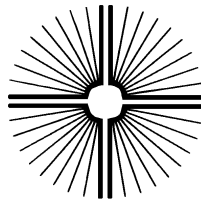


CEOCCC GOVERNING POLICIES

CEOCCC Board Adopted November 1999
Amended October 2017



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA
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www.ccleague.org

CEOCCC Governing Policies

I. CEOCCC Board of the League

- A. Purpose, Membership, Quorum and Election
- B. Duties
- C. Powers
- D. Code of Conduct
- E. Meetings
- F. CEOCCC Board Meeting Agenda
- G. Expenses of CEOCCC Board Members
- H. Absences of Members
- I. Board Directives and Assignments
- J. Legislative Directives and Policy
- K. Use of CEOCCC and League Name

II. Officers

- A. Officers
- B. Election of Officers
- C. Expenses
- D. Travel to Meetings and Conferences

III. Committees

- A. Authority
- B. Committee and Task Force Action
- C. Expenses of Committee and Task Force Members

IV. Membership Services

- A. Workshops and Development
- B. Publications
- C. Studies and Surveys
- D. Co-sponsorships, Endorsements, Cooperation

V. Amendments

VI. Authority

CHIEF EXECUTIVE OFFICERS OF THE CALIFORNIA COMMUNITY COLLEGES GOVERNING POLICIES

I. CEOCCC Board of the League

A. Purpose, Membership, Quorum and Election

1. Purpose. The Chief Executive Officers of the California Community Colleges Board of the League (CEOCCC) shall be the chief executive officers policymaking body and work in cooperation with the CCCT Board of the League. The CEOCCC will:
 - a. Present the chief executive officers' perspective and articulate positions on issues facing California community colleges.
 - b. Provide leadership on visionary and functional issues of system and institutional effectiveness through objective, honest, internal assessment of the colleges and system, and development of recommendations for productive change.
 - c. Fulfill its leadership role in partnership with the state Chancellor through an ongoing, close working relationship that operates with full disclosure, comprehensive discussion of issues and realities, and mutual support.
 - d. Provide programs and services that develop, nurture, and support the community of California community colleges chief executive officers.
 - e. Function in an organizationally sound manner so as to fulfill its leadership role.

The affairs of the organization shall be planned, managed and evaluated by the Board with the support of the staff of the League. The Board may delegate the responsibility for certain activities to committees and individuals by Board action.

2. ¹Composition. The CEOCCC Board shall be composed of at least 11 elected positions from Board designated areas and at least four appointed at-large positions to help assure broad representation and balance on the Board. The Board shall act, when necessary, to assure that a Los Angeles Community College District chief executive officer serves on the board.

Only one chief executive officer may serve on the Board from a member district. If a district has four or more colleges, two chief executive officers may serve on the Board from that district.

3. Election, Appointment and Term of Office.
 - a. ²Directors shall be elected by the chief executive officers (district chancellors, district superintendent/presidents and college presidents) in their respective areas to three-year terms each year prior to May 1. A term of office shall begin the following June 1.

¹ Amended 12/04 & 3/05 (I. A. 2)

² Amended 12/04 (I. A. 3. a., b., e); 3/05 (b. only);

8/11 (e. only – Mendocino-Lake CCD moved from Area 2 to Area 1); 10/17 (a only, 2nd paragraph)

The Chief Executive Officer of the League shall see that nominations from each area for election to the board are sought between February 15 and March 15 and the election conducted between March 15 and April 15. Candidates must indicate a desire to serve in order to be placed on the ballot. A plurality of those members voting shall elect. In the event of a tie vote, a new election shall be conducted and that election shall be among the persons tied for the top vote.

An exception to this election process may be utilized by a voting area as defined in section 1.3.e if the chief executive officers of a specific voting area agree to conduct their own election of a representative to the CEOCCC Board and have notified the CEOCCC Board President and the League President/CEO of their local election plan no later than January 15. All other criteria for serving on the Board shall still be applicable.

