

ACBO By-Laws

SECTION I: PURPOSE

These Board Rules and Regulations are the general and permanent rules promulgated by the Board of Directors for the interpretation and implementation of the provisions of the Constitution under the authority of Article V, Section 2 (g.) of the Constitution.

These Board Rules and Regulations may be adopted, amended or repealed by a majority vote of those Directors present at a meeting which contains a quorum as defined in Article VIII, Section 2 of the Constitution.

SECTION II: VOTING

On any matter coming before the general membership, each California Community College District shall be entitled to one vote to be cast by the chief business official or his/her designee.

SECTION III: ATTENDANCE AT ASSOCIATION MEETINGS

Attendance at Association Meetings shall be limited to:

- A. The chief business official of each California Community College District or his/her designee, one additional employee from each district's business or administrative services area; and for multi-college districts, a college-based business or administrative employee from each college as determined by the chief business official of the district. Space availability at the statewide meeting site may limit participation to only the chief business official. The statewide meeting chair shall inform the board of such space limitations in a timely manner.
- B. Persons who may be invited by the Board of Directors.
- C. Representatives of the Chancellor's Office, California Community Colleges.
- D. Persons involved in the planning and conduct of Association Meetings.
- E. Persons in retirement status from a chief business official position.

SECTION IV: REGISTRATION FEES

A registration fee sufficient to cover the expenses of the Association Meetings and of the operation of the organization shall be assessed to attendees.

The registration fees for the Association Meetings shall be determined by the Board of Directors. Sponsored or hosted activities of Association Meetings shall be reviewed and approved by the Board of Directors.

SECTION V: TERMS OF OFFICE

- A. The term of office of the Board of Directors elected at the Fall Meeting shall commence immediately at the conclusion of the Fall Meeting.
- B. The term of office of the members of the Board of Directors shall end when a successor is elected and takes office.
- C. The term of office of the President, President-elect, and Secretary-Treasurer shall commence at the close of the Fall Meeting in which elected by the membership or appointed by the Board of Directors, and shall end at the conclusion of the next Fall meeting following such election.
- D. At the end of the term of office of the President, the President-elect shall automatically succeed to the office of the President.
- E. The term of office of the President, President-elect, and the Secretary-Treasurer shall be two years.
- F. In the event that the President-elect succeeds to the office of President before the expiration of the regular two-year term of office, s/he shall serve the unexpired term of the President followed by the regular two-year term to which s/he would have automatically succeeded.

SECTION VI: NOMINATION OF BOARD OF DIRECTORS

Each area shall be convened by the President to elect a director to represent that area. The area elections are staggered on three-year cycles with no more than four areas holding an election in a year. Each area is assigned to an election cycle.

The representative areas of the Association of Chief Business Official shall be as follows:

- AREA 1 (cycle 1): Butte, Feather River, Lassen, , Redwoods, Shasta-Tehama, Siskiyou
- AREA 2 (cycle 2): Lake Tahoe, Los Rios, Mendocino Lake, Napa Valley, Sierra, Solano, Yuba
- AREA 3 (cycle 1): Contra Costa, Marin, Peralta, San Mateo, San Francisco, Sonoma,
- AREA 4 (cycle 3): Cabrillo, Chabot-Las Positas, Foothill-DeAnza, , Gavilan, Hartnell, Monterey Peninsula, Ohlone, San Jose-Evergreen, , West Valley-Mission
- AREA 5 (cycle 3): Kern, Merced, San Joaquin Delta, Sequoias, State Center, West Hills, Yosemite
- AREA 6 (cycle 2): Allan Hancock, Antelope valley, San Luis Obispo, Santa Barbara, Santa Clarita, Ventura, West Kern
- AREA 7 (cycle 2): Compton, El Camino, Glendale, Pasadena, Los Angeles, Santa Monica
- AREA 8 (cycle 3): Cerritos, Citrus, Coast, Long Beach, Mt. San Antonio, North Orange, Rancho Santiago, Rio Hondo, South Orange

AREA 9 (cycle 1): Barstow, Chaffey, Copper Mountain, Desert, Mt. San Jacinto, Palo Verde, Riverside, San Bernadino, Victor Valley

AREA 10 (cycle 1): Grossmont-Cuyamaca, Imperial, Mira Costa, Palomar, San Diego, Southwestern

SECTION VII: MEETING OF THE BOARD OF DIRECTORS

The Board of Directors shall meet each year in conjunction with the statewide meetings of the Association. Special meetings of the Board of Directors may be called by the president at his/her discretion. The President, President-elect, and Secretary-Treasurer shall attend the statewide meetings of the Association.

SECTION VIII: ASSOCIATION FUNDS

The funds of the Association shall be maintained in a commercial bank selected by the Secretary-Treasurer. All funds received by the Association shall be transmitted to the Secretary-Treasurer for deposit. All expenses of the Association shall be paid by the Secretary-Treasurer from Association funds. The Secretary-Treasurer may invest surplus funds in insured or fully collateralized interest bearing accounts. Surplus funds may also be invested in the State of California Local Agency Investment Fund (LAIF).

SECTION IX: COMMITTEES

The three standing committees of the Association are 1) Facilities Task Force; 2) Fiscal Standards and Accountability Committee; and 3) Funding Formula Task Force. The chair of the committee shall be a chief business official, and members shall be appointed to the committee based upon a recommendation by the chair in consultation with the Association President. Every effort shall be made in selecting standing committee members to achieve a level of diversity on each committee based upon district size and organization, geographical location, expertise of the member in the subject area, ethnicity and gender. Status reports or minutes of committee meetings shall be prepared after each committee meeting and distributed by the committee chair to the Association Board of Directors. The President may also appoint such ad hoc committees as s/he may deem appropriate. The President shall make consultation committee appointments when requested by the Chancellor's office.

SECTION X: PRESENTATION AT ASSOCIATION MEETINGS

Association Meetings shall not be used as a vehicle for sales promotion by vendors. Presentations by vendors shall be permitted when the presentation forms a necessary part of the community college business management matters presented by the chief business official of a California Community College or his/her designee.

Presentation at Association Meetings shall be made by the chief business official of a California Community College District or his/her designee, by an employee or a California Community College, by an employee of a local, state or federal agency, or by invited guests speaking on a subject of general interest to the membership.

SECTION XI: ASSOCIATION POSITIONS

Based on recommendations of the Board of Directors, the Association will take positions on issues involving the areas of responsibility of Chief Business Officials. Positions which the Association supports will be transmitted to appropriate legislative advocates in Sacramento. However, except in extraordinary circumstances, no Association funds will be spent for this purpose.