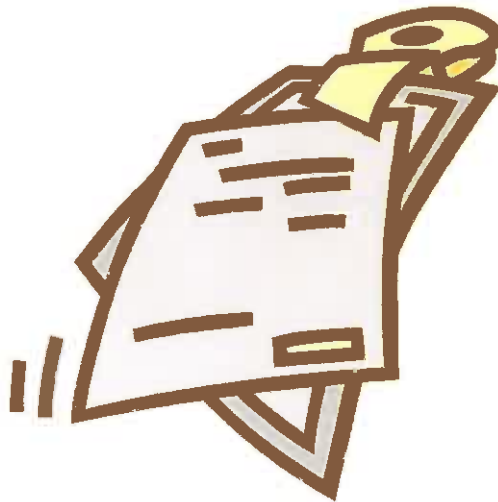




Adult Education Council

Final Bylaws – Revised May 2011



**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS
ADULT EDUCATION COUNCIL
BYLAWS**

**ARTICLE I
NAME AND OBJECT**

- Section 1. The name of this organization shall be the Adult Education Council of the Association of California School Administrators.
- Section 2. The object of the Adult Education Council shall be:
- A. To identify and study issues relating to adult education
 - B. To recommend legislative positions to the Association of California School Administrators and advocate for legislation that advances public adult education statewide
 - C. To actively enhance and promote adult education's role with professional organizations, legislators, district personnel, district board members, Department of Education, business, industry, and the community at large
 - D. To plan and coordinate professional growth opportunities for administrators of adult education programs
 - E. To be the official voice for adult education administrators in the State of California
 - F. To provide strong leadership within the Association of California School Administrators.
- Section 3. The Association of California School Administrators Bylaws shall always supersede these laws.

**ARTICLE II
MEMBERSHIP**

- Section 1. Membership in the Adult Education Council shall include:
- A. Voting members:
 - 1. One representative elected or appointed from each of the regions in the Association of California School Administrators
 - 2. The President of the Council
 - 3. All non-retired past chairs/presidents of the committee/council
 - 4. At large members may be appointed by the president for one-year terms to address any specific needs of the Adult Education Council
 - B. Non-voting participants:
 - 1. The American Association of Adult and Continuing Education

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2. Association of California School Administrators Board of Directors Liaison
3. Association of California School Administrators Staff Liaison
4. Association of California School Administrators Staff Liaison from Governmental Relations Department
5. California Adult Education Administrators Association
6. California Adult Literacy Professional Development Project (CALPRO)
7. California Council for Adult Education
8. California Department of Education
9. California State Consortium for Adult Education
10. Comprehensive Adult Student Assessment Systems (CASAS)
11. Outreach and Technical Assistance Network (OTAN)

Section 2. Selection of regional representatives

- A. Each regional representative shall be elected or selected by a process developed within each Association of California School Administrators region.
- B. Regional representatives will work with their regional leadership to develop an election and/or selection process.
- C. The council shall mentor and encourage members in underrepresented groups to participate in adult education activities.
- D. The responsibilities of the region representative shall be developed and communicated to the adult education administrators of the region prior to the election.
- E. All expenses to conduct an election/selection shall be borne by the representative's region.
- F. Each region shall develop a process for selecting or electing a new representative should the elected/selected representative resign from the position mid term.
- G. Regional representatives shall serve three-year terms with one third of the regions having new representatives each year. Regions shall be grouped as follows:
 1. Regions 2, 3, 7, 10, 15, 17
 2. Regions 1, 6, 9, 11, 14, 16
 3. Regions 4, 5, 8, 12, 13, 18
- H. The region president shall communicate the election process and the name of the elected adult education administrator to the president of the Adult Education Council and the Association of California School Administrators committee/council secretary.

Section 3. Council members shall be current adult education administrators who are state members of the Association of California School Administrators and active in region and state adult education and ACSA activities.

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- Section 4. Regional representatives shall serve one three-year term, and shall not serve consecutive terms without the express permission of the council unless elected by their region.
- Section 5. The Association of California School Administrators shall reimburse expenses of voting members for up to three designated meetings per year.
- Section 6. Council members shall ensure an alternate from their region will attend council meetings if a member is unable to attend.