- b. At the May CEOCCC Board meeting, the Board shall fill whichever appointed at-large positions have a term expiring. The appointed positions shall serve three-year staggered terms. The Board will act on recommendations of the CEOCCC officers. The terms of office shall begin the following June 1.
- c. No board member shall serve more than two full three-year consecutive terms.
- d. In the event that the elected or appointed term of office on the Board of the Past President has expired, the Past President shall serve one additional year as a voting member of the Board.
- e. Areas for election and appointment purposes are as follows:

CEOCCC VOTING AREAS

Area 1

Butte-Glenn CCD
Feather River CCD
Lake Tahoe CCD
Mendocino-Lake CCD
Lassen CCD
Redwoods CCD
Shasta Joint CCD
Sierra Joint CCD
Siskiyou CCD

Area 2

Los Rios CCD
American River College
Cosumnes River College
Folsom Lake College
Sacramento City College
Marin CCD
Napa CCD
Sonoma CCD
Yuba CCD
Woodland College
Yuba College

Area 3

Kern CCD
Bakersfield College
Cerro Coso Community College
Porterville College
Merced CCD
San Joaquin-Delta CCD
Sequoias CCD
State Center CCD
Clovis Community College
Fresno City College
Reedley College
West Hills CCD
West Hills College, Coalinga
West Hills College, Lemoore
West Kern CCD
Yosemite CCD
Columbia College
Modesto Junior College

Area 4

Foothill-DeAnza CCD
DeAnza College
Foothill College
Gavilan CCD
Ohlone CCD
San Jose-Evergreen CCD
Evergreen Valley College
San Jose City College
San Mateo CCD
Canada College
College of San Mateo
Skyline College
West Valley-Mission CCD
Mission College
West Valley College

Area 5

Contra Costa CCD
Contra Costa College
Diablo Valley College
Los Medanos College
Chabot-Las Positas CCD
Chabot College
Las Positas College
Peralta CCD
Berkeley City College
College of Alameda
Laney College
Merritt College
San Francisco CCD
Solano CCD

Area 6

Allan Hancock Joint CCD
Cabrillo CCD
Hartnell CCD
Los Angeles Mission College
Los Angeles Pierce College
Monterey CCD
San Luis Obispo County CCD
Santa Barbara CCD
Santa Clarita CCD
Ventura CCD
Moorpark College
Oxnard College
Ventura College

Area 7

Cerritos CCD
Compton CCD
El Camino CCD
Long Beach CCD
Los Angeles Harbor College
Los Angeles Southwest College
Los Angeles Trade-Technical College
West Los Angeles College
Santa Monica CCD

Area 8

Citrus CCD
Glendale CCD
Los Angeles CCD
East Los Angeles College
Los Angeles City College
Los Angeles Valley College
Mt. San Antonio CCD
Pasadena CCD
Rio Hondo CCD

Area 9

Antelope Valley CCD
Barstow CCD
Chaffey CCD
Copper Mountain CCD
Desert CCD
Mt. San Jacinto CCD
Palo Verde CCD
Riverside CCD
Moreno Valley College
Norco College
Riverside Community College
San Bernardino CCD
Crafton Hills College
San Bernardino Valley College
Victor Valley CCD

Area 10

Coast CCD
Coastline Community College
Golden West College
Orange Coast College
North Orange CCD
Cypress College
Fullerton College
Rancho Santiago CCD
Santa Ana College
Santiago Canyon College
South Orange CCD
Irvine Valley College
Saddleback College

Area 11

Grossmont-Cuyamaca CCD
Cuyamaca College
Grossmont College
Imperial CCD
Mira Costa CCD
Palomar CCD
San Diego CCD
San Diego City College
San Diego Mesa College
San Diego Miramar College
Southwestern CCD

4. ³Vacancies. Board members and officers shall hold office until a successor shall have been duly elected, or appointed if the position is an appointed one, and assumed office, and so long as they are serving as a California community college chief executive officer (district chancellors, district superintendent/presidents and college presidents) in the respective area from which they were elected or appointed to serve. A vacancy on the board occurring between March 15 and December 31 shall be filled with a special election, or appointment if an appointed position. Vacancies occurring after that date will be filled through the regular election or appointment process if an appointed position.

