



CALIFORNIA COMMUNITY COLLEGE  
ASSOCIATION FOR OCCUPATIONAL EDUCATION

MEETING THE EDUCATION & TRAINING NEEDS OF CALIFORNIA'S WORKFORCE

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# **POLICIES & PROCEDURES**

**CALIFORNIA COMMUNITY COLLEGE ASSOCIATION  
FOR OCCUPATIONAL EDUCATION (CCCAOE)  
Policies and Procedures (March 2010)**

This document outlines the operational procedures based on the bylaws of CCCAOE. The Board shall annually review this document and update information as appropriate.

**GOVERNANCE**

**Bylaw Article V, Section 3, *Board Procedures***

1. The Board of Directors shall meet a minimum of four times per year. Two meetings are in conjunction with Fall and Spring conferences; another scheduled in January and a Board-transition meeting in June.
2. The Board President shall solicit agenda items from the Board of Directors and Board Liaisons to develop a meeting agenda and distribute the agenda at least seven days prior to the Board meeting.
3. At the June Board meeting the three Presidents will present, in closed session, the review of all contracts with the Association.
4. The Board of Directors and Board Liaisons shall attend meetings of the Board unless excused by the Board President.
5. Board meetings shall be open to any interested parties unless the meeting is designated for a special purpose by the Board President.
6. After welcome, introductions and approval of the agenda, before any business of the association is conducted, a parliamentarian shall be appointed for each meeting.
7. Motions from a committee are deemed to have been moved and seconded.
8. Any Board member can request a closed session. A rationale must accompany the request explaining why the discussion cannot be appropriately held in open session. A majority vote to move to closed session must be approved before the closed session commences. The Board shall determine who shall belong as part of the closed session depending on the reason for which it is called. The minutes shall reflect that the Board went into closed session.

9. The President or his/her designee shall be responsible for all requests for proposals. Wherever possible a minimum of three bids will be obtained and the Board will attempt to eliminate conflicts of interest.
10. The primary objective for CCCAOE is for the Board to make decisions with complete knowledge of conflicts of interest. Potential conflicts of interest shall be disclosed to the Board prior to relevant Board action. Candidates for CCCAOE Board shall be apprised of conflict of interest disclosure statements when they submit their nomination, and elected Board members must annually sign the Conflict of Interest form prior to the annual Board meeting.

**Bylaw Article V, Section 4, *Executive Committee***

1. The vote of the Executive Committee shall be recorded.
2. Notification to the Board of Directors of any vote of the Executive Committee shall be in writing within three working days.

**Bylaw Article V, Section 6, *Elections and Appointments***

1. The Immediate Past President is responsible for the conduct of the elections.
2. The Immediate Past President shall solicit nominations for open Board positions from the regional Vice-Presidents and general membership by January 15 of each year.
3. Election must be held and voting completed 30 days prior to the first day of the Spring conference or by May 15 whichever comes first. The Immediate Past President shall present the final election results to board. Actual numbers of votes per candidate is not divulged and is not public information.
4. The Executive Secretary shall identify current members eligible to participate in the voting process from the membership database and organize ballot distribution and voting ballots based on the offices of the Executive Committee and Regional Vice-Presidents that are open for election. The Executive Secretary will collect the ballots through the election process and provide the Immediate Past President with the summary results. After review and approval by the Immediate Past President, the individual ballot information shall be destroyed.
5. Officers shall be installed at the succeeding general meeting and shall officially assume all duties no later than July 1.

6. The Board President shall consult with the Board of Directors to solicit possible candidates to fill an unexpired office.
7. The President shall inform the Board of the selected candidate, seeking additional feedback on the decision.
8. The President shall offer the appointment to the candidate and inform the Board as to the candidate's decision.

## **DUTIES**

### **Bylaw Article VI, Section 2, *President***

1. Conduct the meetings of the Association, including development of the Board agenda with solicitation of input from all members of the Board.
2. Take appropriate action based on votes/resolutions/recommendations resulting from Board and General Business Meetings.
3. Provide the leadership for the Association's legislative agenda, including regular communication with the legislative advocate, meeting with legislators and their representatives, and attendance at hearings and meetings related to the legislative interests of the Association.
4. Work with the Immediate Past President and President-Elect to implement the legislative agenda.
5. Represent the Association to Consultation Council, Board of Governors, and the CCC Chancellor's Office.
6. Review all contracts of the Association with the Board annually.
7. Provide a copy of all contracts for professional service to the elected Board members.
8. Prior to the June Board meeting the President, in collaboration with the Immediate Past President and President-Elect, will complete a review of all contracts with the Association to evaluate whether modifications to such contracts are required and to complete a qualitative evaluation of performance for presentation to the Board at the June meeting.
9. Conduct new Board member Orientation at June Board meeting.
10. Make liaison appointments of Board members and others to committees and associations of interest to the Association.

