



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

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# CCCT BOARD

GOVERNING POLICIES

*CCCT Board Approved September 1997*

Amended November 2020

## I. CALIFORNIA COMMUNITY COLLEGE TRUSTEES BOARD (CCCT) OF THE LEAGUE

### A. Purpose, Membership and Quorum

1. The CCCT Board of the League shall be the California community colleges trustees' policymaking body of the League and work in cooperation with the Chief Executive Officers of the California Community College Board of the League which acts as the California community colleges chief executive officers policymaking body of the League. Its primary purposes are:
  - a) To promote and advance public education by seeking citizen and legislative support for community colleges;
  - b) provide education, information and assistance to member boards; and
  - c) cooperate with persons and organizations whose interests and purposes are the betterment of community college educational opportunities for California residents.
2. <sup>1</sup>The CCCT Board shall consist of twenty one (21) members elected by the membership, including the elected officers of the CCCT, and a student trustee member.
3. The student trustee member shall be a voting member of the CCCT Board, and shall serve a one-year term, or until a successor is elected. The student trustee member may, at the Board's discretion, participate in closed sessions, but shall not serve as an officer. Only a student trustee serving on a member board of the League may be a student trustee member.
4. <sup>2</sup>CCCT Board members shall be elected by the institutional member governing boards for three-year terms. No CCCT Board member shall serve more than three (3) full terms.
5. A person holding a seat as both an officer and a CCCT Board member shall continue to be a member until the term as member expires.
6. <sup>3</sup>An officer holding a seat as a member may resign the seat as an officer and serve the remaining time as a CCCT Board member. An officer may not resign as a CCCT Board member to create a vacancy on the Board.
7. <sup>4</sup>A majority plus one shall constitute a quorum of the Board. Action shall require a majority vote of those present after a quorum has been declared, unless otherwise provided. The members at the meeting may continue to do business until adjournment notwithstanding the withdrawal of members leaving less than a quorum.
8. <sup>5</sup>A vacancy on the Board that occurs between June and November 15 of each year, shall be filled by appointment by a secret majority vote of the Board, acting on recommendations of the Executive Committee. The recommendations shall include two – five names, which include at least the first runner-up in the previous CCCT board election, trustees who have demonstrated familiarity with the work of the CCCT and the League, and trustees whose backgrounds and districts served would strengthen the balance of the Board. Background on the recommendations shall be provided prior to Board action. The new member may be seated immediately after

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<sup>1</sup> Amended: 6/08

<sup>2</sup> Amended: 6/08 & 12/14, 4/15 & 6/20

<sup>3</sup> Amended: 4/15

<sup>4</sup> Amended: 4/15

<sup>5</sup> Amended: 4/98 & 1/14 & 12/14 & 4/15 (I. A. 8)

appointment by the Board. Any such appointment shall be only until the next scheduled election of the CCCT Board, at which time the appointed member will be eligible to run as an incumbent Board member. Thereafter, an appointed member shall be eligible to serve three full three-year terms.

A vacancy in the student trustee member position shall be filled by appointment of the CCCT Board President, subject to approval of the Board.

## **B. Duties**

The CCCT Board of the League shall exercise the following duties:

1. Establish policies related to statewide issues of governance, educational and fiscal, trustee education, board/CEO relations, legislation and other matters of interest.
2. Review the League goals, annual budget and dues schedule prior to adoption by the Community College League Board of Directors.
3. Assist the League Board of Directors in evaluating the performance of the League Chief Executive Officer.
4. Provide for election of the members of the Board.
5. Adopt procedures for the election of a student trustee member of the CCCT Board.
6. Fill any vacancy that occurs on the Board.
7. Establish the time and place for the meetings of the Board and special meetings as deemed necessary.
8. Set the time and place of the annual CCCT meeting.
9. <sup>6</sup>Provide for the election of officers of the Board.

