

ASSOCIATION OF CALIFORNIA SCHOOL LEADERS
CLASSIFIED EDUCATIONAL LEADERS COUNCIL

BYLAWS

I. NAME AND PURPOSE

A. Name

The name of the council is the ACSA Classified Educational Leaders Council (herein know as the CEL Council).

B. Purpose

The major purpose of the CEL Council is to promote and support classified and confidential leaders in the educational profession.

1. Represent classified confidential, supervisory and management positions in all job alike areas including, but not limited to, business/fiscal services, human resources/personnel, maintenance/operations, custodial, technology, facilities, student services/instructional, administrative assistants.
2. Plan, provide, and encourage professional development for classified educational leaders in procedures and practices helping ACSA members become more effective in their various roles as educational leaders.
3. Disseminate information related to classified educational leaders through publications, conferences, regional meetings, electronic communications and other resources.
4. Assist in the recruitment of classified educational leaders as ACSA members.
5. Promote the training and recruitment of individuals of diverse backgrounds as classified leaders.
6. Promote the highest standard of ethical conduct, assist local school leaders, and assure due process to all members of ACSA.
7. Promote and maintain communication between ACSA members, regions, charters and ACSA leadership.

II. BYLAWS

A. The bylaws shall serve as the operating rules of the CEL Council.

B. The bylaws may be amended by the CEL Council, using the following procedures:

1. Amendments shall be introduced at a regularly scheduled meeting of the CEL Council.
2. Amendments shall be an agenda item for the following meeting.
3. Approval requires a simple majority of voting members.

C. All members of the CEL Council shall be given a copy of the bylaws annually.

- D. No provision in the bylaws may contradict provisions in ACSA's bylaws, rules and/or procedures.

III. ORGANIZATION

- A. **Council President**

The term of office for the CEL Council president will be three years. The President's term of office will begin on July 1 unless otherwise stated under special conditions. The CEL Council president must be an active ACSA member and a current or former member of the CEL Council in good standing. If the Council president has to resign from the Council, the Council will appoint a replacement to be effective for the remainder of the term of office.

- B. **Council President-Elect**

The CEL Council will elect a Council president-elect during the second year of the CEL Council president's term at the mid-year Council meeting. The president-elect's term of office will begin on July 1, following election, unless otherwise stated under special conditions. The CEL Council president-elect must be an active ACSA member and a current or former member of the CEL Council. If the Council president-elect has to resign from the Council, the Council will elect a replacement to be effective for the remainder of the term of office.

- C. **Council Past President**

The outgoing CEL Council president will remain on the CEL Council for at least one additional year to support and mentor the new CEL Council president. Additional responsibilities of the past president may be assigned by the CEL Council president.

- D. **Council Secretary**

The CEL Council president will appoint a council region representative to serve as council secretary. The term of office for the CEL Council secretary will be one year. The Secretary's term of office will begin on July 1, following appointment, unless otherwise stated under special conditions. The Council secretary shall be responsible for recording the minutes at each meeting, and sending the minutes to the CEL Council president for distribution.

- E. **Region Representatives**

The CEL Council is composed of active ACSA members selected from each region established by ACSA. The responsibilities of the region representative shall be communicated to interested candidates prior to selection/election. Every effort will be made to ensure that no more than one-third of the representatives are newly appointed each year. Appointment of region representatives to the CEL Council shall be accomplished as follows:

1. **Selection:** Each ACSA region governing board will select a representative from the region who represents classified/confidential administration. A conscious effort shall be made to promote diverse representation.
2. **Election:** Each ACSA region may elect a representative to serve on the CEL Council.
3. **Ratification:** The representative selected by the region will be submitted to the ACSA State President for appointment by the ACSA Board of Directors.
4. **Terms of Office for Council Members:** The term of office for each council member will be three (3) years. Terms will begin on July 1, following appointment, unless otherwise stated under special conditions.
5. **Resignation/Retirement:** If a council member leaves the region they represent or resigns from the council, the region will appoint a replacement to be effective for the remainder of the term of office. If a council member retires, that individual may, with the concurrence of the region they represent, serve out the remainder of the fiscal year. If a retiring member has more than one year remaining in his/her term, the region will appoint a replacement to be effective July 1, for the remainder of the term.

F. **Professional Development Chair/Directors and Special Committees**
The CEL Council president may recommend with CEL Council approval, the creation of appointed positions as professional development chairs/directors, for example the CEL Institute. These positions may be filled by present or previous CEL Council members who have experience in the designated area.

G. **CEL Committee/Council Liaisons**
Representatives to committee/councils shall include, but are not limited to the following:

1. Human Resources Council
2. Member Services Committee
3. Business Services Council

H. **Legislative Policy Committee Member**
The CEL Council shall have a voting member on the Legislative Policy Committee.

1. The Legislative Policy Committee member shall:
 - a. Attend all meetings of the Legislative Policy Committee.
 - b. Attend all meetings of the CEL Council.

