

### **Bylaw Changes: Formalizing the President-elect and Treasurer Nomination Process**

**Recommendation:** That the Board of Directors approve the proposed nomination process for the election of the president-elect and treasurer, including eligibility considerations for each office and a timeline.

**Background:** The nominating committee this past spring realized that our bylaws do not provide enough specificity on the process for nominating the President-elect and Treasurer or any eligibility criteria. From this experience, they formed an ad hoc committee from the nominating committee to work on possible changes to the process and to developing some evaluation criteria. The nominating committee is made up of the chairs of the eleven regions who serve on the CCSESA Board of Directors and the current president-elect. The Treasurer nomination process and criteria were reviewed and revised by current Treasurer Mary Barlow (Kern) and past Treasurers Steve Herrington (Sonoma) and Gayle Garbolino-Mojica (Placer).

If approved by the Board, the proposal will be brought to the general membership for a vote at the January 25, 2022 General Membership meeting. If approved by the membership, CCSESA staff will work with Frank Fekete to amend the CCSESA bylaws accordingly.

### **Nomination Process for the Election of the President-elect**

*NOTE: for the 2022-23 transition year:*

- LK Monroe serves as president until March 2022 and begins term as past president April 2022
- Debra Duardo serves as president-elect until March 2022 and begins term as president April 2022
- Gayle Garbolino-Mojica serves as president-elect April 2022-June 2023

Considerations for nominating individuals for the position of president-elect.

#### **Nominating Committee**

The chairs of the eleven regions who serve on the CCSESA Board of Directors and the current president-elect. Committee is chaired by the current president-elect.

#### **Eligibility considerations for nomination of President-elect**

1. Served at least one term of office as a county superintendent
2. Must be a dues-paying CCSESA member
3. Served in a leadership role in CCSESA as a committee chair, legislative chair, FCMAT board, special projects, task forces, ad hoc committees, etc.
4. Expressed an interest in leadership role. Pool created with president-elect by individual CCSESA member volunteering to serve when needed.
5. Rotation of leadership of counties from north, central, southern sections of state (so that all steering committee chairs and CCSESA president/president-elect are not from one area of the state).
6. Size of county (large/Medium/small)
7. Consideration of odd numbered regions one year and even regions another year
8. Ability to demonstrate finesse, accessible, flexible, open and able to welcome other points of view
9. Can be a champion for CCSESA priorities & goals
10. Are nominees willing to have their names brought forward if there is more than one name in the slate presented?
11. Ability to fulfill duties in the president-elect timeline of duties and job description
  - a. Time commitment
  - b. Organizational capacity
  - c. Willingness to be a spokesperson for CCSESA

- d. Work effectively with CCSESA staff
- 12. The membership will not allow campaigning