## **C. Powers**

The CCCT Board of the League has the following powers that may be exercised:

1. Set goals and objectives for future CCCT direction and services related to serving the needs of the local elected governing board members and review these annually.
2. Review and act on the Governing Policies of the CCCT and review and comment on League Governing Policies.
3. Adopt a legislative program and directives in conjunction with the CEOCCC board of the League.
4. Propose amendments to the Bylaws of the League and Governing Policies of the CCCT.

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<sup>6</sup> Amended 11/06 (I. B. 9)

5. Establish procedures for submission of resolutions from institutional member governing boards to the CCCT Board.
6. Delegate the performance of any duties to officers, League employees and agents.
7. Establish CCCT committees and task forces, designate scope and size of committees and terms of membership.
8. Advise and consent to the CCCT Board President's appointments to all committees.
9. Receive reports from committees and task forces for action and referral.
10. Review and comment on the general theme and subject matter for League and CCCT publications.
11. Review, comment and act on co-sponsorship of workshops or conferences.
12. Review, comment and act on endorsements for appointments to educational boards, commissions and other public bodies.
13. Review, comment and act on participation in surveys or research studies.
14. Approve the filing of a lawsuit as an amicus curiae or intervenor.
15. Employ outside consultants.

#### **D. Code of Conduct<sup>7</sup>**

The CCCT Board expects of itself and its members ethical and professional conduct, and a central focus on the students of the community colleges. This code of conduct is based on but is not limited to the principles of honesty, integrity, fidelity, fairness, caring, respect, citizenship, excellence, accountability and protection of the public trust. On seeking election to and becoming a member of the CCCT Board, board members shall:

1. Attend and prepare adequately for CCCT Board meetings.
2. Commit to actively participate in decision-making.
3. Support the purpose and goals of the League and the CCCT Board.
4. Identify and avoid areas of potential conflict of interest.
5. Maintain confidentiality of privileged information.
6. Support and when necessary clarify or explain the CCCT Board's positions on issues.
7. Agree that the Board's chair or designee serves as the official spokesperson for the CCCT Board.

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<sup>7</sup> Amended: 4/99 (I. D. 1-14)

8. Refrain from representing oneself and/or a specific college district as speaking for the CCCT Board.
9. Refrain from using undue influence to affect any program, position, purchase, or service of the Association.
10. Recognize the primary responsibility is to represent the entire League and its entire membership and resist the temptation to use the CCCT Board position for the benefit of oneself or an individual community college district.
11. Support the League's various activities by regular attendance and participation at seminars, conferences and CCCT Board meetings.
12. Work harmoniously with other board members, regardless of opinion, in order to encourage productive and open discussion of issues.
13. Refrain from making demands on staff unless directed by the CCCT Board.
14. Request only authorized and legitimate reimbursement of expenses.

#### **E. Election of CCCT Board of the League**

##### **1. Nomination Process**

- a) <sup>8</sup>Any League institutional member governing board may nominate only a member or members, of its board for a vacancy on the CCCT Board of the League.
- b) A nominee for the CCCT Board must be a trustee other than a student trustee of a member board.
- c) There shall be only one (1) CCCT Board member from a member board. In the event there is more than one person from the same member board receiving sufficient votes to serve as a CCCT Board member in an election, only the one receiving the highest number of votes shall serve.
- d) <sup>8</sup>If a community college district board nominates a member, or members, of its board and is not a member board of the League at the time of nominations, written notice that the board, by official action, has decided to join the League for that year will satisfy the membership requirement contained in this section. This notice must be received by the League by the close of nominations on February 15.
- e) <sup>9</sup>Nomination forms shall be emailed to member districts prior to January 1 and nominations must be received by the League office, on or between January 1 and February 15. Each nominating board must certify in writing that the nominee has consented to be nominated at the time of nomination.
- f) Accompanying the official nomination ballot shall be a Biographical Sketch Form and a Statement of Candidacy for each nominee. Those shall be in the same order as the names appearing on the ballot.

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<sup>8</sup> Amended: 11/97 (I. E. 1)

<sup>9</sup> Amended: 11/19

The Statement of Candidacy shall ask the nominee “What do you see as the major issues and activities that should be considered by CCCT in the next two years?” and “What do you feel you can contribute in these areas?” These questions must be answered in 50 words or less.

