

COMMUNITY COLLEGE ASSOCIATION

BYLAWS



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ARTICLE I

PURPOSE AND MEMBERSHIP

- A. The name of this organization shall be the Community College Association, CTA/NEA.
- B. PURPOSES
 - 1. To be the policy-making body for faculty of the California Community Colleges who are members of the Community College Association, the California Teachers Association and the National Education Association.
 - 2. To advocate equally for all faculty in the Community Colleges at the local, state and national levels.
 - 3. To address all matters affecting the welfare and interests of the members of the Community College Association.
 - 4. To assist chapters in representing faculty for purposes of collective bargaining.
 - 5. To further the program of the local chapters, the California Teachers Association, and the National Education Association.
 - 6. To provide professional and clerical staff services to the membership through local member associations.
 - 7. To promote membership in CCA within each community college district in California.
- C. MEMBERSHIP
 - 1. Chapters representing community college faculty are members of this organization by virtue of having been admitted to membership in the California Teachers Association and the National Education Association and by being members in good standing by having paid all dues and assessments of CCA, CTA, and NEA.
 - 2. Active community college faculty members are members of this organization through their membership in local chapters; if no chapter exists, individual community college faculty are members-at-large through their membership in the California Teachers Association and the National Education Association.

ARTICLE II

COMMUNITY COLLEGE ASSOCIATION COUNCIL

- A. FUNCTIONS AND DUTIES
 - 1. The CCA Council shall be the statewide representative and policy-making body and shall have the following functions and duties:
 - a. To set the dues of the CCA and to approve the CCA budget;
 - b. To establish and amend policy for the CCA by ratification through its delegates;
 - c. To elect CCA Officers and Directors;
 - d. To adopt rules and procedures for its own meetings; and
 - e. To approve any single, non-budget expenditure presented by the Board over \$75,000;
 - f. To amend these Bylaws.
- B. VOTING MEMBERS OF THE CCA COUNCIL
 - 1. The voting members of the CCA Council shall be: The Officers and Directors of the CCA; the Community College members of the CTA State Council elected from Q; and delegates from each local chapter as specified in B.3 below.
 - 2. The ex-officio nonvoting members of the CCA Council shall be: The CTA Higher Education Board Member for District Q; the CTA/ABC/PAC Director for District Q; and the California NEA Director District 15.

3. Chapter delegates shall be apportioned according to the following formula: Each chapter (local) shall have one delegate for each fifty (50) members, or a major portion thereof. Each chapter (local) shall be guaranteed one delegate.
4. Election of Delegates
 - a. The first delegate for each chapter to the CCA Council shall be the chapter president or elected alternate.
 - b. Each chapter shall determine the method by which additional chapter delegates and alternates shall be elected, guaranteeing an open nomination and secret ballot procedure
5. Reimbursement of an individual Council member's expenses shall be dependent upon attendance and participation in all regular Council activities scheduled during a given Council meeting.

ARTICLE III THE CCA BOARD OF DIRECTORS

A. COMPOSITION

1. The voting members of the Board of Directors shall be composed of the Officers, the geographical district Directors, and the at-large Directors: Racial/Ethnic Minority Director, Northern Part-Time Faculty Director, Southern Part-Time Faculty Director, and Women's Director.
2. The ex-officio nonvoting members of the Board of Directors shall be the parliamentarian; the CTA Board Director District Q (representing Higher Education); the CTA/ABC/PAC Director for District Q (representing Higher Education); and the California NEA Director District 16 (representing Higher Education).

B. DUTIES

1. The CCA Board of Directors shall meet upon the call of the President or upon written request of five members of the CCA Board.
2. The President, in consultation with the Officers and the Board of Directors, shall determine the order of business and prepare an agenda for the meetings of the CCA Council.
3. The Board shall make recommendations for action to the CCA Council and its committees, shall act upon business matters which arise between meetings of the Council, shall implement actions of the Council, shall review minutes of the CCA Officer meetings, and shall review and approve minutes of the CCA Board meetings.
4. The Board and the President of the CCA shall appoint such ad hoc committees and task forces as they deem necessary from among the active members of CCA.
5. The Board shall develop policy for Council consideration and may make recommendations on other matters relating to CCA.
6. The Board shall approve all officer monthly expense reports.
7. Fiduciary Responsibilities
 - a. Credit cards shall be issued to the CCA President and Vice President only.
 - b. Credit card use shall be governed by IRS regulations, CTA Policies, and CCA officer expense consideration.
 - c. No other CCA credit cards shall be issued.

