

COMMITTEES & COUNCILS

SECTION 5
ACSA POLICIES & PROCEDURES

Section 5 — Committees/Councils

Policies:

5.1 Committees, Special Committees, Task Forces and Councils

- 5.1.1 For large committees (10 or over) the board shall make sincere efforts to insure:
- Minority representation
 - Geographic representation
 - Gender representation
 - Diverse job alike representation
 - Specific expertise of a member
- 5.1.2 For all special or standing committees or task forces the board of directors shall provide for diverse representation.
- 5.1.3 Councils shall provide for diverse representation in their bylaws.
- NEW 5.1.4 The "president" making committee, special committee, and task force
9/95 appointments is interpreted to mean the person holding the office of president when the term of the appointee becomes effective.
(New: February 1995 Board of Directors)
- 5.1.5 The board shall devise procedures for representation and to insure all terms do not end the same year unless a committee is to be lapsed.
- 5.1.6 Councils shall devise procedures for representation and to insure all terms do not end the same year unless a council is to be lapsed.
- 5.1.7 The board of directors shall approve funds for special projects for committees and councils from the activity design fund.

5.2 Funding for Committees and Councils

Funds for committees and councils shall be included in the annual budget.

- 5.2.1 In addition, funds shall be available to implement projects approved by the board. Funds shall be applied for via the activity design process. (See Procedure 5.24).

5.3 Expenses

All committees and councils will have their expenses paid by ACSA within the limits of their budgets. The ACSA budget assumes a maximum of three reimbursed meetings per year per committee/council.

5.4 Attendance of Alternates at Committee Meetings

Region presidents may send an alternate to committee meetings when each region has a member appointed to the committee and the region member is unable to attend.

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5.5 Attendance of Alternates at Council Meetings

Council bylaws/operating rules will determine how alternates to council meetings are to be selected when a council member is unable to attend.

5.6 Chair Designee

The state president elect shall appoint for each committee a chair designee who should become the chair of the committee when the current chair leaves office. The chair designee should be appointed as early as possible within the year that the current chair's term expires.

5.7 Council President Designee

Each council shall elect a council president designee who shall become the president of the council when the current president leaves office. The council president designee should be elected as early as possible within the year that the current council president's term expires.

5.8 Annual Inservice for New Committee Chairs and New Council Presidents

The board of directors shall annually conduct an in-service for new state committee chairs and new council presidents.

5.9 Orientation for Committee Members and Council Members

Committee chairs/council presidents shall be responsible for the orientation of new committee/council members at the first meeting of the fiscal year.

5.10 Member Holding More than One ACSA Position

An ACSA member shall not hold a position on the board and on an ACSA state committee/council, or on more than one state committee/council, without prior approval of the board of directors, unless it is a committee of the board, Legislative Policy Committee, or a board appointed special committee or task force.

5.10.1 Exceptions are the Leadership Summit Planning Committee and the Nominating Committee as the past president serves as chair.

5.10.2 A member serving as a delegate in more than one capacity shall have one vote only.

(Revised: February 2014 Board of Directors)

5.11 Professional Learning Programs and Activities

Committees, councils and regions are encouraged by the board of directors to have active professional learning programs and activities to achieve ACSA purposes and priorities.

5.12 Prohibition of Activities

Committees and councils shall not engage in activities prohibited by the policies & procedures manual in Section 8-C — Governmental Relations — Political Action.

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5.13 Board of Directors Responsibilities to State Committees and Councils

- 5.13.1 Be knowledgeable of the policies and procedures of committees and councils as identified in this section.
- 5.13.2 Review current issues, annual activities, and the legislative platform to determine positions, resolutions, and resources or provide needed guidance. The board will assign requests and projects to committees and councils when appropriate.
- 5.13.3 Provide time for committee chairs and council presidents to share their activities and concerns with other chairs and council presidents at a meeting prior to two delegate assemblies annually. (Revised: February 2014 Board of Directors)
- 5.13.4 Regularly review and evaluate the purpose, effectiveness and future status of state committees and councils. Portions of this work may be directed to the leadership development committee. (new: February 2016 BOD)

5.14 Board Liaisons Responsibilities to State Committees and Councils

- 5.14.1 Maintain close relationship with assigned committee/council and staff liaison, communicating current issues and charges from the board, and reporting to the board the major thrust of the committee/council.
- 5.14.2 Encourage committee chair/council president to attend one board meeting during their tenure.

5.15 ACSA Staff Liaisons Responsibilities to State Committees and Councils

- 5.15.1 Provide advice as appropriate.
- 5.15.2 Provide input into the development of activity designs prior to being forwarded to the board of directors for approval.
(Revised: October 2006 Board of Directors)
- 5.15.3 Insure committee chair/council president is notifying region presidents if members of the committee/council have poor attendance.
- 5.15.4 Monitor committee/council budget, along with the committee chair/council president and assistant executive director of financial services.
- 5.15.5 Provide timely financial reports on committee/council expenditures through the assistant executive director of financial services.