When a seat is vacated by the area representative and that area wishes to conduct its own special election, the exception to the prescribed election process in section I.3.a may apply, however, notification to the CEOCCC Board President and League President/CEO must be made at the time the vacancy on the board occurs.

If a vacancy occurs in the President-Elect or a Vice President position between the annual officer election in June and the following February 15, the President will direct the most recent officer nominating committee to nominate a candidate for the vacant position, to be voted on by the Board at the next regular meeting. Candidates also may be nominated from the floor. If the vacancy occurs after February 15, it will be filled through the next regular election.

5. Quorum and Action. A majority of the whole Board shall constitute a quorum for the transaction of business at any meeting of the Board. The action of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board.
6. Expenses. The expenses of the organization shall be covered by the dues paid by member districts to the Community College League of California and as provided for in the budget of the League.

B. Duties

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

1. Establish policies and positions on statewide issues related to governance, educational policy leadership and fiscal laws and regulations; chief executive officer education; board/chief executive officer relations; legislation; Board of Governors deliberations and other matters of interest.
2. Review and comment on 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 and appointment of the members of the Board.
5. Establish the time and place for the meetings of the Board and special meetings as deemed necessary.

³ Amended 10/17 (2nd paragraph of 4.Vacancies)

6. Elect a four-member Nominating Committee for the selection of candidates for CEOCCC offices and provide for the election of officers.
7. ⁴See that meetings of all California community college chief executive officers (district chancellors, district superintendent/presidents and college presidents) are called at least once per year.
8. Maintain continuous communication among all chief executive officers and California's state governmental agencies.

C. Powers

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

1. Set goals and objectives for future CEOCCC direction and services related to serving the needs of the chief executive officers and review these annually.
2. Review and act on the governing policies of the CEOCCC and review and comment on League governing policies.
3. Adopt a legislative program and directives in conjunction with the CCCT Board of the League.
4. Establish CEOCCC committees and task forces, designate scope and size of committees and terms of membership and advise and consent to the CEOCCC Board President's appointments to such committees.
5. Receive reports from committees and task forces for action and referral.
6. Review and comment on the general theme and subject matter for League and CEOCCC publications.
7. Review, comment and act on participation in surveys or research studies.
8. Approve the filing of a lawsuit as an amicus curiae or intervenor.

D. ⁵Code of Conduct

The CEOCCC 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, fairness, caring, respect, citizenship, excellence, accountability, and protection of the public trust. On seeking election to, and becoming a member of, the CEOCCC Board members shall:

1. Attend and prepare adequately for CEOCCC Board meetings and the Statewide CEOCCC meetings.

⁴ Amended 6/07 (I.B.7)

⁵ Amended 9/02 (I.D. 1. 3.,5., 9., 13.)

2. Commit to participate actively in decision-making.
3. Communicate as necessary activities/meeting proceedings to the CEOs in their region and solicit input on agenda items in a timely fashion when necessary.
4. Identify and avoid areas of potential conflict of interest.
5. Attend Board of Governors meetings at least once per year.
6. Support and, when necessary, clarify or explain the CEOCCC Board's positions on issues.
7. Agree that the CEOCCC President or designee serves as the official spokesperson for the CEOCCC Board.
8. Refrain from representing oneself and/or a specific college or district as speaking for the CEOCCC Board.
9. Encourage CEOs in their areas to discuss Consultation Council items with their colleges and districts.
10. Recognize the primary responsibility is to represent the entire League and its entire membership and resist the temptation to use the CEOCCC Board position for the benefit of oneself or an individual community college or district.
11. Support the League's and CEOCCC's various activities by regular attendance and participation at seminars, conferences and meetings.
12. Work harmoniously with other board members, regardless of opinion, in order to encourage productive and open discussion of issues.
13. Recognize the primary responsibility is to represent the community colleges statewide and not use the CEOCCC Board position for the benefit of oneself or an individual community college or district.
14. Request only authorized and legitimate reimbursement of expenses.