ARTICLE III ADULT EDUCATION COUNCIL PRESIDENT

- Section 1. The officer of the Adult Education Council shall be president.
- Section 2. The officer shall be an active or former member of the Adult Education Council.
- Section 3. Elections shall be held every three years.
- A. During the first meeting of the Adult Education Council president's last term, he/she shall appoint a sub-committee of three current Adult Education Council members to serve as a nomination committee. The nominating committee shall select up to three nominees to be forwarded to the Adult Education Council. Nominees must have served on the Adult Education Council as an active member.
 - B. At the regular second meeting of the year, the council shall vote for one nominee and submit the election results to the Association of California School Administrators committee/council secretary and the region president of the council president's region.
 - C. The region president should undertake procedures to find a new regional representative for the region effective July 1 if the new president is a current member of the council.
 - D. The new president shall take office on July 1. If the new president is a regional representative, a new representative shall serve the duration of the president's term.
- Section 4. **Term of Office**
The term of office shall be three years.
- Section 5. **Vacancy in Office**
- A. In the case of a vacancy in office, a successor shall be elected according to procedures described in Section 3. A and B.
 - B. The new president, if currently representing a region, would vacate his/her regional position immediately, resulting in a new regional election or selection.

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Section 6. Roles and Responsibilities

The council president shall do the following:

1. Attend training session for new council presidents.
2. Orient new council members at the first meeting of the fiscal year.
3. Attend one board meeting during their tenure.
4. Notify region presidents if members of the council have poor attendance.
5. Be knowledgeable of the policies and procedures of councils and knowledgeable of the material contained in the leadership manual.
6. Be knowledgeable about the positions and resolutions adopted by the Association of California School Administrators
7. Attend and serve as a delegate to the delegate assembly and participate in the council presidents meeting.
8. Schedule council meetings in Association of California School Administrators' various offices with the committee/council secretary.
9. Maintain the Adult Education Council Bylaws.
10. Notify, as soon as possible, the committee/council secretary if meetings are cancelled.

ARTICLE IV REGIONAL REPRESENTATIVES

Section 1. Term of Office

The term of office shall be three years.

Section 2. Roles and Responsibilities

Regional Representatives shall do the following:

1. Meet obligation of membership on the council by attending council meetings and cooperating with other council members in fulfilling council charges/tasks. If a council member is unable to maintain regular attendance, the council president may request the selection of a new regional representative.
2. Report council activities to members within the region.
3. Convene and chair region committee meetings and/or multi-region or co-region activities and workshops.
4. Develop an effective two-way communication with the job-alike personnel in their region in order to keep regions informed.
5. Use region committees for input on critical issues.
6. Contact members of region committees prior to state meetings to obtain ideas for the state agenda.
7. Periodically report to the region board or delegate assembly.
8. Work with region program chair in planning and conducting "job-alike" activities, training programs, and meetings designed to meet individual member needs.
9. Facilitate the work of charter program chair and committees.
10. Facilitate communication among charter, region, and the state council.

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11. Prepare some form of written report in every issue of region and/or charter newsletter when ever possible. Region chair could distribute a condensation of state and region activities via region newsletter or special bulletins to all job-alike personnel.
12. Coordinate with state department consultants in order to keep regions informed.

ARTICLE V LEGISLATIVE POLICY COMMITTEE MEMBER

- Section 1. The Adult Education Council shall have a voting member on the Legislative Policy Committee.
- Section 2. The Legislative Policy Committee member shall be an active or former member of the Adult Education Council.
- Section 3. Elections shall be held every three years.
- A. Individuals willing to serve on the Legislative Policy Committee will be identified during the regular May meeting every three years. A vote will follow.
 - B. Election results will be submitted to chair of the Legislative Policy Committee by the council president.
- Section 4. Term of Office
The term of office shall be three years.
- Section 5. Vacancy in Office
In the case of a vacancy in office, a successor shall be elected according to procedures described in Section 3. A and B.
- Section 6. Roles and Responsibilities
The Legislative Policy Committee member shall do the following:
1. Attend all meetings of the Legislative Policy Committee.
 2. Attend all meetings of the Adult Education Council.
 3. Report Legislative Policy Committee activities to the Adult Education Council.
 4. Facilitate communication between the Adult Education Council and the Legislative Policy Committee.
 5. Contact members of the Adult Education Council prior to Legislative Policy Committee meetings to seek input on proposed bills

ARTICLE VI COUNCIL BUSINESS

- Section 1. Operations/Organization
- A. The September meeting shall be the organization meeting of the council.

