

**Bylaws of the  
Coast Adult Education Consortium  
Grant # 15-328-010**

*Section 1: Name*

The name of the organization shall be **Coast Adult Education Consortium (CAEC)**.

*Section 2: Purpose*

The purpose of CAEC is to implement the comprehensive plan developed through the AB 86 Adult Education Consortium Planning Grant and revisions to the plan, as needed, to better provide adults in its region with the following programs specified within current legislation:

- Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants in citizenship, ESL, and workforce preparation.
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
- Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- Programs for adult with disabilities.
- Programs in career technical education that are short term in nature with high employment potential.
- Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

In doing so, the CAEC will ensure that the projects, activities and strategies undertaken are aligned with the objectives of the legislation for the adult education block grant.

- 1) An evaluation of current levels and types of adult education programs within its region, including education for adults in correctional facilities; credit, noncredit, and enhanced noncredit adult education coursework; and programs funded through Title II of the federal Workforce Investment Act, known as the Adult Education and Family Literacy Act (Public Law 05-220).
- 2) An evaluation of current needs for adult education programs within its region.
- 3) Plans for parties that make up the consortium to integrate their existing programs and create seamless transitions into postsecondary education or the workforce.
- 4) Plans to address the gaps identified pursuant to paragraphs (1) and (2).

5) Plans to employ approaches proven to accelerate a student's progress toward his or her academic or career goals, such as contextualized basic skills and career technical education, and other joint programming strategies between adult education and career technical education.

6) Plans to collaborate in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes.

7) Plans to leverage existing regional structures, including, but not necessarily limited to, local workforce investment areas.

### Section 3: *Guiding Principles*

- The CAEC places the highest value on students achieving their goals.
- The CAEC strives to help improve the community by providing adults with educational pathways to the workforce and higher education.
- The CAEC works together collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of CAEC students.
- The CAEC shares responsibility and accountability for all project and student outcomes.
- Adult education programs are open to all adults in accordance to current laws and regulations. The goal is to balance access and success.
- The CAEC adheres to a transparent process of open and collegial communication.

### Section 4: *Funding*

- The CAEC recognizes members have multiple revenue streams that directly or indirectly support the purpose of the CAEC.
- The CAEC recognizes that it will receive an annual allocation of funding from the Adult Education Block Grant (AEBG).
- The CAEC will annually allocate funding for members in accordance with the law and the annual plans and budget developed and agreed by the Executive Committee.
- Mandated and contract negotiated cost increases will be considered first in developing the annual budget before other grant funded projects.

## ARTICLE II — MEMBERSHIP

*Section 1:* Membership in CAEC is governed by current California State legislation.

*Section 2:* The members of CAEC are:

- Coast Community College District (CCCD)
- Garden Grove Unified School District (GGUSD)

- Huntington Beach Union High School District (HBUHSD)
- Newport-Mesa Unified School District (NMUSD)
- Orange County Department of Education (OCDE)
- Coastline Regional Occupational Program (Coastline ROP)

*Section 3* – Each of the organizations in section 2 is represented in the Executive Committee by the official designated by their respective local governing boards or elected Superintendent. Additional representatives from each member organization may attend the Executive Committee meetings. All members are expected to abide by the bylaws of CAEC.

*Section 4 - Non-voting membership:* The Executive Committee shall have the authority to establish and define non-voting categories of membership. Other organizations serving adults in the CAEC region may be invited to participate in the consortium as non-voting members.

### ARTICLE III — MEETINGS

*Section 1 - Regular planning meetings:* Regular planning meetings of the members and invited partners shall be held as needed, at a time and place designated by the Chair. All members and invited partners, as needed, will be notified of scheduled meetings at least 15 days prior to a scheduled meeting.

*Section 2 - Decision making/status meetings:* There will be a minimum of four meetings of the Executive Committee annually, open to the public, taking place in the months of July, October, January, and April at a time and location which will be designated by the Chair and approved by the Executive Committee. At the meeting in July the Executive Committee shall elect a Chair and a Vice-chair. At these meetings the Executive Committee will receive reports on the activities of the Consortium members in relation to the annual and three-year plans and budget and expenditures to date. Opportunities will be provided for public comment.

*Section 3 - Special meetings:* Special meetings may be called by the Chair, or a simple majority of the Executive Committee.