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5.16 Committee Chairs/Council Presidents Responsibilities

- 5.16.1 Be knowledgeable of the policies and procedures of committees/councils as identified in this section and knowledgeable of the material contained in the leadership manual.
- 5.16.2 Be knowledgeable about the positions and resolutions adopted by the association.
- 5.16.3 Attend and serve as a delegate to the leadership assembly and participate in the committee chair/council presidents meetings.
- 5.16.4 Use the activity design process to request funding for special projects.
- Rev. 5.16.5 Schedule committee/council meetings in ACSA's various offices with the committee/council secretary. There is no charge to use ACSA's meeting facilities.
5/96
- 5.16.5.1 Notify, as soon as possible, the committee/council secretary if meetings are canceled.
- 5.16.6 Attend the training session for new committee chairs and council presidents.
- 5.16.7 Notify region presidents if committee/council members are not regular in attendance.

5.17 Standing Committees and Council Responsibilities

- 5.17.1 Annually develop goals and objectives based on the direction of the board of directors and/or current needs as assessed by the committee/council.
(Revised: February 2014 Board of Directors)
- 5.17.1.1 The goals and objectives shall be consistent with the committee's/council's purpose, ACSA's bylaws and the policies and procedures.
- 5.17.1.2 The committee/council will work with ACSA's committee secretary and communications department to communicate these goals to ACSA's board of directors, delegates and members.
- 5.17.2 Annually develop year-end reports to include progress on goals and challenges.
- 5.17.2.1 The committee/council will work with ACSA's committee secretary and communications department to communicate the

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accomplishments to ACSA's board of directors, delegates and members.

- 5.17.3 Councils will develop bylaws and operating rules to be approved by the board of directors. The bylaws will be periodically updated and resubmitted for approval. (Revised: October 2006 Board of Directors)

5.18 **Periodic Evaluation of Committees/Councils and Committee/Council Structure**

Periodically, an evaluation of committees/councils and of the committee/council structure shall be conducted by the board of directors.

The evaluation shall include:

- A. An assessment of the extent to which the goals and objectives of the committee/council have been met.
- B. An assessment as to whether the completed activities could have been provided as effectively by an ad hoc committee or task force.
- C. An assessment of the cost effectiveness, relating the financial expenditures to the accomplishments of the committee/council.
- D. An assessment of the impact the committee/council has had on the membership of the association. (Revised: October 2006 Board of Directors)

Procedures:

5.19 **Committees/Councils Liaisoning with Other Committees/Councils/Organizations**

An ACSA committee/council that sends a liaison to another ACSA committee/council, or to another organization, shall cover those expenses from its own committee/council budget and may not submit an activity design to cover the liaison's expenses.

- 5.19.1 When the board of directors requests a committee/council to assign a liaison to another organization, the board shall annually augment that committee's/council's budget to cover the liaison's expenses.
- 5.19.2 A liaison should, as a general rule, be a current member of the committee/council and the liaison's role should terminate when his/her role on the committee/council terminates.

Exceptions can be made when, by majority vote, the committee/council so stipulates; however the non-committee/council member must be an ACSA member and that appointment is subject to annual review and confirmation by the board of directors.

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- 5.19.2.1 A non-committee/council liaison must assure that close and regular communication is maintained with the committee/council.
- 5.19.2.2 A non-committee/council liaison expenses must be covered by the committee's/council's regular budget and activity designs may not be submitted for that purpose.

5.20 Committee/Council Operating Procedures

5.20.1 Committees/councils are free to expend their budgets as needed so long as they remain in budget, their actions/expenditures do not violate policy or procedures, and their actions/expenditures are within the board approved committee/council goals and purposes.

- 5.20.1.1 Committee/council budgets (with the exception of the Legislative Policy Committee) is based upon:

Three committee/council meetings held in ACSA facilities. Requests for meetings off ACSA premises must be submitted to the executive director or designee for approval during the budget development process. Such requests should include rationale and fiscal impact. If approved, funds will be included in the final budget submitted to the board. If a special circumstance develops during the fiscal year requiring off-premise meetings, a special request may be submitted to the executive director.

The activity design process should be used by committees/councils if additional funds are needed for projects beyond the three regularly scheduled meetings.

(Revised: February 2014 Board of Directors)

5.20.2 Legislative, State Board or Commission testimony:

- 5.20.2.1 If a committee/council member is requested to testify, advise the president or the executive director, determine ACSA's position and discuss the position to be represented with the assistant executive director of governmental relations. If testifying in support of an ACSA position be identified as a representative of the X committee/council of ACSA. Expenses may be covered by the committee's/council's budget.
- 5.20.2.2 If a committee/council member is contacted by an official regarding ACSA's position or the committee's/council's position, respond as accurately as possible. Afterwards, advise the president or executive director of the conversation.

