Board Policy.

Section II – Accessibility of Bylaws

The bylaws shall be available at every SCAEC meeting and to members of the public upon request.