- g) If, by the close of nominations, there are insufficient nominations to fill all vacancies, the CCCT Board shall nominate individuals to run for all remaining vacancies.

## 2. <sup>10</sup>Election Process

- a) Nominees for election to the CCCT Board of the League shall be listed on the official nomination ballot in an order based upon the most recent randomized alphabet drawing established by the Secretary of States’ Elections Division.
- b) The ballot shall include a designation of each incumbent and shall provide for write-in candidates.
- c) Each member governing board shall be emailed a list of candidates and the official Biographical Sketch Forms and Statements of Candidacy by **March 10**. Ballots will be accepted through an online ballot platform and must be submitted on or before **April 25**. Submission instructions will be emailed to individuals authorized to submit the ballot, reflecting the action of the board of trustees cast in accordance with local board policy, typically the governing board assistant.
- d) Each member board shall have one (1) vote for each vacancy on the CCCT Board. Each member board may cast only one (1) vote for any nominee or write-in candidate.
- e) <sup>11</sup>The ballots shall be automatically counted through eBallot and results announced at the Annual Trustees Conference.
- f) <sup>12</sup>Vacancies will be filled by those with the most votes until no vacancies remain.
- g) <sup>13</sup>If a tie vote should exist for the last position to be filled, a run-off election shall be held. Those voting will be the members of the CCCT Board. This election shall be conducted electronically no later than five (5) business days after the Annual Business Meeting, with voting to be completed on or before 15 days from the date of the electronic notice. A plurality vote shall elect.

## 3. <sup>14</sup>Election Review Process

- a) Candidates in the election will be notified of the results at the Annual Trustees Conference. Results of the election will also be posted during the conference on the League’s website and an email notification will be sent to all trustees no later than five (5) days after the Annual Business Meeting of the CCCT Board. A candidate who wishes to challenge the election results must notify the League’s chief executive officer via email within forty eight (48) hours of the notification of the election results to begin the review process.
- b) The review process will be conducted by three trustees selected from names submitted by each of the candidates listed on the official election ballot who wish to submit a name. The dates of the review will be provided to all candidates who may attend the review.

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<sup>10</sup> Amended 11/19

<sup>11</sup> Amended: 10/03 & 9/17 (I. E. 2.e)

<sup>12</sup> Amended: 4/15 (I. E. 2.f)

<sup>13</sup> Amended: 9/17 (I.E.2.g)

<sup>14</sup> Amended: 10/03; 4/15; 9/17 (I. E. 3) & 11/19 (I.E.3.a)

c) The findings and declaration of the three-person review panel will be final.

## **F. Student Trustee Member Election**

1. <sup>15</sup>Notification of the nominations and election procedures for the CCCT Board student member will be emailed to student trustees prior to June 5 of each year.
2. A student trustee serving on a member board may submit one nomination for the student trustee member vacancy.
3. If a governing board is not a member board of the League at the time of nominations, written notice that the board, by official action, has decided to join the League for that year will satisfy the membership requirement contained in this section. This notice must be received by the League by the close of nominations.
4. <sup>16</sup>Nomination ballots shall be emailed to member districts prior to June 5 and nominations must be received by the League office, on or before 35 days prior to the annual election. Each nomination shall be accompanied by a Biographical Sketch Form and a Statement of Candidacy for each nominee. Each nominating student trustee must certify that the nominee has consented to be nominated at the time of nomination.
5. Notice of the election time, date, and location shall be emailed to each student trustee at least 30 days prior to the election. The notice shall be accompanied by a sample ballot and the Statement of Candidacy and Biographical Sketch Form of each candidate.
6. Names shall appear on the ballot in order based on the most recent randomized alphabet drawing established by the Secretary of State's Election Division.
7. The election of the student trustee member shall occur at the League's annual student trustee orientation workshop held in August/September.
8. Each student trustee in attendance at the time of the election may cast one vote for the student trustee member vacancy.
9. <sup>17</sup>Prior to the casting of secret ballots, each candidate that has submitted proper candidacy papers prior to the close of nominations will be given an opportunity to speak for up to three minutes.
10. The secret ballots cast will be counted by three tellers appointed by the Chief Executive Officer of the League or official designee.
11. The candidate receiving the highest vote total shall serve as the CCCT student trustee member.
12. <sup>18</sup>In the event of a tie vote, a run-off election shall be conducted between the tied candidates. Ballots will be provided, cast in secret and the previously selected three tellers will count the votes. The candidate receiving the highest vote total in the run-off election shall serve as the CCCT student trustee member.