A. OFFICERS / DIRECTORS

1. Definition, Election and Terms of Office

- a. The Officers of CCA shall be the President, Vice President, Secretary and Treasurer.
- b. General elections of Officers and Directors shall be conducted by the Elections and Credentials Committee in consultation with a representative of the Governance Committee at the Spring CCA Conference/Council meeting weekend. The CCA Elections Manual shall provide specific procedures and timelines for all elections.
- c. Candidates for Officers and Directors must be active members in good standing of CCA/CTA/NEA.
- d. The terms for Officers and Directors shall be the following:
- e. The Officers and Directors shall be limited to three complete consecutive two-year terms in the same position commencing on June 1 and terminating on May 31 of the appropriate year.
- f. The election for President and the Vice President shall be in odd numbered years and the election for the Secretary and Treasurer shall be in even numbered years.
- g. One half of the geographical District Directors shall be elected to serve in odd numbered election years and one half shall be elected to serve in even numbered election years.
- h. The Women's Director and Northern Part-time Faculty Director shall be elected in odd years and the Racial/Ethnic Minority Director and Southern Part-time Faculty Director shall be elected in even years.
- i. This provision does not preclude a termed out officer or Director from running for the same office after sitting out one term.

2. Candidates can only run for one office at a time. This does not preclude a sitting officer or Director from running for another position before his or her current term expires. Visits to Local Chapters

- a. When officers or other Board members intend to visit chapters, district Directors and the appropriate chapter president shall be notified of the upcoming visit and purpose at least seven working days in advance of the visit, unless an emergency or extenuating circumstance exists.
- b. In the case of an emergency, Directors shall still be notified immediately of the nature of the visit.

B. DUTIES OF THE OFFICERS

1. General duties: The Officers shall

- a. participate in monthly Officers' meetings as scheduled;
- b. attend all CCA Board and CCA Council meetings as scheduled;
- c. have the right to attend as ex-officio, non-voting members of any CCA committee;
- d. participate in all CCA conferences;
- e. attend other functions as assigned by the President; and
- f. submit monthly expense reports to the Board for approval;
- g. respond to emails in a timely manner.

2. President

- a. The President shall:
 - (1) preside at all meetings of the CCA Council and the Board of Directors;
 - (2) be responsible for the agenda and the scheduling of all meetings of the CCA Council;

- (3)** provide written reports at each of the CCA Board meetings and at each of the CCA Councils highlighting the details of his/her representation of CCA since the last report;
 - (4)** ensure all changes to CCA Bylaws and Standing Rules are implemented;
 - (5)** be responsible for the proper functioning of the Board and all committees and task forces;
 - (5)** act as liaison and official spokesperson for CCA at Board of Governors, Consultation Council, and at other meetings where a CCA presence is warranted;
 - (6)** maintain professional working relationships with the appropriate CTA and NEA elected leadership to further the goals of CCA;
 - (7)** visit local CCA/CTA/NEA chapters, encourage communication with local chapters, and foster participation within local chapters and at the state-level;
 - (8)** Contribute to and supervise the CCA web site to ensure the website manager and appropriate CCA designees are promptly and appropriately updating the pages;
 - (8)** nominate chairpersons of CCA committees and task forces for the approval of the Board;
 - (9)** assign other mutually agreed to responsibilities as necessary.
3. Vice President
- a. The Vice President shall:
 - (1)** preside at all meetings of the CCA Council and Board of Directors meetings in the absence of the President;
 - (2)** provide written reports at each of the CCA Board meetings and at each of the CCA Councils highlighting the details of his/her representation of CCA since the last report;
 - (3)** oversee and/or chair the Legislation and Advocacy Committee and Membership Committee;
 - (4)** oversee and/or chair CCA Board and CCA Council Committees as assigned;
 - (5)** develop and execute membership recruitment plans in coordination with appropriate Directors, chapters, and staff;
 - (6)** coordinate activities with Directors and conduct orientation and training of Directors;
 - (7)** present CCA positions on legislation to the CTA State Council State Legislation Committee;
 - (8)** accept mutually agreed to responsibilities as assigned by the President.
4. Secretary
- a. The Secretary shall:
 - (1)** take minutes in electronic format of the following proceedings:
 - (a) the CCA Council;
 - (b) the CCA Board of Directors;
 - (c) CCA Officers' meetings;
 - (d) other CCA meetings as needed.
 - (2)** Attach all reports and minutes to the next scheduled Board minutes;
 - a) Reports shall include director reports, liaison reports, conference attendance reports, CCA committee reports, elections reports;
 - b) Minutes shall include those in item 1.a.(1) and those of CCA committees;

- (3)** Complete and forward all minutes within two weeks (see Standing Rules for timelines) to the CCA officers and the CCA Board for approval;
- (4)** provide written reports at each of the CCA Board meetings and at each of the CCA Councils highlighting the details of his/her representation of CCA since the last report;
- (5)** maintain and update all official documents of the organization in paper and/or electronic format and copy to the CCA president and submit suggested revisions to the Governance committee;
- (6)** oversee and/or chair CCA Board and CCA Council Committees as assigned;
- (7)** accept mutually agreed to responsibilities as assigned by the CCA President.