*Section 4 – Notice of meetings:* The decision making/status meetings will be noticed at least 72 hours in advance. The agenda and documents for the meeting shall be posted at each member’s main office and on the web site of each Consortium member.

*Section 5 - Quorum:* For meetings of the CAEC, a quorum shall be the majority of the Executive Committee. Meetings may still be held without a quorum for purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

*Section 6 - Voting:* Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote (see below description of votes). Proxy voting and absentee ballots are not permitted.

**ARTICLE IV — EXECUTIVE COMMITTEE**

*Section 1 - Role, size, and compensation:* The Executive Committee is responsible for overall policy and direction of the Consortium. The Executive Committee will be comprised of the member organizations’ officials designated by the local governing boards of each member organization or the elected Superintendent for OCDE and the three Vice Presidents of Instruction of the three CCCD Colleges.

*Section 2 - Officers and Duties:* There shall be two officers of the Executive Committee, consisting of a Chair and Vice-chair. Their duties are as follows:

*The Chair* shall preside at all meetings of the Executive Committee, prepare the meeting agendas and supporting materials, and perform other duties, which may be assigned by the Executive Committee.

*The Vice-chair* shall act as Chair in the absence of the Chair and shall perform such other duties as may be prescribed by vote of the Executive Committee.

*Section 3 – Voting:*

Each member will have a minimum of one vote. In order to cast a vote, at least four of the six member organizations must be present. In case of a tie, discussion will continue until the tie is broken.

Summary of votes by member

Member	Votes
<b>Coast Community College District (CCCD)</b>	3 votes
<b>Garden Grove Unified School District (GGUSD)</b>	1 vote
<b>Huntington Beach Union High School District (HBUHSD)</b>	1 vote
<b>Newport-Mesa Unified School District (NMUSD)</b>	1 vote
<b>Orange County Department of Education (OCDE)</b>	1 vote
<b>Coastline Regional Occupational Program (Coastline ROP)</b>	1 vote

Coast Community College District will have one vote for each of its colleges, one per college: Coastline Community College, Golden West College and Orange Coast College. The three colleges are represented in the Executive Committee by their respective Vice President of Instruction. If none of the Vice Presidents of Instruction is present at a Decision Making/Status meeting where a vote needs to be taken, the CCCD Vice Chancellor of Educational Services and Technology, who is the CCCD official designated by the CCCD Board of Trustees, will cast one vote for CCCD.

All decisions under the jurisdiction of the Executive Committee will be decided by a simple majority vote unless otherwise indicated in these by-laws.

The voting structure will be reviewed annually in the spring. Maintaining one vote per college for CCCD colleges is contingent upon effective and consistent participation in the work of the Consortium by college representatives of both the Executive Committee and faculty and staff assigned to various Consortium workgroups. The Executive Committee will evaluate the effectiveness of CCCD colleges' participation.

#### ARTICLE V — COMMITTEES

##### Section 1 - *Committee formation:*

The Executive Committee may create committees as needed. Committees will operate under the direction of the Executive Committee and coordinated by a chair appointed by the Executive Committee.

Any committees will keep regular minutes of its proceedings and report those minutes to the Executive Committee.

#### ARTICLE VI – FISCAL YEAR

Fiscal Year – The fiscal year of CAEC shall run from July 1 to June 30.

#### ARTICLE VII – AMENDMENTS

The Bylaws may be altered or amended at any properly published meeting of the consortium by two-thirds vote of the total consortium membership, provided that notice of the proposed change has been sent to each Consortium member at least 7 days prior to the meeting.

#### ARTICLE VIII – FISCAL AGENT or DIRECT FUNDING

The Executive Committee shall vote annually whether to have a direct funding model or a fiscal agent model. If the fiscal agent model is selected then each member will have an opportunity to offer to be the fiscal agent and propose how they will carry out the

duties as fiscal agent. The Executive Committee will then vote and select the member to be the fiscal agent.

Section 1 - *Fiscal Agent*: A fiscal agent acts as a banker. It processes expenses related to the grant as agreed upon by the Executive Committee. It certifies that the grant expenditures have been prepared in accordance with applicable federal and state laws and regulations. It works with the Executive Committee to implement fiscal decisions made by the Executive Committee.