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- 5.20.2.3 If a committee/council member testifies on any issue on which ACSA has no position, testify as an individual, not as an ACSA representative. No expenses will be reimbursed.
- 5.20.2.4 If a committee/council member testifies against an ACSA position, it must be done as an individual, not as an ACSA representative or ACSA committee/council representative. No expenses will be reimbursed. (See Section 8-A — Governmental Relations — Legislation, for the process for resolving differences between a committee/council position and ACSA's Legislative Policy Committee position.)
- 5.20.3 Councils may delineate additional operating rules in their bylaws/operating rules that will be approved by the Board of Directors.
(Revised: October 2006 Board of Directors)

5.21 Process for Committee/Council Appointments

Appointment of members to each of the committees/councils shall be accomplished through one of the following processes:

- 5.21.1 Nomination: When there is one or more representative from each region, nominations will be made by each region president and appointed by the state president with ratification by the board of directors.

Each region is encouraged to submit more than one name for each vacancy. In case the regional nominees yield an imbalance, the state president reserves the right to make necessary appointments.

Nominations for these positions shall be presented to the state president by March 1 of the year scheduled unless otherwise indicated in the special conditions for the committee/council.

Vacancies, including taking a position outside of the region, shall be filled by the same process as soon as possible after the vacancy occurs, but only for the remainder of the term.

- 5.21.2 Appointments: When appointments are not made on a one per region basis, appointments will be by the state president after consultation with appropriate resource persons who may include the appropriate chair and/or selected members of the committee, the president of the region in which the potential committee member resides and such other sources as the president deems appropriate. The following criteria should be considered:

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- 5.21.2.1 Expertise in the area specified by the committee's purpose and responsibilities.
- 5.21.2.2 Job alike representation and balance.
- 5.21.2.3 Membership of all committees should be distributed geographically. The following pairs/trio of regions should be considered when nine members are appointed to a committee: 1-4, 2-3, 5-6, 7-9-11, 8-10, 12-19, 13-14, 15-16, 17-18.
- 5.21.3 If a committee/council member retires during his/her term, that individual may, with the concurrence of the region they represent and the state board of directors, serve out the remainder of the fiscal year.
- If a state committee chair retires during his/her term, that individual may, with the concurrence of the board of directors, serve out the remainder of the fiscal year.
- If a council president retires during his/her term, that individual may, with the concurrence of the council bylaws and the board of directors, serve out the remainder of the fiscal year. If not, the council will elect a replacement for council president for the remainder of the fiscal year.
- (Revised: July 2015 Board)
- 5.21.4 Election: Councils may be composed of representatives elected by regions (or selected by the nomination process described in 5.22.1).
- (Revised: Oct. 2006 Board)

5.22 Terms of Office for Committee/Council Members and Chairs/Council Presidents

Terms of office for each committee/council shall be designated in the policies and procedures manual (See committee/council listing at the end of this section). Unless otherwise indicated, the term of the committee chair/council president will be the same length as that of committee/council members.

- 5.22.1 Reappointment of persons who have completed a full term which is two or more years will generally not be considered.
- 5.22.2 Terms of office for full term appointments will begin on July 1, following appointment, unless otherwise stated under special conditions. Appointments to fill unexpired terms will be effective the date of the action of the board of directors.

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5.23 Activity Design Process

- A. Committee/council prepares and submits an activity design form to ACSA's executive associate for submission to the board of directors.
- B. The executive director will review applications to insure the coordination of plans.
- C. The executive director will recommend modifications, make suggestions for coordination, and recommend allocation of resources, as appropriate, to the board of directors.

(Revised: October 2006 Board of Directors)

5.24 Formation of Ad Hoc Committees or Task Forces

Ad hoc committees or task forces may be appointed by action of the board of directors. The action shall include the following:

- A. A specific charge with a timeline for completion.
- B. An allotment of funds specifying the budget category.

(Revised: Oct. 2006 Board)

5.25 Formation of Standing Committees/Councils

5.25.1 Request: Requests for the formation of a new committee, new council, or forming a council from a committee, may originate with a region, the board of directors, the leadership assembly, an existing committee, or an existing council.

5.25.2 Leadership Development Committee (LDC): The Leadership Development Committee receives the request by October 31 and reviews the request for formation the following fiscal year, and refers it to staff for study.

(Revised, May 2017 Board of Directors)

5.25.3 Staff: Leadership Development Committee/staff conducts a thorough study of the request to determine the propriety of forming a new committee/council. Existing committees/councils/regions will be notified of the request and their input sought. When the study is completed, staff/Leadership Development Committee will make a recommendation to the board of directors.