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<sup>15</sup> Amended 2/02 (I. F. 1) & 11/19

<sup>16</sup> Amended 2/02 (I. F. 4) & 11/19

<sup>17</sup> Amended 9/17 (I.F.9)

<sup>18</sup> Amended 11/06 (I. F. 12)

## **G. CCCT Board Meetings**

### **1. Regular Meetings**

- a) <sup>19</sup>In June the CCCT Board of the League shall approve a schedule of regular meetings for the coming fiscal year, plus six (6) months if the Board desires.
- b) Regular meetings of the Board shall be held in September, November, January/February, March/April, and June.
- c) Members of the Board shall be notified of the time and place of the regular meetings at least ten days prior to the meeting.
- d) <sup>20</sup>Regular meetings shall be open only to California community college trustees and League staff. Special guests may attend by approval of the League President & Chief Executive Officer.

### **2. Special Meetings**

- a) Special meetings of the Board may be called by the President or by the petition of at least a quorum of the Board.  
<sup>21</sup>Any meeting, regular or special, may be held by conference telephone or similar communication equipment so long as all members participating in the meeting can hear one another, and all such members shall be deemed to be present in person at such meeting.
- b) The President shall notify all members of the Board of the time, place and subject matter of special meetings at least five days prior to the meeting. No other matter may be acted on at the meeting.
- c) Valid action shall require a majority vote of those present after a quorum has been declared.

### **3. Closed Meetings**

The Board may conduct business related to selection of persons to fill Board vacancies, personnel matters, legal affairs, and purchase, sale or lease of real estate in a closed session, with concurrence of two-thirds of the members present and voting.

## **H. Expenses of CCCT Board Members**

<sup>22</sup>Necessary and reasonable expenses incurred by CCCT Board members directly related to their attendance at Board meetings and other authorized activity, shall be reimbursed by the League. Reimbursement requests must be submitted within sixty (60) days after incurring the expense and must be submitted on official League Travel Expense Claim Forms. Expenses incurred for the June meeting must be submitted on the official form with two (2) weeks of the end of the fiscal year.

## **I. Absences of Members**

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<sup>19</sup> Amended 9/17 (G.1.a)

<sup>20</sup> Amended 11/20 (G.1.d)

<sup>21</sup> Amended: 4/15

<sup>22</sup> Amended 9/17



<sup>23</sup>Any member of the CCCT Board of the League who fails to attend two (2) consecutive regular meetings of the Board must inform the President of the CCCT Board of the League of the reasons for failure to attend. If a member misses two (2) consecutive regular meetings the President of the CCCT Board of the League must notify the Board, which then may remove that member from office at its next regular meeting by a majority vote of the members present if the member does not attend the meeting and if it is deemed the absences have been without acceptable justification.

#### **J. CCCT Board Meeting Agenda**

1. Under the direction of and in consultation with the President, the Chief Executive Officer shall prepare the agenda and necessary materials for each of the meetings of the Board.
2. The agenda shall include minutes of the previous meeting, and appropriate information, discussion and action items related to governance, educational and fiscal policy, legislation and trustee development.
3. <sup>24</sup>Any member of the CCCT Board may add an item for preliminary discussion as new business on a CCCT regular meeting agenda by submitting the item in writing to the President of the CCCT Board and the League's Chief Executive Officer at least twenty one (21) days prior to the meeting.
4. The agenda materials shall be made available to members of the Board at least one week prior to the regularly scheduled meeting.
5. The Board may take action concerning a matter not included on the meeting agenda only with concurrence of 2/3 of the members present and voting.