5. Treasurer

a. The Treasurer shall:

- (1)** provide written reports at each of the CCA Board meetings and at each of the CCA Councils highlighting the details of his/her representation of CCA since the last report;
- (2)** approve invoices, vouchers, and other disbursements for payment on a timely basis, including the approval of all conference costs during the planning stage;
- (3)** acquire approved equipment and supplies to support CCA Governance;
- (4)** oversee and/or chair the CCA Budget Committee;
- (5)** prepare and present annual budget proposal to the CCA Council;
- (6)** coordinate the CCA Budget Survey at the CCA Council;
- (7)** oversee and/or chair the CCA Budget Survey discussion at the CCA Council
- (8)** maintain the CCA Budget:
 - (a)** align fiscal objectives of the budget with the programmatic objectives of CCA, utilizing CCA's chosen format;
 - (b)** report actual and budget comparison results to the appropriate parties to communicate the financial status of the CCA as determined by CCA;
 - (c)** factor in a contingency in the budget process that will enable CCA to respond to financial emergencies;
 - (d)** monitor and account for budget variances and recommend appropriate action as needed to the CCA Board and CCA Council;
 - (e)** report audit findings to CCA Board and CCA Council;
 - (f)** sign tax returns, informational returns, and other reports to regulatory agencies as required.
- (8)** oversee and/or chair CCA Board and CCA Council Committees as assigned;
- (9)** accept mutually agreed to responsibilities as assigned by the CCA President.

C. DIRECTORS

1. Definition:

- a.** Geographical District Directors shall be defined by CCA/CTA/NEA Bargaining Chapters.
- b.** There will be four At-Large Directors: Women's Director, Northern Part-Time Faculty Director, Southern Part-Time Faculty Director and Racial/Ethnic Minority Director.
- c.** Directors shall be provided orientation and training by the CCA Vice-President, designee, and/or staff.

2. Establishment of Geographical Directorial Districts

- a.** The boundaries of Directorial districts shall be established by action of the CCA Board of Directors and approved by CCA Council;

- b. Such boundaries shall take into consideration the population and geographical distribution of Association membership and be in compliance with one-person, one-vote standards;
 - c. The total number of active CCA members shall be divided by the total number of geographical Directors to arrive at a base figure of members per geographical Director;
 - d. The figure for each Directorial district shall be compared with the base figure to establish the percentage of deviation;
 - e. The percentage of deviation per multi-chapter geographical districts shall not exceed ten percent;
 - f. Single Chapter Districts
 - (1) Chapters that exceed the ten percent deviation shall have their own geographical district with a single director and shall be single chapter districts as long as they continue to exceed this deviation;
 - (2) Initially, geographic districts will be calculated using the standard formula of total number of members divided by total number of geographic districts to determine mean.
 - (3) Single chapter districts shall then be removed from the calculation and shall be their own individual geographic districts;
 - (4) The remaining chapters will be used to form the remaining districts following the standard formula; the single chapter district membership numbers and the single chapter district directors shall not be included.
 - a. The CCA Governance Committee shall review adherence to the geographical district formula at least once every three years and present recommendations for redistricting to the CCA Board and CCA Council.
- 3. Eligibility**
- a. The following qualifications must be met to serve on the Board of Directors:
 - (1) Board members must be active members of CCA/CTA/NEA.
 - (2) Geographical Directors shall be chosen from among all active members contained within the electoral district..
 - (3) At-large Board members and officers shall be chosen from among all active members.
 - (4) All Board members shall be elected by the CCA Council.
 - (5) Board members shall be available for CCA Board meetings and other Directorial duties.
 - b. The Racial/Ethnic Minority Director shall be a member of a racial/ethnic minority group as defined by CTA/NEA specifications (African American, American Indian/Alaska Native, Asian, Hawaiian or other Pacific Islander, or Hispanic);
 - c. The Women’s Director shall be a woman;
 - d. The Part-Time Faculty Directors shall be part-time faculty members.
- 4. Duties of Directors:**
- a. All Directors are expected to fulfill the following General duties:
 - (1) attend all CCA Board and CCA Council meetings;
 - (2) participate actively in all CCA conferences;
 - (3) attend assigned committee and task force meetings;
 - (4) attend other mutually agreed to functions as assigned by the President;
 - (5) respond to emails in a timely manner.