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1. The council president shall appoint an individual who will serve as president in the absence of the president.
 2. The council president shall appoint recorders for each of the meetings who will take and distribute minutes of meetings.
 3. The council president may appoint members to special committees or assignments. The President shall attempt to equalize such assignments among the members.
 4. The council president shall develop and distribute a directory of all members, including work and home addresses, telephone, e-mail, and FAX numbers.
- B. The council shall annually address efforts to increase the active representation of all ethnic groups within the Adult Education Council and within the activities of the regions.
- C. The president shall initiate a review of its effectiveness as a council each spring, prior to establishing goals for next year.
- D. The council shall begin the process of establishing the goals and objectives for the following school year after evaluating its effectiveness. The council's annual goals shall be reviewed and approved in September.

Section 2 Meetings

- A. The council shall meet not fewer than three times each year. Three meetings will be reimbursed by the state Association of California School Administrators.
- B. The council president may schedule supplemental meetings as needed.
- C. The council shall have their expenses paid by ACSA within the limits of their budget, as long as actions/expenditures do not violate policy or procedures, and their actions/expenditures are within the board approved council bylaws, goals and purpose.
- D. Each spring the president shall recommend a tentative calendar of meetings for the following year. Whenever feasible meeting dates and locations shall be coordinated with major statewide adult education conference dates. Calendar dates may be adjusted with consent of the council.

Section 3. Agendas

- A. The council president shall prepare the agenda and ensure that it includes significant issues of statewide importance.
- B. Any member may submit items for consideration on the agenda to the president.
- C. Members are responsible for making certain that issues of importance to their constituents are submitted for consideration.
- D. The president shall distribute agendas to the members at least ten working days prior to the meetings.

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- Section 4. Minutes
- A. Minutes of each meeting will be distributed to the council ten (10) days prior to the next meeting.
 - B. After minutes are approved by the council they will be posted on ACSA's website.

- Section 5. Quorum
- A simple majority of voting council members shall be present in order to conduct council business. Action items require a simple majority vote for approval.

ARTICLE VII PUBLIC POSITIONS

- Section 1. The Adult Education Council shall take public positions on behalf of all adult education administrators on any issue on which the Association of California School Administrators (ACSA) has not yet take a position or when the ACSA has taken a position with which it agrees. The Adult Education Council president or designee shall represent this position.
- Section 2. The Adult Education Council shall not take a public position in opposition to an ACSA position.
- Section 3. The council shall have active professional learning programs and activities to achieve ACSA purposes and priorities.
- Section 4. The Adult Education Council shall not engage in activities prohibited by the policies and procedures manual in Section 8-C – Governmental Relations – Political Action.
- Section 5. The council shall first communicate in writing to the state president its intention to take a position prior to any public stance if the ACSA has not taken a position.
- Section 6. The Adult Education Council shall withdraw support for any position, which is subsequently opposed by the ACSA.
- Section 7. The Adult Education Council shall maintain a process to obtain information/input when a fast response is needed from adult education administrators in the State.
- Section 8. Legislative, State Board, or commission testimony:
- A. If a council member is requested to testify, the member shall advise the president or the executive director, determine the ACSA position and discuss the position to be represented with the assistant executive director

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- of governmental relations. If testifying in support of an ACSA position, the member shall be identified as a representative of the Adult Education Council of the ACSA. Expenses may be covered by the council's budget.
- B. If a council member is contacted by an official regarding ACSA's position or the council's position, the member shall respond as accurately as possible. Afterwards, advise the president or executive director of the conversation.
 - C. If a council member testifies on any issue on which ACSA has no position, the member shall testify as an individual, not as an ACSA representative. No expenses will be reimbursed.
 - D. If a council member testifies against an ACSA position, it must be done as an individual, not as an ACSA representative or council representative. No expenses will be reimbursed. (See Section 8-A – Governmental Relations – Legislation, for the process for resolving differences between a council position and ACSA's Legislative Policy Committee position.)

ARTICLE VIII AMENDMENTS

The Adult Education Council, using the following procedures, may amend the bylaws:

- A. Amendments shall be introduced at a regularly scheduled meeting of the council.
- B. Amendments shall be agendized for the following meeting.
- C. Approval requires a simple majority of voting members.

All members of the council shall be given annually a copy of the bylaws. No provision in the bylaws may contradict provisions in the Association of California School Administrators Bylaws.