- c. Report Legislative Policy committee activities to the CEL Council.
 - d. Contact members of the CEL Council prior to Legislative Policy committee meetings to seek input on any pieces of legislation.
 - e. Facilitate communication between the CEL Council and the Legislative Policy Committee.
2. The Legislative Policy Committee member shall be a current or former member of the CEL Council

I. Non-Voting Participant Members:

1. ACSA Executive Director
2. ACSA President and/or President Elect
3. ACSA Executive Board Members
4. ACSA Board of Directors

IV. ROLES AND RESPONSIBILITIES

A. CEL Council President

1. Plan and conduct meetings of the CEL Council.
2. Guide the CEL Council in developing and fulfilling its purpose and goals.
3. Represent the CEL Council as an official voting member of the ACSA state delegate assembly. If unable to attend alternates will be president-elect and past president respectively.
4. Submit issues/concerns of the CEL Council to the ACSA Board of Directors.
5. Inform the CEL Council of the process to place positions/actions/resolutions before the board.
6. Review delegate assembly agendas and obtain input and/or reactions from CEL Council members prior to voting at the delegate assembly.
7. Represent the CEL Council at state meetings of committee chairs/council presidents.
8. Respond officially, in writing, to items referred to the CEL Council for study or action by the Board of Directors.
9. Encourage CEL Council members to work with state, region, and charter committees/councils.
10. Ensure communication between CEL Council members and their respective regions.
11. Notify the region president if the CEL Council representative misses more than two consecutive meetings in a year. Recommend selection of a new region representative.
12. Inform the CEL Council about process for special funding via Activity Design Process.
13. Submit reports to the State ACSA's Committee/Council secretary (beginning, mid-year, and end of year).

14. Operate the CEL Council within the approved budget.
15. Provide required reports and fulfill other tasks essential to the business of the CEL Council.
16. File CEL Council attendance sheets and meeting summary forms with State ACSA's Committee/Council Secretary.
17. Be familiar with ACSA's Policies and Procedures.

B. CEL Council President-Elect

1. Preside in the absence of the president.
2. Serve as a member of the professional development planning committees, i.e. CEL Institute.
3. Serve as Chair to special committees at the discretion of the president.
4. Serve as alternate to represent CEL Council at Delegate Assembly.

C. Council Past-President

1. Support, mentor, and represent the Council president and president-elect as needed.
2. Additional responsibilities of the past president may be assigned by the CEL Council president.

D. Region Representatives

1. CEL Council representatives shall be active and knowledgeable practitioners in their fields and shall represent their constituencies.
2. Attend and participate in all meetings and activities of the CEL Council.
3. Report to the region, board or delegate assembly, and when appropriate, to region members.

V. OPERATIONS

A. Meetings

1. The CEL Council shall meet no less than three times each year.
2. The CEL Council president may schedule additional meetings as needed.
3. CEL Council members will make appropriate travel arrangements to permit their full attendance at all meetings.
4. If unable to attend, the CEL Council member shall identify an alternate.

B. Agendas

1. The CEL Council president shall prepare the agenda.
2. Members may submit items to the CEL Council president for consideration on the agenda.
3. Members are responsible for making certain that issues of importance to their constituents are submitted for consideration.

4. The CEL Council president shall distribute agendas to members prior to the meeting for review and/or input.
5. Agenda items requiring approval must have a simple majority vote.

C. Minutes

1. Minutes shall record sufficient description of the discussion and the action taken in order to provide understanding of the issues and their resolution.
2. Minutes shall be distributed to the CEL Council membership for review and once approved, posted on the CEL Council website and distributed to ACSA leadership.
3. Council members shall distribute/share important items in the minutes to CEL leaders in their region.

D. Activity Design Process

1. All activity design requests will be prepared by the Council president and submitted ACSA's committee/council secretary for submission to ACSA's executive assistant who will submit the activity design to the ACSA Board of Directors for approval.

E. Public Positions

1. The Council may take public positions on behalf of all classified/confidential leaders on any issue on which ACSA has not yet taken a position, or when ACSA has taken a position with which it agrees. The CEL Council president shall represent this position.
2. The Council shall not take a position in opposition to an ACSA position.
3. The Council shall adhere to ACSA policy for resolving position conflicts between ACSA and ACSA councils/committees.
4. The Council shall withdraw support for any position which is subsequently opposed by ACSA. In areas of "positions void," the CEL Council should first communicate in writing its intention to take a position to the ACSA President prior to any public stance.
5. The Council shall maintain a process to obtain information/input when a fast response is needed from classified educational leaders in the State.

ACSA CEL Council Bylaws
Council Adopted: January 26, 2005
Board of Directors Approval: March 8, 2005
Revised: April 11, 2008
Council Adopted: April 11, 2008
Board of Directors Approval: May 16, 2008