- (6) provide a written report for each CCA Board meeting that summarizes important information from their districts or constituents for dissemination or action by the Board, Council, chapters, and/or members;
 - (7) provide a written report after each CCA Board meeting that summarizes important information for dissemination to their chapters and members.
- b. Geographical District Directors shall:
- (1) serve as liaisons between their locals and the CCA Board of Directors;
 - (2) gather chapter reports for CCA Board meetings, report back to chapters after CCA Board meetings, forward updates from the CCA officers and/or CCA staff, encourage communication among local chapters, board, members, and CCA;
 - (3) assist in coordinating locals and CCA Vice President with membership recruitment;
 - (4) communicate CCA/CTA/NEA positions, such as those regarding state budget issues and political propositions, to chapters in their districts;
 - (5) serve on CCA committees;
 - (6) accept mutually agreed to responsibilities as assigned by the President.
- c. The At-Large Directors shall:
- (1) promote identification, representation, and participation of historically underrepresented groups: women, minorities, and part-time faculty;
 - (2) serve as a liaison between their constituencies and the Board;
 - (3) encourage open communication and contact with their constituencies;
 - (4) assist chapters and CCA Vice President with membership recruitment;
 - (5) communicate CCA, CTA, NEA positions, such as those regarding state budget issues and political propositions, to their constituencies;
 - (6) gather current data and information about activities affecting their respective constituencies ; gather chapter data reflecting actions or needs affecting their respective constituencies; compile reports of these for CCA Board meetings and for dissemination to chapters and members; provide content for the CCA web pages
 - (7) serve on CCA committees;
 - (8) accept mutually agreed to responsibilities as assigned by the President.

Elections will be conducted based on the procedures outlined in the current CCA Elections Manual. If there is information not contained in the above referenced document, the current CCA Elections Manual shall prevail.

A. INABILITY AND/OR FAILURE TO SERVE

1. Inability to Serve shall be defined as a voluntary decision to request leave or resign or an involuntary decision due to mental or physical infirmity or other debilitation.
 - a. A vacancy shall be deemed to exist in the case of resignation, permanent mental or physical infirmity or other debilitation, or death.
 - b. A temporary vacancy may be declared in such cases where the individual requests a leave due to a temporary mental or physical infirmity or other debilitation. A temporary vacancy shall not exceed one semester.
 - c. Documentation for an "inability to serve" shall include a letter from an officer, Director, or immediate family member detailing the situation.
 - d. Upon receipt of the documentation, the Board shall accept it and declare the vacancy.
2. Failure to Serve shall be defined as a failure to perform the duties of the position as outlined in Article IV, Sections B and C and/or includes more than two (2) absences from required meetings.
 - a. Remediation shall follow progressive discipline:
 - (1) An officer or Board member who fails to perform the duties of the position and/or has been absent shall be
 - i. In the case of the first instance sent a documented email warning
 - ii. In the case of the second instance sent a documented email warning
 - iii. In the case of the third instance sent a written warning via certified mail
 - iv. This process must be followed before any further action can be taken.
 - (2) All warnings must include specific steps to remediate, a timeline to remediate, and the consequences for continued failure to serve.
 - (3) All warnings must be sent within 14 days of notifying the CCA President of a failure to serve.
 - (4) Any officer or Board member may bring forward a claim in writing with documentation of failure to serve to the CCA president.
 - (5) The CCA president shall forward the claim to the CCA vice president who in consultation with the CCA secretary or treasurer shall review the claim and determine if a warning is prudent and what remediation needs to be

established. In the event that the claim is against an officer, then two Directors shall be appointed by the Board to work with an officer to review the claim and follow up.

(6) The CCA vice president or designee shall then send to the director or officer at issue the appropriate warnings detailing the steps and timeline to remediate and follow up in a timely manner to determine if remediation has been completed.

(7) If there is non-compliance with the steps to remediate, then the CCA vice president or designee shall immediately report the failure to serve to the Board of Directors for further action.

b. Documentation:

(1) A case for failure to serve with documentation shall be presented to the Board of Directors at the next Board meeting and shall require a 2/3 majority vote to approve proceeding with a recall.

(2) Documentation for failure to serve shall include the written record of the steps to remediate, the timeline, the two email notifications with delivery confirmation, and the written letter with certified mail receipt.

c. The officer or director charged with failure to serve shall have the right to present a defense case prior to the Board voting on the motion.

d. The Board shall deliberate and vote by secret ballot to forward a recall petition to the CCA Elections and Credentials Committee Chair to begin recall proceedings.

e. Exceptions for Failure to Serve:

(1) Prior to declaring a recall, the Board may consider any extenuating circumstances;

i. extenuating circumstances shall include, but are not limited to, official leaves of absence from teaching, sabbatical, illness, and/or other personal emergency;

ii. approval of the majority of the Board shall determine that extenuating circumstances exist to warrant not taking action;

iii. In the event that the Board approves a temporary leave, the CCA president with the approval of the Board shall appoint an interim;

iv. Temporary leaves shall not exceed one semester.

3. Notification of Proceedings for Failure to Serve

a. The CCA officers shall notify the officer or director in writing via certified mail of the pending case. Such notification shall occur at least fourteen (14) calendar days prior to the Board meeting in which the motion for failure to serve and documentation will be presented to the Board. Notification shall specify the charges, evidence, and date of the presentation.

b. After confirmed receipt of the above notification by certified mail, the Board shall be notified of the failure to serve proceedings. Such notification shall be done at least fourteen (14) calendar days prior to the meeting in which the motion for failure to serve and documentation will be presented, and the notification shall specify the charges, evidence, and date of the presentation.

