

OPERATING PROTOCOLS

NAME

The name of this committee shall be the Personnel Administrative Services Steering Committee ("PASSCo"), hereafter referred to as "the Committee" and is a Steering Committee of the California County Superintendents Educational Services Association ("CCSESA").

CORE PURPOSE

The core purposes of this committee shall be to:

- a. Provide leadership, guidance, and support for effective, efficient, and meaningful personnel and employee relations practices for all California County Offices of Education and school districts;
- b. Provide professional enhancement for County School Administrators of Personnel and Employee Relations and their staff;
- c. Facilitate the linkage between CCSESA Steering Committees, California Department of Education (CDE), Commission on Teacher Credentialing (CTC), California Department of Justice (DOJ), Edjoin, [California State Teachers' Retirement System \(CalSTRS\)](#), [California Public Employees' Retirement System \(CalPERS\)](#) County Offices of Education, and local school districts;
- d. Actively participate as a major stakeholder of CTC by providing input through various means to influence policy and regulations related to credentials;
- e. Provide a forum for deliberation about personnel and employee relations legislation and/or establish Committee positions on issues and concerns related to personnel and employee relations; and
- f. Encourage communication through regular attendance and active participation of all members.

MEMBERSHIP

Each County Office of Education actively participating in CCSESA is entitled to one Primary member and unlimited Associate members. Members must be current county office of education employees. [Primary and Associate Members shall be approved by the County Superintendent.](#) The CCSESA Executive Director, or designee, shall serve as a non-voting ex-officio member.

DUES

To be considered active, each County Office shall pay annual dues to CCSESA as established and approved by the General Membership. Annual membership dues per fiscal year for each county office of education, unless modified by a majority vote of its members, shall be as follows:

[PASSCo dues are \\$700.00 per fiscal year for each county office of education. The annual dues cover the cost of registration fees, including meals for four \(4\) meetings per fiscal year for the members representing the County Office.](#)

~~PASSCo dues are \$400.00 per fiscal year for each county office of education. This is referred to as the Primary Member. Associate Member(s) dues are \$200.00 per fiscal year for each additional staff member who will regularly attend either the Committee or the Credentials Networking Subcommittee meetings. Annual dues cover the cost of registration fees, including meals for four (4) meetings per fiscal year.~~

The PASSCo Chair shall be reimbursed for verifiable conference expenses associated with attending four (4) CCSESA General Membership meetings and all CCSESA board meetings, ~~not to exceed \$1,000.00 per meeting.~~

The PASSCo Chair Elect shall be reimbursed for verifiable conference expenses associated with attending one (1) CCSESA General Membership meeting and one (1) CCSESA board meeting.

VOTING

Each County Office of Education actively participating in CCSESA is entitled to one official voting member. An alternate may be designated to attend and participate with full membership rights in the official member's absence. A quorum shall consist of a majority of the Primary members present at any General Membership meeting. If a General Membership meeting cannot obtain a quorum, an Executive Committee meeting shall be convened and shall take up those items on the General Membership meeting agenda. All revisions of the Operating Protocols and on the election of officers require a vote of a majority of the members.

MEETINGS

A minimum of three (3) General Membership meetings shall be held during the year. The Executive Committee shall set annual meeting dates no later than December for committee approval during the first meeting in the calendar year, for the succeeding calendar year. The Executive Committee shall meet as needed at the discretion of the Chair or at the request of the majority of the Executive Committee members.

OFFICERS

All officers shall be current employees of a County Office of Education. The officers of the Committee shall be the Chair, Chair-Elect, Secretary, Secretary-Elect, Treasurer, and Past-Chair and shall constitute the Executive Committee. All officers, with the exception of the Treasurer, are elected for a one-year term at the third quarterly meeting of the calendar year. The Treasurer shall serve a two-year term based on the calendar year. The Chair shall be appointed in accordance with CCSESA bylaws. The Treasurer shall be appointed by the Committee and shall be presented to the CCSESA Board of Directors for approval. A quorum shall consist of a majority of the active members present at any Executive Committee meeting. When a mid-term officer vacancy occurs, the Executive Committee will appoint a member to fill the remaining term.