11. Complete annual Association planning with the Board.
12. Make interim appointments to the Board.
13. Provide the Communication Officer with the topics for each newsletter.
14. Provide official communication on behalf of the Association including:
  - i. Letters of appreciation for Board service
  - ii. Letters of support for legislation
  - iii. Opinions for publication on matters of interest to the Association
  - iv. Newsletter articles
  - v. Quarterly reports of Association activity for use by Board members in communicating with other organizations
15. Solicit the participation of the association members in adjunct positions to assist with the work of the Board as needed
16. Conference Duties
  - i. Prepare opening remarks and introductions to the membership
  - ii. Conduct the General Business meetings
  - iii. Recognize outgoing members of the Board of Directors at the Spring Conference
  - iv. Recognize new Board members at the Spring Conference

**Bylaw Article VI, Section 3, *President-Elect***

1. Represent the Association to the CCCCIO Board of Directors.
2. Develop and conduct two statewide conferences each year to meet the needs and interests of current and potential members.
  - i. The out-going President-Elect establishes the theme, substantially organizes and mentors the incoming President-Elect for the Fall conference.
  - ii. The President-Elect has primary responsibility for all aspects of the Spring Conference.
  - iii. Designate members of the Board or from the membership to serve on the Conference Committee.
  - iv. Conferences shall be organized according to CCCAOE Procedure VI.3.c.1
3. Facilitate the conduct of recognition programs of the Association including Awards and Outgoing Board members, and Retirees.

- i. Awards process shall follow CCCAOE Procedure VI.3.c.2
- 4. Under the direction of the President, work with the Immediate Past President to implement the legislative agenda.
- 5. Contribute newsletter articles regarding the upcoming conferences.
- 6. Solicit the participation of the Association members in adjunct positions to assist with the responsibilities of the President-Elect, as needed.

**Bylaw Article VI, Section 4, *Immediate Past-President***

- 1. Assume primary responsibility for the development of the legislative agenda for the Association.
- 2. Conduct annual survey of the membership to inform the advocacy agenda.
- 3. Report the survey results and advocacy agenda to the membership.
- 4. Under the direction of the President, work with the President-Elect to implement the legislative agenda.
- 5. Contribute newsletter articles regarding the legislative agenda.
- 6. Represent the Association to the Community College League of California (CCLC).
- 7. Facilitate the nominations and elections of the officers of the Association.
  - i. Election process shall follow CCCAOE Procedure V.6.a.1
- 8. Recognize retirees of the Association at the Spring Conference.
  - i. Retiree Recognition process shall follow CCCAOE Procedure V.6.a.2
- 9. Assume the duties of the President in the event of the President's absence.
- 10. Solicit the participation of the Association members in adjunct positions to assist with the responsibilities of the Immediate Past-President, as needed.

**Bylaw Article VI, Section 5, *Communications Officer***

- 1. Prepare complete and accurate records of all meetings of the Association.

2. Distribute meeting records to the Board of Directors within 30 days of each meeting.
3. Ensure that approved meeting records are furnished to the Exec. Sec. for posting to the Association website.
4. Prepare correspondence and other communication as required by the President such as annual recognition letters, letters of support for legislation, etc.
5. Working with the Exec. Sec. and the Regional VPs, maintain the annual membership listserv and the regional listservs.
6. Maintain Association templates and documents such as the New Member Packet and the New Board Member packet.
7. Under the direction of the President, solicit articles for the newsletter, edit the submissions and provide the publish-ready text to the Exec. Sec..
8. Serve as chair of the Website Committee of the Association.
9. Solicit the participation of the Association members in adjunct positions to assist with the responsibilities of the Communications Officer, as needed.

**Bylaw Article VI, Section 6, *Treasurer***

1. Submit a proposed annual budget to the Executive Committee by May 1 annually.
2. Submit a proposed annual budget to the Board of Directors at the June Board meeting.
3. Maintain or cause to be maintained accurate financial records of the organization in a format approved by the Board of Directors.
4. Make payment of all approved bills.
5. At each Board meeting, present a summary financial report indicating the status of all accounts of the Association. At the June Board meeting (or on demand), present a full report of all account activity for the current fiscal year to the Board.
6. Present the books of account to the Board of Directors annually, and/or on demand, for audit or fiscal review.

7. Provide a written report on the financial status of the organization to the general membership at the Fall Conference.
8. At the fall conference, the Treasurer shall explain the budget approved by the Board. At the spring conference, the Treasurer shall present a profit and loss statement relative to revenues and expenditures contained in the budget.
9. Ensure that all required forms with regard to incorporation; tax status, etc. are completed and filed on a timely basis.
10. Solicit the participation of the Association members in adjunct positions to assist with the responsibilities of the Treasurer, as needed.