#### **K. Board Directives and Assignments**

CCCT Board directives and assignments may be made only as a result of discussion taking place at an official Board meeting. Such directives and assignments may occur with Board concurrence and do not require specific Board action. Such directives and assignments shall be recorded in the minutes of the meeting.

#### **L. Legislative Directives and Policy**

1. The CCCT Board will, if possible, adopt a legislative program and legislative directives in cooperation with the CEOCCC Board, by the November board meeting each year.
2. The legislative program shall consist of specific issues of interest to the community colleges that the CCCT Board will seek to resolve that year through the legislative process. The program may include proposed legislation that the CCCT Board seeks to have introduced and/or positions taken on issues which may be introduced by others.
3. The legislative directives shall consist of broad policy statements concerning CCCT's philosophical position on education issues before the State Legislature. These directives shall serve as policy guidelines for the League staff.

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<sup>23</sup> Amended: 9/10 (I.I.)

<sup>24</sup> Amended: 9/10 & 9/17 (I.J.3.)

4. The Executive Committee has the authority, in consultation with the League Chief Executive Officer to take appropriate positions on legislation and institute action to implement legislative policy at those times when Board action is not possible. Such action taken shall be reported at the next official meeting of the CCCT Board.

#### **M. Use of CCCT and League Names**

Members of the CCCT Board of the League shall not use their CCCT Board member title or Community College League of California affiliation when supporting or opposing matters contrary to official CCCT and League positions and policies.

## **II. OFFICERS/EXECUTIVE COMMITTEE**

### **A. Officers**

1. <sup>25</sup>The Officers of the CCCT Board of the League shall be President, President-Elect, First Vice President, Second Vice President and the Immediate Past President; and shall serve as the CCCT Executive Committee.
2. The President shall preside at all meetings and will carry out the duties that may be prescribed by the CCCT Board. These duties will include but will not be limited to:
  - a) <sup>26</sup>Representing CCCT on the CCC Chancellor's Office Consultation Council.
  - b) Representing CCCT in contacts with other organizations and individuals.
  - c) <sup>27</sup>Recommending the membership of the CCCT Officers Nominating Committee.
  - d) Appointing the personnel of the various committees, subject to the approval of the Board.
  - e) Serving as an ex-officio member of all CCCT committees except the Nominating Committee.
  - f) Serving as a member of the League Board of Directors.

The President may exercise the following powers:

- a) Work with the League Chief Executive Officer in the preparation of CCCT board meeting agenda and agenda materials.
  - b) Make appointments or nominations of trustees to serve on committees of other organizations or agencies when so requested.
  - c) Appoint liaisons to state agencies.
  - d) Create and terminate special committees, subject to Board of Directors' approval.
3. <sup>28</sup>President-Elect. In the absence of the President, or in the event of a vacancy in the office, the President-Elect shall perform the duties of the President. The President-Elect shall perform such other duties as from time-to-time may be assigned by the President or the Board. These duties will include, but will not be limited to:

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<sup>25</sup> Amended: 6/17 & 9/17 (II. A. 1)

<sup>26</sup> Amended: 9/17

<sup>27</sup> Amended 11/06 (II. A. 2. b)

<sup>28</sup> Amended: 9/17

- a. Establishing mechanisms for communications between the Board and the areas of the CCCT Communication Plan.
  - b. serving as a member of the League Board of Directors.
4. <sup>29</sup>First and Second Vice Presidents. In the absence of the President and President-Elect, the Board shall name either the First or Second Vice-President to perform the duties of the President. The Vice Presidents shall perform such other duties as from time-to-time may be assigned by the President or the Board. These duties shall include but not be limited to:
- a. Overseeing and coordinating communication among their areas.
  - b. Serving as members of the League Board of Directors.
5. <sup>30</sup>The Immediate Past President shall serve as a voting member of the Executive Committee, shall carry out the duties and responsibilities designated by the President or the CCCT Board, and serve as a member of the League Board of Directors. If the Immediate Past President's term on the Board expires, or he or she is not re-elected before the year of service as Immediate Past President is over, that person shall still serve a one-year term to fulfill the responsibilities as Immediate Past President and there shall be one additional voting Board member.
6. <sup>31</sup>An officer shall be a voting member of a member board and a member of the CCCT Board. Any officer who ceases to meet this requirement shall cease to be an officer of the CCCT Board of the League.