- c. An approved motion of Failure to Serve shall be presented at the next CCA Council for final approval and declaration of vacancy.

B. VACANCIES

1. A vacancy shall be deemed to exist if the criteria in Article VI. A is met.
2. In the event of a resignation from any position on the Board, the President shall officially accept the resignation and notify the Board that the resignation has been accepted.
3. In the case of a vacancy in the office of President, the Vice President shall assume the office for the remainder of the unexpired term.
4. A vacancy in the office of the Vice President, Treasurer, or Secretary shall be filled by election at the next meeting of the CCA Council. If the next meeting of the CCA Council is scheduled for more than sixty days away from the date the vacancy occurred, an interim Vice President, Treasurer, and/or Secretary shall be nominated by the President and confirmed by the Board to serve until an election can be held at the next CCA Council meeting to fill the remainder of the term.
5. A vacancy in director positions shall be filled by an appointment, which will be made by nomination by the President and confirmed by the Board of Directors to serve until an election can be held at the next CCA Council meeting to fill the remainder of the term.
6. Vacancies in CTA State Council delegates shall be filled by an elected Alternate according to CTA Bylaws.
7. All timelines not defined herein shall be defined in the CCA Elections Manual.

C. RECALL

1. A recall of a director or officer may be based on a Failure to Serve. In addition to or in lieu of Failure to Serve, a recall of a director or officer can be initiated when a director or officer
 - a) egregiously violates CCA, CTA, and/or NEA policies, or
 - b) demonstrates a pattern of incompetence, or
 - c) engages in threatening, harassing, abusive, violent conduct or
 - d) otherwise engages in grossly unprofessional behavior.
2. A recall may be initiated by
 - a) a petition for recall that is circulated by CCA members, or
 - b) a 2/3 majority vote of the CCA Board of Directors for Failure to Serve or one of the reasons stated in C. 1 above.
3. Only the CCA Council shall have the authority to recall from office any person holding office by virtue of having been elected thereto by the CCA Council.
4. Notification and Circulation of Recall Petitions.
 - a) The recall petitioner shall notify the CCA Elections and Credential Committee Chair, either via email or certified mail, prior to the circulation of the recall petitions and shall use the form prescribed in the Standing Rules;
 - b) The CCA Elections and Credential Committee Chair shall then notify the CCA Officers and Board of Directors within 48 hours of receipt of the notification.

- c) Within fourteen (14) calendar days from the date the notification was sent, the CCA Elections and Credentials Committee Chair shall notify the petitioner of the minimum number of signatures required and their due date.
- d) Signature Requirements.
- (1) Petitions shall be valid for a period of ninety (90) days from the date the CCA Elections and Credentials Committee Chair notifies the petitioner of the requirements.
 - (2) Only CCA members shall be eligible to sign petitions. The number of signatures must be at least 75% of the number of delegates present at the last CCA Council and representative of 30% of the number of CCA chapters present at the last CCA Council. Only signatures obtained within the registration period shall be considered valid.
 - (3) Submitted petitions must include the following information:
 - i. Name of individual who is the subject of the recall;
 - ii. Office of individual;
 - iii. Valid dates of petition;
 - iv. Name(s) of petitioner(s);
 - v. Membership number(s) of petitioner(s);
 - vi. Notation that "The form must be completed in ink"; and,
 - vii. Space must be provided for the printed name, signature, chapter name, and date of signing for each name on the petition;
 - (4) Filing and Verification of Recall Petitions.
 - i. Completed, original petitions must be sent via certified mail to the CCA Elections and Credentials Committee Chair and postmarked within fourteen (14) calendar days of the end of the petition's valid period.
 - ii. The CCA Elections and Credentials Committee shall meet to determine the validity and sufficiency of the signatures within thirty (30) calendar days of the postmark date.
 - iii. Documentation of notification of the original intent to file a petition to the CCA Elections and Credentials Committee Chair shall be included with the filed petitions. This documentation shall be either a copy of the email or a certified mail receipt.
- e) Report to the CCA Board of Directors: The CCA Elections and Credentials Committee chair shall report at the next CCA Board meeting following the close of the verification period. The report shall include the following:
- (1) The minimum number of signatures required;
 - (2) The minimum number of chapters required;
 - (3) The valid dates of the petition;
 - (4) The number of signatures verified;
 - (5) The number of chapters verified.
- f) The CCA Elections and Credentials Committee Chair shall send a certified letter with return receipt to the person subject to recall that a valid petition has been

filed and a recall is proceeding. The letter shall be sent to the person's home address on file.

g) Recall Vote

- (1)** Recall votes shall follow the Council election processes and shall be by secret ballot;
- (2)** Once the recall petition is validated, the recall motion shall be submitted to a vote of the CCA Council at the next CCA Council meeting using the election process. Chapter presidents and delegates to the next CCA Council shall receive notification via email of the recall motion within at least fourteen (14) calendar days prior to the Council meeting.