The roles and responsibilities for each Executive Committee Officer are delineated as follows: Exhibit A: Chair; Exhibit B: Chair-Elect; Exhibit C: Treasurer; Exhibit D: Secretary and Secretary-Elect; Exhibit E: Past Chair; F: [Focus-Collaboration](#) Group Leads and Committee Liaisons.

NOMINATION OF OFFICERS

The Chair-Elect, in collaboration with the Executive Committee shall recommend a slate of officers to the General Membership at the third quarterly meeting of the calendar year. In accordance with the CCSESA [Bylaws](#)[Operating Protocols](#), the Chair-Elect will coordinate with the CCSESA Nominating Committee to ensure that the nominees for the office of Chair-Elect shall represent varying regions of the state, reflect county office size, diversity, and experience on the relevant steering committee. Nominations shall also be accepted from the floor. The name of the Chair-Elect nominee shall be presented to the incoming President-Elect of CCSESA at their fall meeting. By December, the incoming President-Elect of CCSESA shall appoint the Chair-Elect of the PASSCo Executive Committee for approval by the CCSESA Board of Directors.

SPECIAL AND SUBCOMMITTEES

The Committee may establish subcommittees directly linked to the work of the Committee. Subcommittees shall operate in accordance with CCSESA and Steering Committee protocols, and all financial operations must be centrally reported and accounted for, as directed by the CCSESA Board of

Directors. The Chair shall be responsible for monitoring the operations of the subcommittees. Special committees may be convened at any time by the Chair and serve at the direction of the Executive Committee.

COMMITTEE LIAISONS

The Committee may invite liaisons from outside of county offices or from other Steering Committees to attend a portion of Committee meetings in accordance with the CCSESA Steering Committee Protocol.

RECOGNITION PROGRAM

CCSESA established the “Star Award” to acknowledge a member from each of its Steering Committees for their contributions toward county offices of education, leadership within their committee and service to CCSESA and the students of California. Each year, CCSESA Steering Committees are asked to select a member to be recognized. The Executive Committee shall select a member based on the following criteria:

- Acts of service on behalf of the Committee are “ABOVE & BEYOND”
- Unusual or outstanding characteristics or achievements
- Efforts make an overall, significant impact on the Committee

PASSCo will reimburse the travel costs associated with the Star Award recipient’s attendance at the awards ceremony including hotel and meals. The Star Award recipient may submit a reimbursement form to the committee treasurer in accordance with the CCSESA financial protocols.

CREDENTIALS NETWORKING SUBCOMMITTEE

Credentials Networking Subcommittee, hereafter referred to as “CNS,” is an established subcommittee of the Committee.

CNS PURPOSE

Consistent with the mission and goals of the Committee, the general purposes of the CNS shall be to:

- a. Provide leadership, guidance, and support for effective, efficient and meaningful credentialing services for all California county offices of education and school districts;
- b. Provide professional development for county credentials analysts and technicians;
- c. Facilitate the linkage between the California Department of Education (“CDE”), Commission on Teacher Credentialing (“CTC”), California Department of Justice (“DOJ”), County Offices of Education (“COE”), and local school districts in regards to credentials;
- d. Provide a forum for deliberation about credentials and/or issues/concerns related to certificated personnel.

CNS MEMBERSHIP

The CNS is comprised of credential analysts and technicians from each county office of education in California. Members must be current County Office of Education employees.

VOTING

Election of CNS officers must be approved by majority vote of the members present at the third quarterly CNS General Membership meeting. The outcome of the CNS majority vote must be forwarded to the Executive Committee by the end of their third quarterly meeting for review. The Executive Committee shall notify CNS of final approval status no later than one week after the third quarterly meeting.

CNS MEETINGS

CNS meetings shall be held in conjunction with the Committee.