**B. Election Procedure for CCCT Officers**

1. <sup>32</sup>Candidates for President, President-Elect, First Vice President and Second Vice President shall be nominated by a five-member Nominating Committee consisting of a Past President currently on the CCCT Board, three current members of the Board, and one at-large member—a local trustee not on the CCCT Board.

The Committee shall be selected by the CCCT Board President and subject to the approval of the board.

Members of the Nominating Committee shall not themselves be nominees for office. Any vacancy occurring on the Nominating Committee, once established, shall be filled by appointment of the President.

- 2. Nomination of officers from the Nominating Committee shall be made known to the local community college governing board members at least forty-five (45) days prior to the CCCT annual meeting.
- 3. The election of officers will occur at the CCCT Annual Business Meeting.

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<sup>29</sup> Amended: 9/17

<sup>30</sup> Amended: 6/05 (II. A. 5)

<sup>31</sup> Amended: 11/97 (II. A. 6)

<sup>32</sup> Amended 11/06; 6/17 (II. B.1)

- a) At the beginning of the meeting, the President will appoint three persons to act as tellers. The tellers will distribute, collect, and count the ballots.
  - b) After the report of the Nominating Committee has been presented further nominations from the floor will be accepted provided the consent of the nominee has been secured.
  - c) <sup>33</sup>Any nominations shall be made by a local governing board member of a member district and shall be limited to a statement of only the name and district of the nominee.
  - d) <sup>34</sup>Each nominee for an office may speak on his or her own behalf or appoint a designee. Only one presentation shall be made on behalf of a nominee, and that presentation shall be limited to five minutes in length. When all nominations for an office have been received, the voting shall be completed before proceeding to the election for the next office, in this order: President, President-Elect, First Vice President, Second Vice President.
  - e) <sup>35</sup>The election will be by secret ballot. Each local governing board member of a member district in attendance at the meeting shall have one vote for each office. No proxy or absentee ballots will be considered.
  - f) The election results will be given to the President and will include the total number of votes cast, the number needed for election, the number of votes received by each candidate, and the number of invalid ballots. The President will announce the results and the name of the person elected.
  - g) Officers shall be elected by a majority vote. If more than two candidates are nominated for an office and none receive a majority vote, a second ballot shall be required between the two candidates receiving the highest number of votes.
4. <sup>36</sup>To conduct the election at the Annual Business Meeting held for the purpose of electing officers, there must be attendance of local governing board members from at least twenty-five (25) member districts. If sufficient numbers are not present, or an emergency requires cancellation of the Annual Business Meeting, the President or League Chief Executive Officer, within 30 days, shall call a meeting of the CCCT Board. The Board, at that time, shall (a) by 2/3 vote of the Board, select new officers, or (b) provide a mail ballot procedure for election of officers by member boards.
5. <sup>36</sup>The newly-elected officers will assume their responsibilities at the conclusion of the CCCT annual conference. Their term of office shall be for one year from that date or until their successors are elected.

### C. Expenses

<sup>37</sup>Necessary and reasonable expenses incurred by the officers directly related to authorized activity shall be reimbursed by the League. Reimbursement requests must be submitted within sixty (60) days after incurring the expense and must be submitted on official League Travel Expense Claim Forms. Expenses incurred in the month of June must be submitted on the official form within two (2) weeks of the end of the fiscal year.

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<sup>33</sup> Amended: 9/01 (II. B. 3)

<sup>34</sup> Amended: 9/17

<sup>35</sup> Amended: 9/01 (II. B. 3)

<sup>36</sup> Amended: 9/01 (II. B. 4. & 5)

<sup>37</sup> Amended: 9/17

#### **D. Travel to Meetings and Conferences**

The President of the CCCT Board of the League, or the President's designee, may have expenses reimbursed for attendance at state meetings or other conferences where the President's attendance is required as a representative of CCCT. Expenses incurred by CCCT officers in travel to national and state conferences and workshops shall be borne by the officer's district.