E. ⁶Meetings

1. Regular Meetings.

- a. In June the CEOCCC Board of the League shall approve a schedule of regular meetings for the coming fiscal year, plus an additional six months if the Board so desires.
- b. Members of the Board and California community college chief executive officers shall be notified of the time and place of the regular meetings of the board at least ten days prior to the meeting.

2. Special Meetings.

⁶ Amended 10/17 (I.E.1.a)

- a. Special meetings of the Board may be called by the CEOCCC Board President or by the petition of at least a quorum of the Board.
 - b. The CEOCCC Board President or designee shall notify all members of the Board and California community college chief executive officers 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.
3. Closed Meetings. The Board may conduct business related to League personnel matters and legal affairs in a closed session, with concurrence of two thirds of the members present and voting.

F. CEOCCC Board Meeting Agenda

Under the direction of, and in consultation with, the CEOCCC Board President and President-elect, the League Chief Executive Officer shall prepare the agenda and necessary materials for each of the meetings of the Board.

1. The agenda shall include minutes of the previous meeting, and appropriate information, discussion and action items related to the purpose of the CEOCCC.
2. The agenda, with background materials, shall be made available to members of the Board and the agenda sent to California community college chief executive officers at least one week prior to the regularly scheduled meeting.
3. 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.

G. ⁷Expenses of CEOCCC Board Members

Necessary and reasonable expenses incurred by CEOCCC 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. Reimbursement for expenses incurred in June must be submitted on the Official Travel Expense Claim Form within two weeks of the end of the year.

H. Absences of Members

1. If a member of the CEOCCC Board, serving on the Board as a representative of a CEOCCC area, is unable to attend a scheduled meeting of the Board, that member may appoint a chief executive officer from the Board member's area to attend the meeting as a non-voting alternate.

⁷ Amended 10/17 (I.G.)

2. Any member of the CEOCCC Board of the League who fails to attend two (2) consecutive regular meetings of the Board must inform the President of the CEOCCC Board of the League of the reasons for failure to attend. If a member misses three (3) consecutive meetings the President of the CEOCCC Board of the League must notify the Board, which then may remove that member from office by a majority vote of the members present if it is deemed the absences have been without acceptable justification.

I. Board Directives and Assignments

CEOCCC 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.

J. Legislative Directives and Policy

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

K. Use of CEOCCC and League Names

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

II. OFFICERS

A. Officers

The officers of the CEOCCC Board of the League shall be President, President-elect, Vice President North, Vice President South and Past President

1. President. The President of the CEOCCC Board shall oversee the work and activities of the CEOCCC.

The President shall preside at all meetings and will carry out the duties that may be prescribed by the CEOCCC Board. These duties will include, but will not be limited to:

- a. ⁸Work with the League Chief Executive Officer in preparation of CEOCCC meeting agenda and agenda materials for the Board and statewide CEOCCC meetings.
- b. Appointing the members of CEOCCC committees.
- c. Serving as an ex-officio member of all CEOCCC committees except the Nominating Committee.
- d. Serving as a member of the League Board of Directors.
- e. Serving as a member of the Chancellor's Consultation Council.

The CEOCCC Board President may exercise the following powers:

- a. Work with the League Chief Executive Officer in preparation of Board of Directors' meeting agenda and agenda materials.
 - b. Make appointments or nominations of chief executive officers to serve on committees of other organizations or agencies when so requested.
 - c. Appoint liaisons to attend state agencies meetings.
 - d. Take appropriate positions on legislation and institute action to implement legislative policy when Board action is not possible.
2. President-Elect. In the absence of the President, or in the event of a vacancy in the office, the CEOCCC Board 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:
 - a. Establishing mechanisms for communication between the Board and the regions.
 - b. Serving as a member of the League Board of Directors

⁸ Amended 9/02 (II. A.1.a.)

- c. Serving as a member of the Chancellor’s Consultation Council.
3. North and South Vice-Presidents. In the absence of the President and President-Elect, the Board shall name either the North or South CEOCCC Board 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 will not be limited to:
 - a. Overseeing and coordinating communication among their areas’ chief executive officers and CEOCCC Board members.
 - b. ⁹Serving as members of the League Board of Directors.
 - c. Assisting in the planning of their respective northern and southern chief executive officers annual spring meetings.
 4. Past President. The CEOCCC Board Past President shall perform such duties as assigned by the President or the Board. These duties shall include, but will not be limited to:
 - a. Serving as an alternate representative to the Chancellor’s Consultation Council.
 - b. Serving as a member of the League Board of Directors.