CNS EXECUTIVE COMMITTEE

The officers of the CNS Executive Committee shall include: Chair, Chair-Elect, Secretary, Technical Liaison, and Past-Chair. The slate of incoming Executive Committee Members will be presented by the Nominating Committee Chairperson to its CNS members and voted on at the third quarterly general membership meeting of the calendar year. All officers are elected for one calendar year. When a mid-term officer vacancy occurs, the CNS Executive Committee will appoint a CNS member to fill the remaining term. The roles and responsibilities for each Executive Committee Member and its Nominating Committee shall be delineated in Exhibit G.

CNS EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet prior to each CNS general membership meeting and at other times, as needed, at the discretion of the Chair or at the request of the majority of the Executive Committee members.

CTC MEETING REPRESENTATIVES

During the last meeting of the calendar year, the Committee shall select ~~one (1) representative from the Committee and~~ one (1) representative from the CNS to attend CTC meetings on behalf of the Committee for the upcoming calendar year. A second representative may also be designated to attend as approved by the committee. Expenses associated with these duties shall be reviewed, approved and funded by the Committee budget. When other Committee officers, CNS officers or members of the Committee or subcommittee attend CTC meetings, their participation shall be at the sole discretion and responsibility of their county office of education.

PASSCo AND CNS EMAIL LISTSERVS

The Listserv is a tool for PASSCo and CNS members to share information easily via e-mail. To ensure the best possible experience for all Listserv users, PASSCo has established guidelines for participation. By using the listserv, users agree to read and follow these guidelines. In order to preserve a climate that encourages civil and fruitful dialogue, PASSCo reserves the right to suspend or terminate listserv use for members who violate these terms.

Access to the Listserv:

- Users must be current county office of education employees.
- Users must be a member of PASSCo to join the PASSCo listserv group.
- Users must be a member of CNS to join the CNS listserv group.
- The PASSCo Chair-Elect shall work with the CCSESA liaison to maintain the PASSCo and CNS listserv.
- The Secretary shall be back-up to the Chair-Elect as needed.

When using HR/CNS Listserv(s), members should remember the following:

- Include a signature tag on all messages including name, position title and county office.
- Messages are not confidential. Good judgment should be used regarding message content.
- Only send messages on the listserv when it contains information that benefits everyone.
- Use listserv to gather general information, or, if necessary, use hypothetical situations for feedback.

- State “Topic” concisely and clearly in the subject line. This allows members to respond more appropriately to a posting and is easier for members to search archives by subject.
- Users are not to change subject line once initial email is sent.
- Respond with complete sentences to the question being asked (avoid “ditto” responses).
- Avoid unnecessary email traffic; for example, do not send “thank you” messages.
- Responses received are not intended to provide legal advice.
- County offices are encouraged to collate all responses received. Once collated, email summary to the CCSESA PASSCo liaison to be posted on the PASSCo webpage for historical reference.
- Some subjects may be better suited for “Round Table” discussion during meetings rather than posting on listserv.
- Messages are for PASSCo and CNS internal communication use only and are not to be forwarded to individuals who are not subscribed to the listserv, unless otherwise stated.

Members will not use the HR/CNS Listserv(s) for:

- Posting defamatory, abusive, profane, threatening, offensive, illegal materials or language and nonpublic material is strictly prohibited.
- Posting any materials protected by copyright without the permission of the copyright owner.
- Do not distribute any spam, solicitation, jokes, chain letters, petitions for signatures or letters relating to pyramid schemes, missing persons, once-in-a-lifetime deals, commercial messages, entertainment-type messages and/or advertising based on political parties or affiliations.

Misuse of the listserv(s) guidelines may result in the loss of rights to use the listserv(s). CCSESA reserves the right to take any action(s) deemed necessary or prudent (including listserv moderation and/or removing offensive or allegedly infringing content) if it is believed that a member’s message may create liability for CCSESA.

OPERATIONS

The Committee shall operate in accordance with all CCSESA Bylaws and operating protocols. The Committee Chair shall be responsible for maintaining written records of the general membership meetings. Archives of the records will be kept on the CCSESA website or in accordance with CCSESA protocols. The Committee records shall be subject to inspection during normal business hours by any member or designee of CCSESA.