(Revised, May 2017 Board of Directors)

The study shall include, at least, the following:

- A. An analysis of the purpose of the proposed committee/council to determine its service to the association.

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B. A determination that the purpose of the proposed committee/council cannot be met within the scope of a presently constituted committee.

C. A determination of the relative costs of the committee's/council's activities.

D. A determination of the size of the proposed committee/council and the method of selecting committee/council members.

(Revised: May 2017 Board of Directors)

5.25.4 Board Action: Actions the board of directors might take:

A. Approve the request for a new committee/council.

B. Disapprove the request for a new committee/council.

C. Refer back to staff /Leadership Development Committee with specific instructions for further study. (Revised: May 2017 Board of Directors)

5.25.5 Committee/Council Approved: If the board's action is to approve, then the new committee/council would be formed for a period of not less than one year.

(Revised: October 2006 Board of Directors)

5.26 Merging of Committees/Councils

5.26.1 Request: Requests to merge committees/councils may originate with a region, the board, leadership assembly, an existing committee, or an existing council.

5.26.2 Board of Directors: The board receives and reviews the request, and refers it to staff for study.

5.26.3 Staff: Staff makes a thorough study of the request to determine the propriety of merging the committees/councils. Existing committees/councils will be notified of the request and their input sought. When the study is completed, staff will make a recommendation to the board of directors.

The study shall include, at least, the following:

A. An analysis of the purpose of the proposed merged committee/council to determine its service to the association.

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- B. A determination that the purpose of the proposed merged committee/council cannot be met within the scope of a presently constituted committee/council.
- C. A poll of the membership to see if at least 500 ACSA members believe their expertise would be enhanced by merging the committees/councils.
- D. A poll of region presidents to determine the level of their support for merging the committees.
- E. A poll of committee chairs to determine the level of their support for merging the committees/councils.
- F. A determination of the relative costs of merging the committee's/council's activities.
- G. A determination of the size of the proposed merged committee/council and the method of selecting committee/council members.

5.26.4 Board Action: Actions the board of directors might take:

- A. Approve the request to merge committees/councils.
- B. Disapprove the request to merge committees/councils.
- C. Refer back to staff with specific instructions for further study.

5.26.5 Committee/Council Approved: If the board's action is to approve, then the current committees/councils cease to exist as of July 1 and the new committee/ council would be formed.

5.26.5.1 Continuing members of the merging committees/councils would be grandfathered in.

(Revised: October 2006 Board of Directors)

5.27 Discontinuing a Committee/Council

5.27.1 Request: Requests for discontinuing a committee/council may originate with a region, the board, leadership assembly, an existing committee, or an existing council.

5.27.2 Board of Directors: The board receives and reviews the request, and refers it to staff for study.

5.27.3 Staff: Staff makes a thorough study of the request to determine the propriety of discontinuing the committee/council. Existing committees/councils will be

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notified of the request and their input sought. When the study is completed, staff will make a recommendation to the board of directors.

The study shall include, at least, the following:


- A. An analysis of the purpose of discontinuing the committee/council.
- B. A determination that the purpose of the discontinuing committee/council can be met within the scope of a presently constituted committee/council.
- C. A poll of the membership to see if at least 500 ACSA members believe their expertise would be enhanced by the continuation of the committee/council.
- D. A poll of region presidents to determine the level of their support for the committee/council.
- E. A poll of committee chairs/council presidents to determine the level of their support for the committee/council.
- F. A determination of the relative costs of continuing the committee's/council's activities.

5.27.4 Board Action: Actions the board of directors might take:

- A. Approve the request to discontinue the committee/council.
- B. Disapprove the request and allow the committee/council to continue.
- C. Refer back to staff with specific instructions for further study.

5.27.5 Committee/Council Approved: If the board's action is to approve, then the committee/ council would cease to exist as of July 1.

(Revised: October 2006 Board of Directors)



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LISTING OF COMMITTEES/COUNCILS

Sub-Committees of the ACSA Board of Directors — (3)

1. Awards Committee

Purpose:	To recommend to the board of directors recipients of the Marcus Foster, Ferd. Kiesel Distinguished Service, Robert E. Kelly, and Partners in Educational Excellence Awards based upon adopted criteria, and recipients of Administrator of the Year Award from region nominations in various categories.
Rev. 5/96 Membership:	4 present and/or past board members plus past president acting as chair. (Revised: May 1996 Board of Directors)
Term of Members and Chair	1 year
Voting Privilege of Chair at Leadership assembly:	No
Special Conditions:	None