(3) A meeting of the CCA Council shall precede the Recall vote

- i. The Elections and Credentials Committee Chair shall chair this session of the CCA Council;
 1. Prior to the session, the Elections and Credentials Committee shall determine the location and times for the vote;
 2. The Elections and Credentials Committee Chair shall appoint a time keeper who shall not be a member of the CCA Board of Directors or signatory to the petition;

ii. Presentation of Recall

1. The Elections and Credentials Committee Chair shall present the same information reported to the CCA Board of Directors;
2. The petitioner shall have a maximum of ten minutes to present the reason(s) and supporting evidence for the recall;
3. The person subject to recall shall then have a maximum of ten minutes to respond;
4. CCA Council delegates shall then be afforded the opportunity for discussion; each speaker shall be allowed a total of two minutes.

- iii. Prior to the adjournment of this session, the Elections and Credentials Committee Chair shall provide the location and times of the voting and post these at the registration desk.

(4) Action by the CCA Council requires two-thirds of the voting delegates to recall; if recalled, the office shall immediately be declared vacant.

5. Any proceedings not addressed herein shall follow the *CCA Elections Manual*, and if not addressed there, shall follow the CTA guidelines found in the most current *CTA Organizational Handbook* and/or *Requirements for Development of Bylaws and Standing Rules for Chartered Chapters of CTA*.

A. COMMITTEES

1. CCA shall maintain Board and Council Committees that shall research and study issues, problems, or other concerns related to CCA, community colleges, and/or higher education. In addition, committees shall also investigate items referred to them by the CCA President or the CCA Board.
 - i. Committees shall provide written reports, using the guidelines provided in the CCA Standings Rules, on their work with proper documentation.
 - ii. Board Committees shall present reports at each CCA Board meeting.
 - iii. Council Committees shall present reports at each CCA Council meeting.
 - iv. CCA Committees shall not take public positions independent of CCA positions.
2. The CCA Board Committees shall be:
 - Budget;
 - Conference;
 - Communications;
 - Governance.
 - i. Duties of Board committees shall be stated in the CCA Standing Rules.
 - ii. Unless otherwise stated herein, Board committees shall be chaired by Board members.
 - iii. Board committees shall have a minimum of five (5) members which shall include the committee chair and vice chair.
3. The CCA Council Committees shall be:
 - Elections and Credentials
 - Legislation and Advocacy;
 - Policy;
 - Membership Development;
 - Faculty Equity & Diversity;
 - Part-Time Faculty Issues
 - i. Council Committees:
 - a. Shall have seven (7) members, including the chairperson and vice chair, drawn primarily from local chapters.
 - b. A CCA staff member may be invited to each committee meeting to act as an advisor.
 - c. In the spirit of training and preparing future leaders, each committee may include up to three ex officio members or alternates.
 - ii. Each Council committee shall have a chairperson, who will be nominated by the CCA President and approved by the Board to serve a one-year term. Vice-chairs shall be elected by the committee.
 - iii. Training for new chairpersons and vice-chairs shall be provided by CCA/CTA staff and/or former or current committee members as determined by the CCA President.
 - iv. Committee and ex officio members shall be recruited by the Committee chairperson and recommended to the President for approval by the Board.
 - v. Committee Chairpersons: Chairpersons of each committee shall be responsible for:
 - a. Calling meetings and setting agendas with input from committee members and CCA officers;
 - b. maintaining accurate records, including committee meeting minutes;
 - c. preparing reports for and from the committee;