LEGAL INSTRUMENTS

The CCSESA Board of Directors shall have the power to designate the Officers and Agents who shall have authority to execute any contract or other legal instrument on behalf of the Association.

AMENDMENTS TO THE OPERATIONAL PROTOCOLS

These Protocols may be amended, altered, added to, or repealed by a majority vote of the Committee General Membership present and entitled to vote at any regular or special meeting of the members called for such purpose. Any amendments shall be submitted to the CCSESA Executive Director for approval.

Revised by PASSCo: October 6, 2011
 Credentials Networking Subcommittee Adopted: May 15, 2008
 PASSCo Approved: May 16, 2008
 Amended: October 4, 2012
 Approved: April 26, 2013
 Approved by CCSESA Executive Director: May 22, 2013
 Approved by PASSCo: February 6, 2014 & Ratified by CCSESA April 2014
 Approved by PASSCo: November 13, 2014 & Ratified by CCSESA January 2015
 Amended: October 13, 2017
 Approved by PASSCo: November 16, 2017 & Ratified by CCSESA March 27, 2018

PASSCo Operating Protocols

Approved by PASSCo: Nov. 146, 2017-2019 & Pending Ratification by CCSESA March 27, 2018

EXHIBIT A

PASSCo CHAIR ROLES & RESPONSIBILITIES

CCSESA DUTIES

- Represent PASSCo General Membership by attending all ~~CCSESA Board of Director and~~ CCSESA General Membership meetings and by attending relevant CCSESA Board of Director meetings as needed
- Serve as liaison to CCSESA including responding to requests for information
- Serve on the EDJOIN Advisory Committee
- Build PASSCo partnerships with all CCSESA Steering Committees
- Coordinate the development of all PASSCo reports for CCSESA, including PASSCo Mission and Goals and Year-End Accomplishments

PASSCo DUTIES

- Provide overall leadership, coordination and direction by presiding at all Executive Committee and General Membership meetings
- In consultation with the Executive Committee, develop the agenda for each quarterly meeting
- Post final agenda for General Membership meeting on COE-HR listserv and CCSESA/PASSCo webpage
- Maintain the PASSCo page on the CCSESA website, including meeting materials-
- Coordinate Executive Committee planning sessions
- Oversee the annual review of PASSCo operating protocols
- Organize and present gift to the Past-Chair at the first calendar year General Session meeting
- Mentor the Chair-Elect
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PASSCo GENERAL SESSION MEETING DUTIES

One Month Prior:

- Initiate and coordinate with Executive Committee to develop agenda for upcoming PASSCo meeting
- ~~•~~ Prepare draft agenda for upcoming General meeting and forward to Executive Committee for review and approval
- Post agenda for upcoming General Session meeting on COE-HR listserv and CCSESA webpage
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One Week Prior:

- Check in with Executive Committee Officers to finalize upcoming meeting logistics

One Week After:

- Write 'Thank You' notes on behalf of PASSCo to guest presenter

EXHIBIT B

PASSCo CHAIR-ELECT ROLES & RESPONSIBILITIES

PASSCo DUTIES

- Back up to the PASSCo Chair as needed
- May succeed to Chair at the expiration of term or if vacated; subject to approval by the CCSESA Board of Directors
- Serve as Chairperson for the PASSCo Nominating Committee and coordinate with Executive Committee to establish a slate of officers for approval at the third quarterly meeting of the calendar year
- Assist in building PASSCo Partnerships with CCSESA Steering Committees.
- Create and maintain the PASSCo membership directory for posting on the PASSCo site on the CCSESA webpage
- Provide meeting dates, list of Executive Committee Officers and other related PASSCo information to CCSESA for posting on the CCSESA webpage
- Maintain membership list and provide membership information to FCMAT-COE-HR listserv operator
- [Monitor and respond to PASSCo and CNS Membership and Support Request Forms](#)
- [Provide new members with CCSESA New User Guide and Listserv Protocols](#)
- Ensures name tags and placards for PASSCo and CNS attendees are available for all General Session Meetings
- [Update and maintain PASSCo History of Officers document](#)
- ~~Create and circulate sign-in sheets for all General Session Meetings~~