2. Finance Committee

Purpose:	To oversee the financial reporting process and to ensure the association's financial stability.
Membership:	At least four board members plus vice president acting as chair. At least two members will be reappointed. (Revised: March 2005 Board of Directors)
Term of Members and Chair	1 year
Voting Privilege of Chair at Leadership assembly:	No
Special Conditions:	None

3. Audit Committee

Purpose:	To oversee the audits of all ACSA entities per the requirements of SB1262, California's Nonprofit Integrity Act of 2004.
Membership:	At least four board members plus past president acting as chair. The committee can include some members of the finance committee, but must be less than half the total of the audit committee. The chair may not be a member of the finance committee. At least one member will be reappointed.
Term of Members and Chair	1 year
Voting Privilege of Chair at Leadership assembly:	No
Special Conditions:	None

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Special Committees — (4)

1. ACSA/CAPEA Committee — (California Association of Professors of Educational Administration)

Purposes Revised 5/02

Purpose:

The following purposes of the ACSA/CAPEA Committee will advance the interests, needs and well-being of California students so that our schools will once again be the best in the nation and the envy of education worldwide: To identify and study issues in the areas of higher education, administrator preparation and licensing, professional development providers, and legislation for the purpose of building collaboration and informing policy. To work collaboratively to identify issues and concerns of higher education and K-12 public education, professional preparation and development, and partnerships among school districts, institutions of higher education, and professional development providers. To influence and contribute to the education research agenda. To identify issues and make recommendations regarding increasing diversity and membership in the ranks of education administrators and professors of educational administration. ACSA members will be practicing administrators, appointed by ACSA's president. CAPEA members will be professors of education, appointed by CAPEA.

Membership:

9 ACSA members , plus co-chair
9 CAPEA members, plus co-chair

Term of Members and Chair

3 years

Voting Privilege of Chair
at Leadership assembly:

Yes

Special Conditions:

- ACSA's co-chair will have the vote at leadership assembly.
 - ACSA members will be practicing administrators, appointed by ACSA's president.
 - One ACSA committee member will be a voting member of the Legislative Policy Committee.
 - CAPEA members will be professors of education, appointed by CAPEA.
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2. Leadership Summit Planning Committee

Purpose:	To organize, plan, and implement the program content of the annual Leadership Summit.
Membership:	8+ members, plus chair
Term of Members and Chair	1 year
Voting Privilege of Chair at Leadership assembly:	No
Special Conditions:	<ul style="list-style-type: none"> • The committee is to assign content of some sessions to appropriate committees and communicate with other standing committees for needs and content input.

(Revised: February 2014 Board of Directors)

3. Small School District Committee

Purpose:	To advocate small school district issues within ACSA. To provide the Legislative Policy Committee information on legislation that would affect small school districts in conformance with ACSA's legislative platform and positions. To provide training and information to support small school district administrators. To facilitate networking between CSBA's Small School District Council and the Small School Districts Association Executive Committee.
Membership:	12 members, plus chair
Term of Members and Chair	3 years
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ Members will be appointed by the president in consultation with the committee chair and region presidents. ♦ Committee members will be superintendents. ♦ Committee members will be selected from regions 1 through 18, excluding region 16. ♦ Diversity factors to be considered in the appointments should include ethnicity, gender, and district configuration (elementary, high school, unified). ♦ Representation should include very small districts as well as districts up to 2,500 To facilitate networking, representation should include a member from CSBA's Small School District Council and a member from the Small School Districts Association Executive Committee. ♦ Committee members will have specific assignments and act as liaisons to other selected educational organizations, i.e., Small School District Association, CSBA, CASH, Low Wealth ♦ One committee member will be a voting member of the Legislative Policy Committee.

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4. Urban Education Committee

Purpose:	To identify and study issues relating to urban education. To emphasize the need to improve educational opportunity for children in urban school districts. To identify and articulate the unique concerns of administrators in urban school districts. To recommend solutions and/or courses of action to deal with problems and needs of urban schools.
Membership:	Number of members fluctuates, plus chair Nominations will be solicited from superintendents of districts self-identified as urban with size/enrollment of 20,000 students or more.
Term of Members and Chair	3 year
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none">• Nominations will be solicited from superintendents of districts with size/enrollment of 20,000 students or more.• One committee member will be a voting member of the Legislative Policy Committee.

(Revised: October 2006 Board of Directors)

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Standing Committees — (6)

1. Co-Administration Committee

Purpose:	To assist co-administrators (vice-principals, assistant principals, deans, coordinators, etc.) in their role as instructional leaders within their schools and communities. To promote networking and increase communication among co-administrators. To provide access to professional development and mentoring experiences. To increase awareness of the co-administrator's role and the importance of that role.
Membership:	19 members plus chair
Term of Members and Chair	3 years
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • Committee will meet only on evenings or weekends. • Six special day-long "regional" meetings will be held bringing together co-administrators from three adjoining ACSA regions. • One committee member will be a voting member of the Legislative Policy Committee.

