

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

**EDUCATIONAL OPTIONS COUNCIL
BYLAWS**

**ARTICLE I
NAME AND OBJECT**

- Section 1. The name of this organization shall be the Educational Options Council of the Association of California School Administrators.
- Section 2. The object of the Educational Options Council shall be:
- A. To identify and study issues relating Educational Options
 - B. To recommend legislative positions to the Association of California School Administrators and advocate for legislation that advances public Educational Options statewide
 - C. To actively enhance and promote the role of Educational Options 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 Educational Options programs
 - E. To be the official voice for Educational Options 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 bylaws.

**ARTICLE II
MEMBERSHIP**

- Section 1. Membership in the Educational Options Council shall include:
- A. Voting members:
 - 1. One representative elected or appointed from each of the regions in the Association of California School Administrators with members in underrepresented groups being encouraged to participate. Region

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presidents need to consider ethnic and gender diversity when recommending council members

2. The President of the Council
3. The Past President of the Council
4. The President-Elect of the Council
5. The Vice-President of the Council
6. At large members may be appointed by the President, and approved by the Council, for one-year terms to address any specific needs of the Educational Options Council

B. Non-voting participants:

1. Association of California School Administrators Administrative Affairs Committee Liaison
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

C. Collegial participants include but are not limited to representatives of the following organizations (participant organizations are responsible reimbursing their members who attend meetings of the Council; collegial participants may attend any scheduled Council meeting by notifying the Council President no less than 15 working days before the date of the meeting):

1. California Department of Education Educational Options Coordinating Council Liaison
2. California Continuation Education Association (CCEA) Liaison
3. California Consortium for Independent Study (CCIS) Liaison
4. Juvenile Court and Community Schools (JCCS) Liaison
5. Correctional Association for Adult Educators Liaison
6. Adult Education Association Liaison
7. Community Day Schools Association Liaison
8. California Teachers Association Liaison
9. California County Education Superintendent's Association (CCESA)
10. California Department of Education Liaison
11. California Charter Schools Association

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 responsibilities of the region representative shall be developed and communicated to the Educational Options administrators in the region prior to the election.

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- D. All expenses to conduct an election/selection shall be borne by the representative's region.
 - E. Each region shall develop a process for selecting or electing a new representative should the elected/selected representative resign from the position mid term.
 - F. 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 3, 5, 6, 9, 14, 15 (2005)
 - 2. Regions 1, 4, 7, 10, 13, 16 (2006)
 - 3. Regions 2, 8, 11, 12, 17, 18 (2007)
 - G. The region president shall communicate the selection process and the name of the selected Educational Options administrator to the President of the Educational Options Council and the Association of California School Administrators Committee/Council Secretary.
- Section 3. Council members shall be current Educational Options administrators who are state members of the Association of California School Administrators and active in region and/or state Educational Options and ACSA activities.
- Section 4. Regional representatives shall serve one three-year term; members may serve an additional three-year term with the permission of the Council.
- 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. If a Council member is unable to maintain regular attendance, the Council President may request the selection of a new regional representative.

ARTICLE III EDUCATIONAL OPTIONS COUNCIL OFFICERS PRESIDENT, PRESIDENT-ELECT, VICE-PRESIDENT, PAST PRESIDENT

- Section 1. The president shall serve as the primary officer of the council.
- A. If the President is unable to attend a meeting of the Council, the President-Elect will chair the meeting; in the absence of both the President and President-Elect, the Vice-President will chair the meeting; in the absence of the President, President-Elect, and the Vice-President, the Past-President will chair the meeting.

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- Section 2. The president shall be an active member of the Educational Options Council
- Section 3. Election cycle:
- A. During the first meeting of the new school year of each odd numbered year, the President of the Educational Options Council shall solicit the names of Council members who are interested in serving as Vice-President of the Council. Nominations will also be accepted from the floor.
 - B. At the first meeting of the new calendar, the Council shall elect a Vice-President. Vice-Presidents will be elected every other year, with the process commencing in an odd number year.
 - C. The Vice-President will serve in that role for one calendar year; at the end of that calendar year, the Vice-President will assume the role of President-Elect; at the end of the second calendar year, the President-Elect will assume the role of President and serve a two-year term; at the end of the two-year term, the President will assume the role of Past-President.
 - D. A Vice-President will be elected every other year; when the President-Elect assumes the role of President; the President's name will be submitted to the Association of California School Administrators Committee/Council Secretary and the Region President of the newly elevated Council President's region.
 - E. 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. Replacement representatives may be appointed by this Council or replaced by the region.
 - F. The new President shall take office on July 1. If the President is currently serving as a regional representative, a new representative shall fulfill the duration of the term.
- Section 4. Term of Office
The term of office shall be one year for Vice- President, one year for President-Elect, two years for President, and one year for Past President, for a total commitment of five 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, subsets A and B.
 - B. The new officers, if currently representing a region, would vacate his/her regional position immediately, resulting in a new regional election or selection.
- Section 6. Roles and Responsibilities
The Council Officers shall have the following job appropriate responsibilities:

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1. The President and Officers shall assume all duties and responsibilities as described in *Section 4.13* in the "Leadership Matters" manual: "Responsibilities of the State Committee Chair/Council President"
2. Using the State Committee Chair/Council President Planning Guide, *Section 4.14 through Section 4.19*, the President will assign duties to the other Officers as appropriate.
3. Schedule council meetings in Association of California School Administrators' various offices with the committee/council secretary.
4. Maintain the Educational Options Council Bylaws, *Section 4.20*.
5. Complete and submit Council Goals and Objectives in an appropriate and timely manner, *Section 4.22*.
6. 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 duties include 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.
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 the 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. Report regularly 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 charters, regions, and the state council.
11. Prepare some form of written report for region and/or charter newsletter where possible.
12. Coordinate with state department consultants in order to keep regions informed.