PASSCo GENERAL SESSION MEETING DUTIES

One Week Prior:

- ~~Prepare sign-in sheets for each meeting date for PASSCo and CNS~~
- [Prepare and post updated membership lists](#)
- ~~Provide~~ [Prepare](#) name tags [and placards](#) for meeting attendees.
- [Request 'Round Table' items from General Membership via COE-HR listserv for upcoming meeting agenda](#)
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~~One Week After:~~

- ~~Email meeting sign-in sheet to PASSCo Secretary and CNS Chair.~~

EXHIBIT C

PASSCo TREASURER ROLES & RESPONSIBILITIES

PASSCo DUTIES

- Approve and process financial transactions related to the Committee in accordance with the CCSESA Steering Committee protocols
- Assist in building PASSCo Partnerships with CCSESA Steering Committee for Business & Administration Steering Committee (BASC)
- Develop and present financial reports at Executive Committee and each General Membership meeting for approval by the membership
- Develop and present the annual Budget based on the July-June fiscal year for approval by the Committee membership and by the CCSESA Board of Directors by a deadline specified by CCSESA
- Provide revised budgets as needed

EXHIBIT D

PASSCo SECRETARY ROLES & RESPONSIBILITIES

PASSCo DUTIES

- ~~Create agendas for Executive Committee meetings and distribute to Executive Officers~~
- Take minutes of Executive Committee meetings and distribute to Executive Officers
- ~~Post final agenda for General Membership meeting on COE-HR listserv and CCSESA/PASSCo webpage~~
- Take Minutes of General Session meetings and once reviewed by Executive Officers, post on COE-HR listserv and CCSESA/PASSCo webpage
- Ensure all documents for PASSCo are maintained on the PASSCo webpage
- Assist in building PASSCo Partnerships with CCSESA Steering Committees
- Mentor the Secretary-Elect

PASSCo GENERAL SESSION MEETING DUTIES

One Month Prior:

- ~~Prepare draft agenda for upcoming General meeting and forward to Executive Committee for review and approval~~
- Finalize General Meeting Minutes from previous General Session meeting and forward to General Membership for review and approval

One Week Prior:

- ~~Request 'Round Table' items from General Membership via COE-HR listserv for upcoming meeting agenda~~
- Post ~~agenda for upcoming General Session meeting and~~ draft minutes from previous meeting on COE-HR listserv and CCSESA webpage [for upcoming General Session meeting](#)

One Week After:

- Post approved minutes from previous General Session meeting on CCSESA webpage
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PASSCo SECRETARY-ELECT

- Back up Secretary in case of absence; assist Secretary as necessary
- May succeed to Secretary Position at the expiration of term or if vacated, subject to approval by PASSCo General Membership

EXHIBIT E

PASSCo PAST-CHAIR ROLES & RESPONSIBILITIES

PASSCo DUTIES

- Plan and coordinate arrangements for PASSCo General Membership meetings with facility and caterer including completion of facility reservation paperwork as necessary
- Secure contracts with outside agencies for PASSCo General Membership meetings
- Secure dinner facility for Thursday evening
- Assist in building PASSCo Partnerships with CCSESA Steering Committees.
- Select, obtain, and present gifts to upcoming PASSCo retirees
- Greet members as they arrive to the PASSCo General Session meetings
- Mentor the Chair

PASSCo GENERAL SESSION MEETING DUTIES

One Month Prior:

- Send meeting registration information to PASSCo membership on COE-HR listserv
- Confirm arrangements with facility and caterer
- Coordinate with Regional Chairs to solicit PASSCo retiree information and purchase gifts for special recognitions

One Week Prior:

- Send email on COE-HR listserv to General Membership requesting reservations for Thursday dinner
- Finalize arrangements with facility and caterer
- Make arrangements with a local facility for Thursday dinner