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2. Equity Committee

Purpose:

To build capacity in cultural proficiency of all leaders within the association and throughout the state of California in order to effectively eliminate the educational gaps that reflect large numbers of underserved African American and Latino(a) students.

In order to accomplish this purpose, we will:

- Identify and research issues related to equity and diversity to ensure equal access and equitable outcomes for all members and students we serve.
- Develop strong recruitment and retention policies and practices to grow membership through relevant services, products, and resources that address the needs of underserved stakeholders.
- Recommend policies, practices, and resources which lead to quality instructional/educations programs and services to ensure that all students are college and career ready.
- Assist in the development of programs, resources and materials to help leaders effectively respond to issues that arise from religious affiliation as well as cultural, ethnic, racial, linguistic, gender, sexual orientation and economic differences among students and communities.
- Establish partnerships and communication links with national and state administrator, teacher, parent and other educational organizations.
- Assist the board in implementing aspects of the association strategic plan goals in regard to equity and diversity issues that impact students and leaders.

Revised May 6, 2016 Board of Directors

Membership:

19+ members, plus Chair

Rev.
5/96

Term of Members and Chair

3 years

**Voting Privilege of Chair
at Leadership assembly:**

Yes

Special Conditions:

- One committee member will be a voting member of the Legislative Policy Committee.
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3. Leadership Development Committee

Purpose: Working with the board, define association leadership needs, set criteria and requirements, and then build programs, training and orientation strategies, mentoring/coaching opportunities, and other tasks that effectively develop leadership at the region, council/committee and board levels.

Revised February 19, 2016 Board of Directors

Membership: Chair: ACSA past president, two current board members (selected by the president), and a representative from each region.

Rev.
5/96

Term of Members and Chair TBD

Voting Privilege of Chair at Leadership assembly: No

Special Conditions: None

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4. Legislative Policy Committee

Purpose:	To identify and study areas of needed legislation affecting ACSA members and public education. To solicit sponsorship requests from ACSA members, and to sponsor bills that improve conditions in California schools. To study proposed legislation and, based upon ACSA's Legislative Platform and additional input from the board of directors, establish ACSA's position on state and federal legislation. To assist in the establishment of the ACSA Legislative Platform.
Membership:	<p>37+ members plus chair</p> <ul style="list-style-type: none"> ♦ One member from each region (19) ♦ One member from councils (12): Adult Education; Business Services; Career Technical Education; Classified Educational Leaders; Continuation & Educational Options; Curriculum, Instruction & Evaluation; Elementary Education; Human Resources; Middle Grades; Pupil Services & Special Education; Secondary Education; and Superintendentcy ♦ One member from the following committees (6): ACSA/CAPEA; Co-Administration; Equity, Achievement & Diversity; Retirement; Small School Districts; Urban Education ♦ Term of chair to be four years with appointment of a chair-elect after the third year of the chair's assignment. Chair-elect shall serve one year prior to a four year term as chair. Chair's term expires October 31.
Term of Members and Chair	<p>4 year terms for region members and chairs Terms of ½ the region members will expire on October 31 of each even-numbered year. Terms of committee and council members will be determined by the committee/council.</p>
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • To develop ACSA's legislative platform with broad input from ACSA committees and members for adoption by the board of directors and leadership assembly. • Non-voting "special membership" on the Legislative Policy Committee for one representative each from the California Association of Bilingual Educators (CABE) and Association of Mexican American Educators (AMAE) is authorized.

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5. Member Services Committee

Purpose:	To recruit, retain and recognize members. To identify trends and issues with membership categories that may require changes or adjustments. To support and help grow ACSA's Partner4Purpose program in order to further meet the needs of members. To monitor and ensure that region and charter bylaws align with state ACSA bylaws and that region and charters are in compliance with these regulations. Revised 10/16/15 Board of Directors
Membership:	20 members plus chair
Term of Members and Chair	3 years
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • There will be two representatives from Region 1 on this committee. • A representative from the California Community College Association will serve on this committee.

6. Retirement Committee

Purpose:	To provide leadership, direction, clarification, and understanding of the California State Teachers' and California Public Employees' Retirement Systems to all ACSA members. To actively work with other members of the retirement coalition to protect and enhance the benefits of the California State Teachers' Retirement System and the California Public Employees' Retirement System. To investigate and to promote legislation that positively impacts or affects members of both systems. To encourage the continued participation, involvement in the cause of improving the benefits of the California State Teachers' Retirement System and the California Public Employees' Retirement System. To continue to support ACSA's goals and mission statements by working collaboratively with and actively supporting and participating in charter, region and state ACSA activities.
Membership:	19 members plus chair
Term of Members and Chair	3 years
Voting Privilege of Chair at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • Chair will be an active or retired administrator. Committee members may be active or retired members. • One committee member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

Councils — (12)

1. Adult Education Council

Purpose:	To identify and study issues relating to adult education. To recommend legislative positions to ACSA and advocate for legislation that advances public adult education statewide. To actively enhance and promote adult education's role with professional organizations, government officials, state agencies, school districts, business, industry, and the community at large. To plan and coordinate professional growth opportunities for administrators of adult education programs.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> One council member will be a voting member of the Legislative Policy Committee.