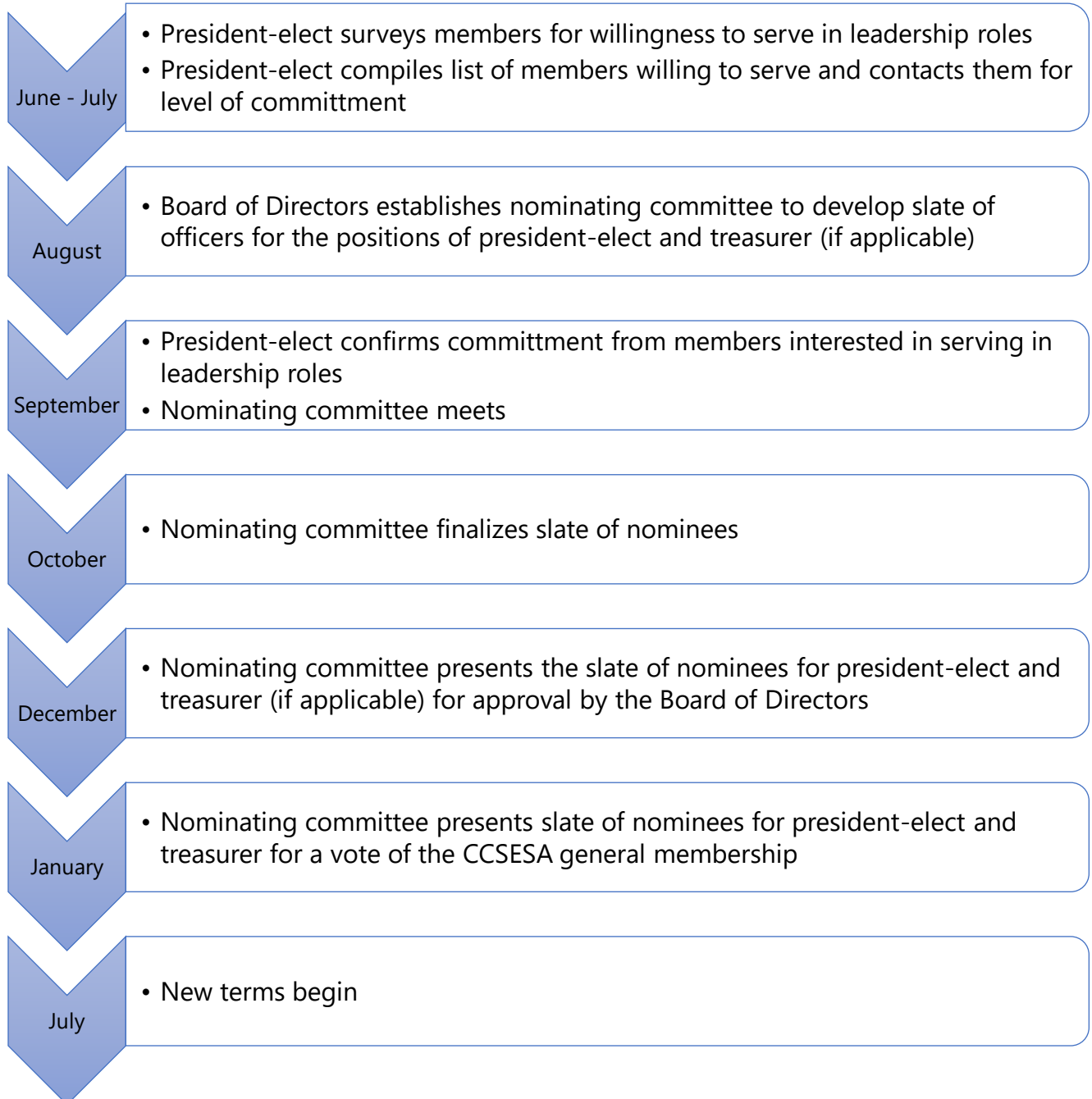
**Nomination Process:**

1. Any name comes forward to the nominating committee from the regions to their regional chair who is a member of the CCSESA Board of Directors.
2. If the individual is outside of the regional chair's region, the regional chairperson shall contact that individual and ask if they are interested in having their name brought forward to the nominating committee.
3. Nominating committee and president elect match names brought forward against eligibility criteria.
4. When slate or one name is selected, current president-elect contacts nominee(s) to verify commitment to have their name presented to Board of Directors and General membership.

**Slate of Officers brought forward:**

1. 3 or more nominees for president-elect who meet the eligibility criteria will be brought forward to the Board of Directors for consideration.
2. The current president-elect confirms nominees' interest in being on the ballot.
3. The Board of Directors will approve the slate of nominees for President-elect and Treasurer.
4. A minimum of 3 nominees for president-elect will be brought forward to the General Membership for a vote.

**Timeline for the Nomination Process of the CCSESA President-elect**



## CCSESA President Elect Duties

In accordance with the CCSESA Bylaws Article VII, Section G.2. The president-elect shall serve as acting president of the Corporation in the absence or incapacity of the president. While acting president, he or she shall have all the powers and duties of the president. The president-elect shall serve for one (1) year and shall succeed to the office of president of the Corporation when the office of the president becomes vacant or at the expiration of the president's term of office. The president-elect shall fulfill other duties as prescribed in these Bylaws.

The leadership role of the president-elect requires a commitment of time, often organizational resources and flexibility to address urgent issues in coordination with the president during the term of office.

Other basic duties of the CCSESA President-Elect are listed here along with other administrative duties. CCSESA staff may assist as necessary.