EXHIBIT F

~~ACTION~~COLLABORATION GROUP LEAD

ROLES & RESPONSIBILITIES

- ~~• In collaboration with the Action Group, establish annual priorities and develop action plan to produce digital resources for general membership use, including timelines and completion dates for producing the resources.~~
- Facilitate ~~Action~~Collaboration Group meeting discussion and activity if anys
- If the Group will develop a product, develop an action plan including timelines and completion dates
- Report out a summary of discussion to the General Membership ~~on the progress of~~
- Report out a summary of activities or accomplishments if any~~activities and accomplishments of Action Group to General Membership~~
- Prepare brief summary of Action-Collaboration Group discussion and any outcomes for CCSESA news report and send to Chair ~~based on established timelines~~after each group session

COMMITTEE LIAISON

ROLES & RESPONSIBILITIES

- Represent Committee at specified agency meetings
- Report outcomes from agency meetings to the Committee

EXHIBIT G

ROLES & RESPONSIBILITIES CNS CHAIR

- Presides at all Executive Committee and General Membership meetings and provides overall leadership, coordination and direction
- Develops and distributes the agenda for the Executive Committee meetings
- Serves as liaison to PASSCo and its Credentialing Focus Group
- Coordinates with PASSCo on-going communications with CTC representatives and other agencies and stakeholder groups
- Selects, obtains, and presents recognition award to the Past-Chair at the first calendar year general membership meeting

CNS CHAIR-ELECT

- Develops and distributes the agenda for all CNS meetings
- Coordinates with the Chair to develop the Calendar of Events for the upcoming year
- Serves as Chair in the absence of the Chairperson
- Succeeds to Chair at the expiration of term or, if vacated, a selected nominee is subject to approval by the majority vote of the CNS membership and final approval of PASSCo

CNS SECRETARY

- Develops and distributes the minutes of the general membership meetings to the CNS members
- Coordinates with PASSCo Chair-Elect and distributes name tags and placards for meeting attendees
- Circulates meeting attendance roster
- Provides survey questionnaire form for meetings and provides results on the CNS web page following each meeting
- Coordinates with PASSCo Treasurer on budgetary items such as requests for reimbursable expenses of CNS members
- Succeeds to Chair-Elect at the expiration of term or, if vacated, a selected nominee is subject to approval by the majority vote of the CNS membership and final approval of PASSCo

CNS TECHNICAL LIAISON

- Serves as Liaison with the CTC Information Technology Liaison. Communicates with CTC Liaison prior to and immediately following PASSCo meetings. Provides report to Executive Committee and at general CNS meetings
- Posts calendar of events, agendas, minutes, and other important information on the CNS webpage
- Provides instruction on how to access webpage information to the CNS membership
- Coordinates with the PASSCo Chair-Elect to maintain updated membership information for the listserv and webpage
- Succeeds to Secretary at the expiration of term or, if vacated, a nominee is subject to approval by the majority vote of the CNS membership and final approval of PASSCo

CNS PAST CHAIR

- Serves as Chairperson of the Nominating Committee for the CNS
- Coordinates with PASSCo Credentialing Initiatives Focus Group to establish a slate of officers for approval at the third quarterly meeting of the calendar year
- Contacts PASSCo Past-Chair regarding facilities concerns and needs prior to and during general membership meetings
- Provides outreach to new members

CNS NOMINATING COMMITTEE

- The Nominating Committee shall be comprised of the Past-Chair, hereafter referred to as "Chairperson," and two members-at-large
- The Chairperson shall select the two members-at-large no later than the second quarterly meeting of the calendar year
- The Nominating Committee shall establish a slate of officers for approval by the CNS general membership at the third quarterly meeting of the calendar year. An announcement of the proposed slate of officers will be distributed to the CNS general membership via Credentials@lists.fcmat.org at least two weeks prior to the third quarterly meeting of the calendar year
- The election for Chair, Chair-Elect, Secretary and Technical Liaison will be held at the third quarterly meeting of the calendar year. Nominations shall be accepted from the floor
- Nominating Committee will provide the nomination list and voting results to the Secretary for inclusion in the minutes