#### **E. Executive Committee**

1. The Executive Committee shall work with the Chief Executive Officer to propose goals, objectives and policies for review of the Board.
2. The Executive Committee shall act on behalf of the CCCT Board of the League if action on urgent matters must be taken before it is possible to convene a meeting of the Board. Such actions of the Executive Committee shall be reported at the next meeting of the Board.
3. The Executive Committee shall recommend persons to the CCCT Board to fill board vacancies.
4. The Executive Committee shall hold such meetings as are necessary. Meetings may include conference telephone calls and may be conducted on the call of the President or upon request of any two members of the Executive Committee.
5. At any meeting of the Executive Committee, three voting members shall constitute a quorum for the transaction of business with action taken by the Executive Committee requiring a majority vote of those participating in such meeting.
6. If the Executive Committee is to take action, an agenda of the meeting will be made available and minutes of the meeting maintained.
7. <sup>38</sup>Necessary and reasonable expenses incurred by Executive Committee members directly related to their attendance at Executive Committee meetings and other authorized activity shall be reimbursed by the League. Reimbursement requests must be submitted within sixty (60) days after incurring the expense and must be submitted on official League Travel Expense Claim Forms. Expenses incurred in the month of June must be submitted on the official form within two (2) weeks of the end of the fiscal year.

### **III. COMMITTEES**

#### **A. Authority**

The authority of a CCCT committee shall be limited to the scope and activity designated by the CCCT Board of the League.

#### **B. Liaisons**

<sup>39</sup>The CCCT President may appoint trustees to serve as liaisons with units of state government and other organizations that in some way affect the community colleges. Liaisons may be appointed to

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<sup>38</sup> Amended: 9/17

<sup>39</sup> Amended: 9/17

represent CCCT to attend and speak before the Board of Governors of the California Community Colleges.

### **C. Committee and Task Force Action**

Recommendations for policies or actions that are made by any CCCT committee or task force shall be submitted to the League Chief Executive Officer and the Board for its action.

### **D. Expenses of Committee and Task Force Members**

Expenses incurred by CCCT committee and task force members will not be reimbursed by the League. Liaisons representing the CCCT before various state agencies may have their reasonable and ordinary expenses reimbursed by the League.

## **IV. MEMBERSHIP SERVICES**

### **A. Annual Business Meeting/Conference and Special Meetings**

1. The CCCT Board shall determine the time in May or June and the place for the CCCT Annual Business Meeting. The location shall alternate between north and south and shall be in California.
2. The meeting shall be for the purpose of the election of officers and the transaction of other CCCT matters. In addition, time shall be provided for an appropriate educational program for local governing board members and chief executive officers.
3. <sup>40</sup>Written notice stating the location, date and time of the Annual Business Meeting or special meeting of governing board members of League member institutions shall be delivered electronically or by mail, to each board member entitled to vote at such meeting. Subject notice will be sent not less than fourteen (14) nor more than sixty (60) days prior to the date of such meeting, by or at the direction of the CCCT President, or his/her designee calling the meeting. In case of special meetings, the purpose or purposes for which the meeting is called shall be stated in the notice.
4. Seventy-five (75) voting trustees serving on member boards shall constitute a quorum at an annual or special membership meeting
5. At the annual or special membership meeting, trustees serving on member boards, other than student trustees, shall be entitled to vote for officers and agenda items. Trustees entitled to cast a vote shall be appropriately identified.

### **B. Workshops**

As appropriate, through the League, CCCT may conduct workshops for trustees and administrators on matters of interest to community college policymakers.

### **C. Publications**

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<sup>40</sup> Amended: 9/17

1. As appropriate, through the League, CCCT shall publish and distribute publications designed to help community college trustees fulfill their roles and meet their responsibilities. The general theme and subject matter for such publications shall be presented to the CCCT Board for advice and counsel.
2. League publications of the CCCT may be sold to representatives of member institutions and to non-members.
3. Through the League, an annual membership directory shall be published which lists the names, addresses and phone numbers of the governing board members of the public community college districts in California.