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**ARTICLE V
LEGISLATIVE POLICY COMMITTEE MEMBER**

- Section 1. The Educational Options 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 Educational Options Council
- Section 3. Elections shall be held every two years.
- A. Individuals willing to serve on the Legislative Policy Committee will be identified during the last meeting of the school year of odd years. Members will vote at that meeting.
- B. The Council President will submit election results to Chair of the Legislative Policy Committee.
- Section 4. Term of Office
The term of office shall be two years, with the option of reappointment by the Council for an additional two-year term.
- 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, subsets 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 Educational Options Council.
 3. Report Legislative Policy Committee activities to the Educational Options Council.
 4. Facilitate communication between the Educational Options Council and the Legislative Policy Committee.
 5. Contact members of the Educational Options Council prior to Legislative Policy Committee meetings to seek input on proposed bills.

**ARTICLE VI
COUNCIL BUSINESS**

- Section 1. Operations/Organization
- A. The first meeting of the new school year shall be the organization meeting of the Council.
1. The Council President shall appoint a member to act as secretary, taking and distributing minutes of meetings. This appointment will be for a one-year term.

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2. The Council President may appoint members to special committees or assignments. The President shall attempt to equalize such assignments among the members.
 3. 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 Educational Options Council within the activities of the regions.
 - C. The President shall initiate a review of the Council's effectiveness each spring, prior to establishing goals for the following year.
 - D. The Council shall begin the process of establishing the goals and objectives for the following school year after evaluating the effectiveness of the current year's efforts. The Council's annual goals shall be reviewed and approved at the first meeting of the new school year.

Section 2 Meetings

- A. The Council shall meet not fewer than three times each year; a *maximum* of three meetings will be reimbursed by the state Association of California School Administrators.
- B. The Council President may schedule supplemental meetings as needed.
- C. Each spring the President shall recommend a tentative calendar of meetings for the following year. Calendar dates may be adjusted with consent from a majority of the members of the Council.

Section 3. Agendas

- A. The Council President shall prepare the agenda and ensure that it includes significant issues of importance to the Council's constituency.
- B. Any member may submit items for consideration to the President at least fifteen (15) working days before the scheduled meeting.
- 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 (10) working days prior to the meetings.

Section 4: Minutes of Meetings

- A. Minutes of each meeting will be distributed to the Council members ten (10) days prior to the next meeting.

Section 5: Council Budget

- A. 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.

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- Section 6. Quorum
A simple majority of voting Council members must be present in order to conduct Council business. Approval of action items requires a simple majority vote of members present.

ARTICLE VII PUBLIC POSITIONS

- Section 1. The Continuation, Educational Options, and Alternative Education Council shall take public positions on behalf of all Continuation and Educational Options administrators on any issue on which the Association of California School Administrators has not yet taken a position or when the Association of California School Administrators has taken a position with which the Council agrees. The Council President or designee shall represent this position.
- Section 2. The Continuation, Educational Options, and Alternative Education Council shall not take a public position in opposition to an Association of California School Administrators position.
- Section 3. The Council shall first communicate in writing to the state president its intention to take a position prior to any public stance if the Association of California School Administrators has not taken a position.
- Section 4. The Continuation, Educational Options, and Alternative Education Council shall withdraw support for any position which is subsequently opposed by the Association of California School Administrators.
- Section 5. The Continuation, Educational Options, and Alternative Education Council shall not engage in activities prohibited by the policies and procedures manual in Section 8-C – Governmental Relations – Political Action.
- Section 6. The Continuation, Educational Options, and Alternative Education Council shall create and maintain a process to obtain information/input when a fast response is needed from Continuation and Educational Options administrators in the State.
- Section 7. 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 Association of California School Administrators position, and discuss the position to be represented with the Assistant Executive Director of Governmental Relations. If testifying in support of an Association of California School Administrators position, the member shall be identified as a representative of the Continuation, Educational Options, and Alternative Education Council of

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the Association of California School Administrators. Expenses may be covered by the Council's budget.

- B. If a Council member is contacted by a state official regarding a position taken by the Association of California School Administrators or the Council, the member shall respond as accurately as possible. Afterwards, the member should advise the President or Executive Director of the conversation.
- C. If a Council member testifies on any issue on which the Association of California School Administrators has no position, the member shall testify as an individual, not as an Association of California School Administrators representative. No expenses will be reimbursed.
- D. If a council member testifies against an Association of California School Administrators position, it must be done as an individual, not as an Association of California School Administrators 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 Continuation, Educational Options, and Alternative 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 in attendance.

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