2. Business Services Council

Purpose:	To identify and study issues relating to administrators who work in the area of business services. To promote membership in ACSA by school business officials by enhancing the position and skills of business officials through workshops and conferences. To maintain liaison with other ACSA committees, affiliated organizations, the State Department of Education, and other educational agencies. To serve as a quick response team.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> One council member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

3. Career Technical Education Council

Purpose:	The purpose of the ACSA Career Technical Education (CTE) Council is to support CTE administrators and promote high quality CTE programs that prepare Pre-K through adult students for successful transition to careers and post-secondary education through: legislation, advocacy, professional development, communication, and collaboration.
Membership:	19 ACSA members, plus co-president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ One council member will be a voting member of the Legislative Policy Committee. <p style="text-align: right;">(Revised: February 2014 Board of Directors)</p>

4. Classified Educational Leaders Council

Purpose:	To represent classified educational leaders and build awareness of their value as members of the educational leadership team. To enhance professional growth of classified educational leaders, promote ACSA membership and encourage participation within ACSA..
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • One council member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

5. Curriculum, Instruction, and Accountability Council

Purpose:	To identify and study issues and make recommendations on practices, policies, and positions to ACSA's leadership and staff and to state agencies relating to curriculum, instruction, assessment, and accountability. To identify and disseminate best practices for administrators who work in the areas of curriculum, instruction, and accountability, to ensure student-centered instruction and services, which prepare all students to compete in an international society. To plan, develop, and coordinate professional learning programs, electronic media, and publications related to council business. To maintain liaison with the Western Association of Schools and Colleges (WASC), including nominating WASC commissioners. To review all non-ACSA requests to conduct research using ACSA records. To maintain liaison with state agencies and other organizations which impact curriculum, instruction, accountability, interventions, assessment, and evaluation. To assist in ACSA membership recruitment.
Membership:	19 members plus council president plus up to four at-large members Rev. 5/2000
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ Annually a task force will be formed, consisting of four members from the Curriculum, Instruction and Assessment Council and Secondary Education Council to handle the WASC nomination process. ♦ Add up to four at-large members, with expertise in the areas of research and assessment, appointed by the president. ♦ One council member will be a voting member of the Legislative Policy Committee. <p style="text-align: right;">(Revised: October 2006 Board of Directors)</p>

6. Educational Options Council

Purpose:	To be the leader at the state level in promoting best practices in teaching and learning while promoting, supporting, and influencing accountability, programming, and credentialing. In addition to financial and legislative issues facing educational options program in the state.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • One council member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

7. Elementary Education Council

Purpose:	To identify and study issues related to elementary and pre-school administrators. To recommend best practices and policies and to serve as advocates for high quality programs for all elementary and pre-school children. To serve as a forum in which elementary and pre-school administrators may resolve issues related to their professional efforts. To serve as a representative of elementary and pre-school administrators in meeting the goals and priorities of ACSA. To provide representation and leadership from ACSA to NAESP. To assist in the recruitment of elementary and pre-school administrators as ACSA members. To plan and coordinate professional growth opportunities for elementary and pre-school administrators.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ Nominates liaison to National Association of Elementary School Principals (NAESP). ♦ One council member will be a voting member of the Legislative Policy Committee.

8. Human Resources Council

Purpose:	To identify and study issues relating to professionals responsible for personnel, employer/employee relations and other human resources programs. To provide leadership, direction, clarification, and understanding in such areas as personnel practices, employer-employee relationships, fair and equal employment practices, contract management, negotiations, retirement, legislation, credentials, management team concept, individual rights, and staff-related issues. To plan, provide, and encourage in-service training for administrators in this area, and to maintain liaison between ACSA and the American Association of School Personnel Administrators. To assist in the recruitment of personnel, employer/employee relations and other human resources administrators as ACSA members. To assist with addressing shortages in education and work with CTC to address the staffing challenges and opportunities. To promote the training and recruitment of individuals of diverse backgrounds as human resources administrators. To promote the highest standard of ethical conduct, assist local school administrators, and to assure due process to all members of ACSA.
Membership:	Revised May 6, 2016 Board of Directors 19 members plus council president

Section 5 — Committees/Councils

Term of Members and President 3 years

Voting Privilege of President at Leadership assembly: Yes

Human Resources Council (continued)

Special Conditions:

- ♦ Nominates liaison to American Association of School Personnel Administrators (AASPA).
- ♦ One council member will be a voting member of the Legislative Policy Committee.