B. Election of Officers.

At the annual meeting in June of the Board, the election of officers shall be conducted. At least one meeting prior to the election of officers, a three person nominating committee shall be elected by the Board from six names submitted by the CEOCCC Board President. The nominating committee shall consist of one past president of the organization, one Board member and one chief executive officer not serving on the Board. The nominating committee shall issue its slate to the full membership at least one month prior to the annual meeting in June. Candidates may also be nominated from the floor. Candidates for office must be CEOCCC Board members and only CEOCCC Board members may vote. If the President-Elect's term on the Board expires and he or she is not re-elected or re-appointed before the year of service as President, or he or she assumes a chief executive officer position in a California district outside his or her area, that person shall still serve the term as President and there shall be one additional voting Board member. Whenever possible, the presidency should rotate north and south.

C. ¹⁰Expenses

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. Reimbursement for expenses incurred in June must be submitted on the Official Travel Expense Claim Form within two weeks of the end of the fiscal year.

⁹ Amended 4/05 (II. A. 3. b. & 4.b.)

¹⁰ Amended 10/17 (II.C.)

D. Travel to Meetings and Conferences

The President of the CEOCCC 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 CEOCCC. Expenses incurred by CEOCCC officers in travel to national and state conferences shall be borne by the officer's district.

III. COMMITTEES

A. Authority

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

B. Committee and Task Force Action

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

C. Expenses of Committee and Task Force Members

Expenses incurred by CEOCCC committee and task force members will not be reimbursed by the League.

IV. MEMBERSHIP SERVICES

A. Workshops and Development

As appropriate, through the League, CEOCCC may conduct workshops and other development services for chief executive officers and administrators on matters of interest to community college policymakers.

B. Publications

1. As appropriate, through the League, CEOCCC shall publish and distribute publications designed to help community college chief executive officers and policy leaders fulfill their roles and meet their responsibilities. The general theme and subject matter for such publications shall be presented to the CEOCCC Board for advice and counsel.
2. Through the League, an annual membership directory shall be published which lists the names, addresses, email addresses and phone numbers of the chief executive officers of the public community college districts in California.

C. Studies and Surveys

1. The name of the CEOCCC shall not be used in surveys or research studies unless they have been specifically approved by the Board.

2. Any person or organization desiring CEOCCC 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 CEOCCC participation; the advantages accruing to CEOCCC from participation; the timeline for completion; the cost, if any; the extent of CEOCCC participation; and such other pertinent data as may be necessary or desirable to evaluate the request.

D. Co-sponsorship, Endorsements, Cooperation

1. Co-sponsorship may be the use of CEOCCC name in connection with a workshop or conference. It may involve conference or workshop joint planning efforts, promotional activities and the publication of announcements and reports of such workshops or conferences. Approval by the CEOCCC Board President shall be obtained for CEOCCC co-sponsorship.
2. CEOCCC Endorsements.
 - a. CEOCCC will not endorse candidates for public office.
 - b. CEOCCC may endorse candidates for appointments to educational boards, commissions and other public bodies, but only if such endorsements are 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 CEOCCC members, subject to approval of the CEOCCC Board President.

V. AMENDMENTS

These Governing Policies may be altered, amended, or repealed and new Governing Policies adopted by a majority vote of the Board present at any regular or special meeting, provided that at least five days written notice is given of the intention.

VI. AUTHORITY

- A. All actions of the CEOCCC 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 CEOCCC 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 CEOCCC Board President and President-Elect, in consultation with the League Chief Executive Officer, to determine the appropriate action to be taken. The matter then will be presented to the CEOCCC Board at its next meeting.

Governing Policies Adopted by
CEOCCC Board
November 1999

Amended:

September 2002

December 2004

March 2005

April 2005

June 2007

August 2011

October 2017