#### **D. Studies and Surveys**

1. The name of the CCCT shall not be used in surveys or research studies unless they have been specifically approved by the Board.
2. Any person or organization desiring CCCT to participate directly or indirectly in any research study or survey, whether for qualification for a collegiate degree or otherwise, shall submit a written request to the Board. The request shall include the following: the general nature and purpose of the study or survey; the justification for CCCT participation; the advantages accruing to CCCT from participation; the timeline for completion; the cost, if any; the extent of CCCT participation; and such other pertinent data as may be necessary or desirable to evaluate the request.

#### **E. Resolutions**

1. Governing boards of the institutional members of the League may at any time submit resolutions for consideration by the CCCT membership at the annual meeting, or by the CCCT Board. To be considered the resolution must be adopted by the submitting board.
2. Resolutions submitted for adoption at the annual meeting must be received in the League office twenty-one (21) calendar days prior to the meeting. Resolutions received within the prescribed time will be reproduced and distributed with the annual conference registration material, at the conference.
3. A late resolution that is determined by the CCCT Executive Committee to be an urgency measure may be authorized for discussion by a two-thirds (2/3) vote of the voting trustees serving on member boards present at the annual meeting.
4. Upon receipt of a resolution it will be scheduled for consideration at the annual meeting if it is specifically requested by the submitting member board; or it will be placed on the agenda for the next meeting of the CCCT Board.
5. Resolutions approved by a majority of those voting at the annual meeting or special meetings are recommendations to the CCCT Board which will take appropriate action at its next meeting.

## **F. Co-sponsorship, Endorsements, Cooperation**

1. Co-sponsorship may be the use of CCCT's name in connection with a workshop or conference. It may involve conference or workshop joint planning efforts, promotional activities, sharing in the expense or profit, and the publication of announcements and reports of such workshops or conferences. Approval by the Board must be obtained for CCCT co-sponsorship.
2.
  - a) CCCT will not endorse candidates for public office.
  - b) CCCT may endorse candidates for appointments to educational boards, commissions and other public bodies only if such endorsements are approved by the Board.
  - c) Endorsements involving the use of CCCT's name for any external conference, workshop or publication must be approved by the Board.
3. Cooperation with other organizations and agencies is encouraged and may include League staff consultation and the mailing of promotional materials to CCCT members. Such mailings shall not be at CCCT expense.

## **V. <sup>41</sup>AMENDMENTS**

- A.** Amendments to the CCCT Governing Policies may be proposed by any member of the CCCT Board and shall be submitted in writing to the Chief Executive Officer for submission to the Executive Committee for its review. The proposed amendment must be presented to the Board in writing in the agenda materials for the meeting at which such action is proposed. If deemed necessary by the Executive Committee, a special meeting, instead of a regularly scheduled meeting, may be held to approve a change to the Governing Policies.
- B.** Amendments must be approved by a majority vote of the full Board.
- C.** Changes in the CCCT Governing Policies shall become effective upon their adoption by the CCCT Board.

## **VI. AUTHORITY**

- A.** All actions of the CCCT Board of the League, or any of its committees, shall be governed by Robert's Rules of Order Newly Revised; except insofar as such rules are inconsistent with the Governing Policies of the CCCT Board of the League or the Bylaws of the Community College League of California.
- B.** Where decisions must be made or action taken in which there is no written policy that applies clearly to the situation, it shall be the responsibility of the Executive Committee in consultation with the Chief Executive Officer, to determine the appropriate action to be taken. The matter will then be presented to the CCCT Board at its next meeting.

Governing Policies Adopted by

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<sup>41</sup> Amended: 4/15



CCCT Board of Directors  
September, 1997

Amended: November 1997  
April 1998  
April 1999  
September 2001  
February 2002  
October 2003  
June 2005  
November 2006  
June 2008  
September 2017  
September 2010  
December 2014  
April 2015  
June 2017  
September 2017