9. Middle Grades Education Council

Purpose: To identify and study issues relating to middle grades administrators and to recommend practices and policies which will lead to high quality programs for young adolescents. To strengthen a network for communication among middle grade administrators. To plan, provide, and encourage professional development programs for middle grades administrators. To assist in the recruitment of middle grades administrators as ACSA members. To encourage interaction and support between ACSA, the National Association of Secondary School Principals, the California Department of Education, and other organizations and agencies promoting the interests of middle grades education.

Membership: 19 members plus council president

Term of Members and President 3 years

Voting Privilege of President at Leadership assembly: Yes

Special Conditions:

- ♦ The Middle Grades Education Council, along with the Secondary Education Council, nominates the liaison to National Association of Secondary School Principals (NASSP).
- ♦ One council member will be a voting member of the Legislative Policy Committee.

(Revised: October 2006 Board of Directors)

Section 5 — Committees/Councils

10. Secondary Education Council

Purpose:	To identify and study issues and make recommendations to ACSA board of directors related to secondary education. To recommend practices and policies which will lead to high quality programs for secondary students. To recruit secondary administrators as members and to maintain a liaison between ACSA, NASSP, C.I.F., and other state agencies relating to secondary education. To plan and coordinate professional development programs for secondary administrators.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> ♦ The Secondary Education Council, with the Middle Grades Education Council, nominates a liaison to National Association of Secondary School Principals (NASSP). ♦ Annually a task force will be formed, consisting of four members from the Curriculum, Instruction and Assessment Council and Secondary Education Council, to handle the WASC nomination process. ♦ One council member will be a voting member of the Legislative Policy Committee. <p style="text-align: right;">(Revised: October 2006 Board of Directors)</p>

11. Student Services and Special Education Council

Purpose:	The Council supports administrators in the areas of special education, student services, and coordinated youth services by: advocating best practices, policies, and legislation to ensure high quality student programs; improving collaboration and communication between general education, student services, special education, and other support agencies and organizations; facilitating the development and understanding of current trends and financial issues related to their impact on student programs and services; planning and coordinating timely and meaningful professional development offerings for new and experienced school administrators; and assisting in ACSA membership recruitment.
Membership:	19 members plus council president
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<ul style="list-style-type: none"> • One council member will be a voting member of the Legislative Policy Committee.

Section 5 — Committees/Councils

12. Superintendency Council

Purpose:	To identify and study issues related to the role and responsibilities of superintendents and proactively advocate for solutions. To strengthen a network for communication among superintendents. To be proactive in representing the viewpoints and vision of superintendents on critical education issues with a view toward influencing policy and practice at the local, state, and national levels. To plan strategies and practices which will influence the quality of education for all California students. To voice the critical need for stable, sound finance for educating California's children. To represent superintendents in ACSA's relations with the Governor's office, Legislature, and State Superintendent of Public Instruction. To plan and coordinate professional development activities for superintendents and activities to enhance professional development of administrators and all school district positions. To encourage the active participation of superintendents and all other management team members in ACSA. To maintain a liaison relationship with AASA and other state organizations and agencies.
Membership:	See special conditions.
Term of Members and President	3 years
Voting Privilege of President at Leadership assembly:	Yes
Special Conditions:	<p>Membership shall include:</p> <ol style="list-style-type: none"> 1. Regional representatives elected by a process developed within each ACSA region. (19) 2. Superintendents from the first through the fifth largest school districts. (5) 3. If the following groups are not represented through the election process, the president of the council may recommend to the ACSA president additional voting members to ensure their representation: (3) <ul style="list-style-type: none"> • African-American Superintendents • Hispanic Superintendents • Female Superintendents 4. Each of the following organizations may send, at their own expense, a voting representative to the committee: (3) <ul style="list-style-type: none"> • Small School Districts (below 1,000 ADA) • Midsize School Districts (1,000 to 5,000 ADA) • County Superintendents

Section 5 — Committees/Councils

Superintendency Council (Continued)

5. Non-voting participant members shall include: (5)
- State Superintendent of Public Instruction or designee, and the Governor of California or designee
 - ACSA Executive Director
 - ACSA President and/or President Elect
 - ACSA Executive Board Members

 - A representative from the following groups: (5)
 - City Superintendents
 - Suburban Schools
 - Schools for Sound Finance
 - Association of Low Wealth Schools
 - American Association of School Administrators Executive Committee

 - One council member will be a voting member of the Legislative Policy Committee.
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