- d. fostering communication with committee members and with the CCA Officers and ensuring invitations are sent to all committee members and officers in a timely manner;
 - e. adhering to all applicable CCA/CTA/NEA policies
 - f. updating and maintaining currency of the committee page on the CCA website;
 - g. provide a written report to each CCA Board meeting, and at each CCA Council meeting, that summarizes important information for dissemination or action by the Board, Council, chapters, and/or members;.
- vi. The vice-chair shall act in place of the chair in the event that the chair is unavailable for a meeting
7. Committees may facilitate training sessions at CCA conferences by working with CCA/CTA staff and in consultation with the CCA Conference Committee.
- B. DUTIES OF COUNCIL COMMITTEES**
1. Legislation and Advocacy Committee:
- a. Shall recommend CCA positions and policies regarding federal and state legislation to CCA Council and CTA State Council;
 - b. Shall determine interim legislative positions as described in Article VII.C;
 - c. Shall promote political action programs with the CCA and CTA;
 - d. Shall present needed legislation for Council approval and recommend legislation for presentation to the CTA State Council;
 - e. CCA Interim Legislation Advisory Committee
 - (1) Shall be called by the CCA President in the event that CCA must take an immediate legislative position between CCA Council meetings that cannot be taken by the Council Committee.
 - (2) The CCA President shall report actions of the Interim Committee at the next CCA Council meeting.
 - (3) The CCA Interim Legislation Advisory Committee shall consist of
 - i. the CCA Officers;
 - ii. Chairperson and vice-chair of the Legislation and Political Advocacy Committee;
 - iii. available members of the Legislation and Political Advocacy Committee;
 - iv. the CTA District Q Director representing Higher Education;
 - v. the CTA Legislative Advocate who is currently working on CCA legislative issues shall serve as a consultant to the committee;
 - vi. other CCA members appointed by the President based upon their expertise.
 - f. The committee should be composed of currently serving CCA delegates to CTA State Council.
2. Policy Committee
- a. Shall write or revise policy that will determine the positions that CCA and CTA will take on legislation that affect CCA members and higher education;
 - b. Shall study current legislation; political issues; debates about education in the state and nation; and discussions and policies coming from the California Community College Chancellor's Office (CCCCO), California Department of Education (CDE), and US Department of Education (US DOE); from these studies, the committee should recommend CCA policies concerning professional matters that affect educational programs and services, potential or proposed Community College legislation, and bargaining issues;

- c. Shall identify areas of CCA and/or CTA policy in the CTA Organizational Handbook that need amending;
 - d. Shall advise the CCA officers, Board of Directors, and CCA committees on issues relating to CCA positions on legislation and proposed policies by the CCCCCO, CDE, US DOE, college districts, or other organizations;
 - e. Shall provide research regarding new policies being studied or implemented by administrations or outside organizations;
 - f. Shall coordinate with the CCA Legislation and Advocacy Committee.
 - g. Shall submit policy changes to the CCA Council that will be part of the Higher Education section of the CTA Organizational Handbook. Such policy changes, after being approved by CCA Council, become the official policy of CCA without further oversight.
 - h. Should be composed of currently serving CCA delegates to CTA State Council.
3. Membership Development Committee:
- a. Shall create and implement strategies to increase membership in CCA/CTA chapters;
 - b. Shall work with the CCA Vice President to develop, coordinate, and support membership activities;
 - c. Shall work with CCA Communications Committee to develop membership publications and to provide up-to-date membership information on the CCA Website;
 - d. Shall staff and maintain a membership information table at all CCA conferences;
 - e. Shall research and suggest membership activities to local chapters and offer local and/or regional membership training;
 - f. Shall be made up of local chapters' membership chairs.
4. Faculty Equity & Diversity Committee
- a. Shall examine CCA policies and functions to ensure that equity is maintained as stated in CCA policy and governing documents as well as in accordance with legal parameters;
 - b. Shall study issues and recommend policies to the CCA Board and/or Council on affirmative action and equality concerns relating to higher education;
 - c. Shall coordinate with other committees, task forces, and staff to ensure that minorities and women are represented in all public relations and communication materials that represent CCA; and
 - d. Should be made up of at least two of the At-large CCA Directors and local chapters' faculty equity chairs.
5. Part-Time Faculty Issues (PTIC) Committee:
- a. Shall examine, research, and report out concerns about part-time faculty rights and representation;
 - b. Shall coordinate with appropriate committees, task forces, and staff to ensure that part-time faculty are represented in all public relations and communication materials that represent CCA membership;
 - c. Shall study issues and recommend policies to the CCA Policy Committee and legislation to the CCA Legislation & Advocacy Committee;
 - d. Shall work with the CCA Conference Committee to facilitate conference training and events that seek to inform faculty of ways to improve part-time faculty working conditions; and shall provide a liaison to the CCA Conference Committee to ensure that conferences address both part-time and full-time faculty issues;

- e. Shall be made up of local chapters' part-time faculty representatives; it shall also have one full-time faculty member; however, the committee shall always be composed of a majority of part-time faculty.
- 6. Elections and Credentials Committee
 - a. Shall conduct elections in accordance with the guidelines in the CCA Elections Manual; any issue not addressed in the CCA Elections Manual shall be determined by the CTA Elections Manual.
 - 1. Conducting elections shall include seeking nominations for Officers and Board Directors; preparing ballots; determining the set-up, security, and efficient operation of the polling place; counting ballots; and reporting results.
 - 2. The Elections and Credentials Committee chair shall consult with the CCA Governance Committee liaison on questions regarding the interpretation of CCA governance documents.;
 - b. Shall review and suggest revisions of the "CCA Elections Manual" to the CCA Governance Committee and in accordance with CCA, CTA, and NEA policies;
 - c. Shall assist in certifying delegates to CCA Councils;
 - d. Shall conduct recall elections in accordance with the requirements in the CCA Bylaws;
 - e. Shall be comprised of active members of CCA/CTA/NEA who are
 - 1. not running for an office in the current CCA election;
 - 2. not a sitting officer or board member in CCA, CTA, or NEA;
- C. TASK FORCES
 - 1. The Board of Directors and the President shall establish such task forces as are deemed appropriate for the effective functioning of the Community College Association;
 - 2. The term of such task forces shall be limited by time and/or task, up to one year; task forces may be renewed by the CCA Board at the request of the CCA President or Officers.
 - 3. Task Forces shall be formed when an immediate investigatory or procedural need exists that warrants special consideration outside the purview of the standing committees.
 - 4. Task Forces shall produce written progress reports every three months and a written final report that draws conclusions and makes recommendations to the Board of Directors and/or CCA Council. A final written report shall be presented at the CCA Council.
 - 5. Task Forces shall have a minimum of four (4) members.