### **Bylaw Article VI, Section 7, Regional Vice-Presidents**

1. Be responsible to deliver information to and solicit information from their Regional members on behalf of the organization.
2. Attend and report at Regional meetings.
3. Report regional activity at Board meetings.
4. Assist with the maintenance of accurate member contact information.
5. Maintain and use Regional listserv as required.
6. Assist in the development and implementation of the legislative agenda.
7. Facilitate ongoing relationships between Regional colleges and legislators.
8. Serve on Association committees as assigned by the President.
9. Serve as liaison to external committees and organizations/associations as assigned by the President.
10. Identify and recruit Regional members for succession to Board positions, with consideration of potential service as Executive Committee members.
11. Encourage participation of the region in the Association and its activities by all eligible constituent groups.
12. Attend all conferences and complete all duties as assigned by the President-Elect.



13. Attend and participate in all meetings of the Association in their entirety, unless excused by the President.

**Bylaw Article VI, Section 8, Exec. Sec.**

1. Complete minimum functions as described in the annual contract.
2. The contract will be reviewed by the Board annually.

## **COMMITTEES**

**Bylaw Article VII, Section 1, Committees**

1. At the June Board meeting, the Board of Directors will confirm, establish, or discontinue committees determined to be necessary to the effective conduct of Board activities for the coming year.
2. Committee chairs shall be a member of the Board of Directors.
3. Committee chairs shall select the members of the committee from the Association membership at-large.
4. Committee members shall be appointed by the President with approval of the Board of Directors.
5. Committee chairs will report on activities at Board meetings as appropriate.

## **MEMBERSHIP**

**Bylaw Article IV, Section 2, Dues**

1. Dues are a portion of conference registration fees.
2. The payment of dues establishes membership.
3. Membership shall be for July 1 through June 30 of the following fiscal year.

## **EXPENSES**

**Bylaw Article VIII, Section 1, Fiscal Year**

1. The fiscal year shall be from July 1 to June 30th of the following year, unless otherwise determined by the Board.

**Bylaw Article VIII, Section 3, Budget**

1. The Board of Directors shall make recommendations for the budget of the following fiscal year at the March Board meeting.
2. The Treasurer shall prepare a current budget report for each meeting of the Board.
3. The Treasurer shall provide a draft annual budget for the next fiscal year to the Executive Committee by May 1.
4. The Board of Directors adopts the proposed budget at the June meeting.
5. A report on the previous fiscal year will be provided to the general membership at the Fall Conference.
6. A profit and loss statement relative to revenues and expenditures contained in the budget will be provided to the general membership at the Spring conference.
7. The Treasurer shall review and make recommendations for changes to budget forms and expense claim guidelines as needed.

**Bylaw Article VIII, Section 4, *Appropriation of Funds***

1. Expenses incurred by any member of the Board of Directors shall be submitted to the Exec. Sec. for processing, up to the limit established in the annual budget.
2. Expenses incurred by committee members who are not members of the Board shall be approved by the chairperson of that committee and submitted to the Exec. Sec. for processing.
3. Expenses in excess of the budgeted amount require approval of the President.
4. Disputes on expense claims will be referred to the President.
5. Members of the Board shall submit for reimbursement of expenses using the form provided by the Association.

**Bylaw Article VIII, Section 5, *Audit***

5. In fiscal years ending in an even-number, the Treasurer will engage the services of an independent Certified Public Accountant (CPA) to review the books. The CPA must disclose any interests with any member of the Board or

Board contracted vendors, prior to commencing the work. The results of the review will be provided to the Board of Directors at the Fall meeting.

2. In fiscal years ending with the numbers zero and five, the books shall be audited, rather than reviewed. The results of the audit shall be provided to the Board of Directors at the Fall meeting and reported to the membership at the Fall Conference. The audit shall become a part of the records of the Association.

## **MEETINGS**

### **Bylaw Article IX, Section 1, *General Meetings***

1. General meetings will be held with the membership at Fall and Spring conferences. Such meetings will be scheduled by the Conference Committee.
2. The agenda of the General Meeting shall include but not be limited to minutes of the prior General Business Meeting, the status of the Association budget, and the legislative agenda.
3. Votes at general meetings shall be by show of hands. (Check Roberts Rules of Order)

### **Bylaw Article IX, Section 3, *Committee Meetings***

1. Committee chairpersons shall prepare the agendas of committee meetings and be responsible for meeting notes and records of participation.
2. Recommendations of the committee shall be prominently listed on the Committee report and forwarded to the President for inclusion on Board agendas.

### **Bylaw Article IX, Section 4, *Meeting Notices***

1. Notice of general and special meetings will be posted on the Association website 15 days prior to the meeting.

The conference agenda will be posted on the website 15 days prior to the beginning of the conference.