### Monthly Duties

- Serve as a member of the Executive Committee and officer of CCSESA in accordance with the Bylaws
- Work with CCSESA staff on agenda items for General Membership Meetings/Board of Directors meetings, as needed
- Communicate with Executive Director on a regular basis to discuss key issues
- Prepare for and attend regularly scheduled Executive Committee meetings/conference calls
- Represent the county superintendents as needed before the Governor, State Superintendent of Public Instruction, the Legislature, and other entities and events as deemed necessary if the President is unavailable
- Represent CCSESA on the Education Coalition Leadership Council which meets monthly and is comprised of the Presidents and Executive Directors of the member organizations (CTA, CFT, CSEA, SEIU, ACSA, CSBA, CCSESA, CASBO, and the Superintendent of Public Instruction). The President-Elect may report on the activities of the Education Coalition to the CCSESA Board of Directors and General Membership
- Participate in monthly Steering Committee Chair Meetings

### April prior to taking office

- Appoint and have the Board approve the Chair-Elect of each Steering Committee from the slate of candidates that the sitting committee chairs put forward. The Board approves Chair-Elects for BASC, CISC, PASSCo, TSC and SPSSC is to be presented no later than June.
- Prepare for new steering committee chairs orientation in June which will be chaired by the president-elect

### June prior to taking office

- Attend CCSESA General Membership meeting
- Appoint State & Federal Legislative Committee Chair-Elect who shall begin service in July.
- Survey CCSESA members for willingness to serve in leadership roles during the next two years

### July

- Begin term as President-elect
- Work with CCSESA staff to establish a calendar of meetings for the following year, including determining location for the county hosted General Membership meetings
- Attend the Education Coalition Leadership Council, if held
- Compile a list of members willing to serve in leadership roles and contact them for level of commitment (projects, committees, etc.)

#### August

- Attend the CCSESA Board of Directors meeting
- Establish the nominating committee (consisting of the 11 region chairs) to develop a slate of officers for the positions of President-Elect and Treasurer (if applicable) for the following year.

#### September

- Attend the CCSESA Board of Directors meeting
- Begin work on new superintendent orientation
- Coordinate with President on attendance at CCBE
- Contact individuals nominated by the Nominating Committee for commitment and permission to be placed on the slate of nominees

#### October

- Attend the CCSESA General Membership Meeting
- Assist with the appointment of a CCSESA Audit Committee to be approved by the Board (recommend approval by December Board meeting)
- Finalize slate of nominees for December Board of Directors meeting

#### November

- Attend the ACSA Annual Conference

#### December

- Attend CCSESA Board meeting
- Present the slate of nominees for President-Elect and Treasurer for approval by the Board

#### January

- Solicit nominations for the CCSESA Annual Awards: Legislator of the Year Award, Professional Publication Award, and Executive Leadership Award
- Convene awards committee to select CCSESA award recipients. CCSESA staff forwards the names to AESA for consideration for the national awards
- Present slate of officers for President- elect and Treasurer for a vote of the CCSESA general membership

#### February

- Continue working on soliciting nominations for CCSESA award recipients

#### March

- Attend CCSESA Board meeting

#### April

- Solicit new members of the Finance Committee (staggered terms) to begin membership in July
- Appoint Business Partnerships Standing Committee chair to serve for one year beginning in July. President Elect to work with Committee Chairs to distribute leadership roles throughout the state. The Board must approve the appointment no later than the June Board meeting

#### May

- Attend CCSESA Board meeting

#### June

- Attend the CCSESA General Membership Meeting
- Present the CCSESA Awards (Perpetual Award, Professional Publication, Legislator of the Year and Executive Leadership Award) at the June General Membership meeting
- Appoint Finance Committee members in accordance with the CCSESA Bylaws

#### July

- Begin term as president

#### **President Elect Vacancy:**

*If the President -elect is not able to fulfill their term of office as elected by the CCSESA membership (the individual retires, leaves office for any reason, etc.), an immediate past president from the prior two years will fill the role while an election takes place to fill the president-elect role.*