ARTICLE VIII PROCEDURES OF THE CCA COUNCIL

- A. In the event of the inability of the State Council Representative to attend a meeting of the CCA Council, the State Council Representative shall notify the CCA Office so that the elected alternate may be notified.
- B. All Committee, Task Force, and CCA Council motions must be written, seconded, and signed by both the maker and seconder and presented to the Secretary for inclusion in the minutes.
- C. CCA Council policy statements, proposed legislation and legislative positions shall be forwarded through appropriate channels to the CTA State Council of Education.
- D. The quorum for meetings of the CCA Council shall be a majority of those registered delegates.

ARTICLE IX

PARLIAMENTARY PROCEDURES

- A. There shall be a parliamentarian who is responsible for advising CCA at all CCA Board and Council meetings on parliamentary procedures as described in *Roberts Rules of Order (Newly Revised)*.
 - 1. The President shall nominate the parliamentarian for the approval of the CCA Board;
 - 2. In the event the parliamentarian is not a current board member, the parliamentarian may be invited to stay during closed sessions of the CCA Board;
- B. On all matters of procedure not otherwise covered by the provisions of these Bylaws, *Roberts' Rules of Order (Newly Revised)* shall be the official guide.

ARTICLE X

AMENDMENTS AND REVISIONS TO CCA GOVERNING DOCUMENTS

- A. Bylaws are policies and standards established by the Council that provide direction to the Board or specify the general structure of CCA. Bylaws can only be changed by the Council actions and require first and second readings.

Standing Rules detail the routine operations and practices of CCA and shall not contradict an established bylaw. Standing rules are changed by a majority vote of the Board and are presented to Council as an information item.

- B. Amendments and revisions to the Bylaws of the CCA Council may be recommended by the CCA Board of Directors, a CCA chapter, a CCA Council Committee, or a CCA Council delegate.
 - 1. Amendments to the Bylaws shall be submitted to the Governance Committee prior to being voted on at a CCA Council.
 - 2. Movers of Amendments shall consult with the Governance Committee in order to ensure that the Amendment complies with CCA/CTA/NEA policies as well as applicable laws.
 - 3. The Governance committee shall be afforded a minimum 90 day written notice prior to the voting on a proposed amendment at a CCA Council in order to have time for consultation and discussion.
- C. The process of presenting and voting on Amendments shall be as follows:
 - 1. A proposed Amendment shall be presented at a CCA Council as a first reading and the opportunity to ask questions for clarification shall be afforded the delegates;
 - 2. After the first reading, the amendment(s) shall be presented at the next CCA Council meeting and voted on; and
 - 3. Passage requires the approval of a simple majority of the delegates at the CCA Council meeting.
- D. Proposed Bylaw revisions and amendments shall be emailed as an attachment in PDF format to CCA chapter Presidents on behalf of their Council delegates at least twenty one (21) days prior to the meeting when the vote is scheduled.

- E. The CCA Board of Directors may make editorial Bylaw changes. The Board will inform the Council of any and all editorial changes. The Council may nullify any change made by the Board by a majority vote.
- F. All revisions to CCA governing documents shall adhere to the following format:
 - 1. Additions shall be bolded to distinguish it from original language.
 - 2. Deleted language shall be struck-through.
 - 3. The original language shall be presented with the new language in this manner for the purpose of comparison.
 - 4. When presented to the CCA Board and/or Council, the presenter shall proceed article by article and/or page by page.

As Amended:

1/30/83; 4/27/83; 5/13/83; 5/6/84; 10/28/84; 1/20/85; 2/19/89; 4/29/90; 10/3/90; 5/8/93; 5/20/95;
5/5/96; 10/6/96; 5/3/98; 4/24/99; 10/3/99 ; 5/7/00; 10/15/00; 4/29/01; 10/20/02; 10/17/04; 10/16/05;
4/29/06; 10/15/06; 4/22/07; 4/26/09; 10/11/09; 4/25/10; 10/10/10; 4/17/11; 4/29/2012; 10/12/14;
4/21/15; 10/18/15; 4/17/16