

**Bylaws of the
Coast Adult Education Consortium**

Reviewed 4-10-2020

ARTICLE I — CONSORTIUM NAME, PURPOSE, GUIDING PRINCIPLES, AND FUNDING

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 objectives of AB 104 to better provide adults in its region with the following programs:

- 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 California Adult Education Program (CAEP).
- 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.

Carry-over Funds

In an effort to provide students maximum services funded through the CAEP consortium, funded members will make every effort to expend funds according the agreed upon plan by the end of each fiscal year. In the case that funds remain for any fiscal year the following process will be followed:

- Members with unexpended funds will provide a narrative explaining the reason for the carryover and if applicable what part of their respective plan was not carried out.
- Member carryover funds will be considered in the development of the following year's plan.
- Members will have first opportunity to expend in the following year any funds they carryover as long as plans to expend such fund are in accordance with the approved plan for that year.
- If a member is not able to develop a plan for expenditure of carryover funds that is aligned with the approved plan then those funds will be made available for other consortium 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/working meetings: Monthly planning/working meetings of the members are scheduled by the Executive Committee and held as needed, at a place designated by the Chair.

Section 2 - Decision making/status meetings: Of the regular planning/working monthly meetings in Section 1, a minimum of four meetings each fiscal year will be open to the public. At the last meeting of each fiscal year the Executive Committee shall elect a

Chair and a Vice Chair for the next fiscal year. At these meetings the Executive Committee will receive and discuss 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 the Consortium.

Section 5 - Quorum: For meetings of the CAEC, a quorum shall consist of at least one member of the Executive Committee who represents each member organization receiving an allocation. 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 of the members of the Executive Committee who are present at the respective meeting (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 all members who receive an allocation must be present. In case of a tie, discussion will continue until the tie is broken.

Summary of votes by member

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

The voting structure will be reviewed annually in the spring.

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 quorum of the total consortium membership, as defined above, provided that notice of the proposed change has been sent to each Consortium member at least seven 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.

Section 2 – Direct Funding: Each consortium member receives directly its approved allocation through the state apportionment process. Reporting will be done in accordance with current CAEP guidance.