#### **NOTE: For the 2022-23 transition year:**

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### **Treasurer Duties**

In accordance with the CCSESA Bylaws Section VII.(G.)(IV.): The secretary/treasurer shall serve a two-year term beginning in July of each odd-numbered year. Under the direction of the president, the secretary/treasurer shall ensure that accounting of the financial transactions of the Corporation, including accounts of assets, liabilities, receipts, and disbursements are maintained in accordance with accounting principles generally accepted in the United States. The secretary/treasurer shall present accurate financial reports to the Board on a monthly basis, and to the General Membership on a quarterly basis. The secretary/treasurer shall serve as the chair of the Finance Committee. The secretary/treasurer shall present an annual operating budget for approval by the Board and General Membership no later than the end of the previous fiscal year. The secretary/treasurer shall review the necessary tax returns for accuracy and ensure that all necessary tax returns are filed on time. The secretary/treasurer shall ensure the development and review of financial policies and procedures by the Board.

The Treasurer is elected in the even-numbered years and serves a two-year term.

The leadership role of the treasurer requires a commitment of time, often organizational resources and business services staff to develop, process, monitor, reconcile, and audit CCSESA revenue and expenditures and flexibility to address issues in coordination with the CCSESA executive committee.

Other basic duties of the CCSESA Treasurer are listed here along with other administrative duties. CCSESA staff may assist as necessary.

#### Monthly Duties

- Serve as a member of the Executive Committee and officer of CCSESA in accordance with the Bylaws
- Work with CCSESA staff on agenda items and reports for General Membership Meetings/Board of Directors meetings, as needed
- Communicate with the President and Executive Director on a regular basis on the financial health
- Prepare for and attend regularly scheduled Executive Committee meetings/conference calls
- Meet with and provide updates to finance committee members
- Prior to every Executive Committee and/or Board of Directors meeting, review with CCSESA staff any pertinent financial information, monthly reports, etc.
- Treasurer and Executive Director will present the Treasury Report at every Board of Directors meeting.

#### Quarterly and Semi-Annual Duties

- Quarterly review of the CCSESA Trust
- Semi-annual review of Trust performance

#### Annual Duties

- Orientation for the Finance Committee related to financial policies and budget development process.





## California County Superintendents Educational Services Association

*Promoting, influencing, and advocating for high-quality education.*

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- Review of policies and processes

### June prior to taking office

- Attend CCSESA General Membership meeting
- Meet with prior Treasurer for review of budget and transfer of accounts prior to July 1st

### July

- Begin term as Treasurer

### August

- Attend the CCSESA Board of Directors meeting

### September

- Attend the CCSESA Board of Directors meeting
- September Finance Committee meeting with investment advisor

### October

- Begin work on budget revision as necessary
- Attend the CCSESA General Membership Meeting
- Recommend members to the president elect for appointment of a CCSESA Audit Committee to be approved by the Board (recommend approval by December Board meeting)
- Finalize slate of nominees for December Board of Directors meeting

### November

- Review yearly audit
- Finance Committee meets regarding necessary budget revisions

### December

- Attend CCSESA Board meeting

### January

- Budget revision to Board and GM as necessary
- Finance Committee meets for planning next year's budget

### February

### March

- Attend CCSESA Board meeting
- Finance committee meets regarding next year's budget

### April

- Work with President elect to Solicit new members of the Finance Committee (staggered terms) to begin membership in July
- Finance committee finalizes next year's budget



May

- Attend CCSESA Board meeting
- Present next year's budget to Board

June

- Attend the CCSESA General Membership Meeting
- GM approves next year's budget
- Finance Committee members in accordance with the CCSESA Bylaws are appointed.

July

- Continues term of office for the second year

**Eligibility considerations for Treasurer**

Things to Consider when nominating individuals for **Treasurer**. This occurs in the even numbered years.

1. Organizational capacity to be able to provide fiscal support to CCSESA (knowledge of financial management. Able to work with other committee members to safeguard the organization's finances, including the Trust).
2. Time commitment. Able to attend Executive Committee, Board of Directors, General Membership and Finance Committee meetings.
3. Leadership. Must lead Finance Committee meetings and have the basic knowledge to explain/advise the other committee members, along with the Executive Committee and the Board.
4. Ensure that decisions made during meetings are followed through.

**Treasurer Vacancy:**

*If the Treasurer is not able to fulfill their term of office as elected by the CCSESA membership (the individual retires, leaves office for any reason, etc), an immediate past treasurer from the prior two years will fill the role while an election takes place to fill the treasurer role.*