

CHARTER OF THE REGIONAL MEMBER COUNCIL

(A Standing Committee of ACCCA)

(2/2019 Revisions)

PREAMBLE

In order to establish a statewide connection between ACCCA and its current and potential members in the state, the ACCCA Board has authorized the establishment of the Regional Member Council. The Regional Member Council will be a system of ten ACCCA members, each serving the members in one of ten regions as designated by the Board. The Council will represent the interests of the administrators, managers and directors at the campuses within their region. The Council will supersede and replace the previously established network of Campus Representatives.

PURPOSE

The primary purpose of the Regional Member Council is to provide a conduit for two-way communication and information to and from ACCCA members and potential members. Information outgoing from ACCCA will be provided to each Member Council representative who will communicate it to the recognized "Campus Contact" at each campus or district office.

These communications may be in the form of announcements or alerts, membership information or invitations, outreach regarding programs or upcoming events, or polling questions to provide quick data on a particular subject or issue.

The secondary purpose of the Regional Member Council is to assist the Association through outreach and recruitment of new members through its campus contact network. This includes Council members convening meetings or conversations among the Campus Contacts in their regions and serving as hosts for regional events and activities sponsored by ACCCA. ~~Such events shall be facilitated and initiated by the region, and supported by ACCCA.~~

Regional representatives of the Member Council will confer as needed with their region's Campus Contacts to obtain polling data, input and feedback regarding advocacy issues and positions or opinions on the development of professional development program design or implementation. Regional Representatives may also seek information on the value of certain member benefits or services so that ACCCA can gain the perspective of the member on decisions regarding adjustments to the benefit package so that it best suits the needs of most members.

Information, opinions and requests received via each region's Campus Contacts shall be conveyed as necessary by their region's representative to the Executive Director for distribution/action to the appropriate commission, committee or the Board.

APPOINTMENTS, COMPOSITION, AND RULES

The Chair of the Regional Council shall be selected from among its members on an annual basis. If no sitting member of the Council chooses to serve as Chair, one will be appointed from among the membership by the President on recommendation of the Executive Director.

~~As Chair of the Council, the regional rep will also represent the interests of the districts of their region.~~ The Chair shall serve a one-year term and may be re-appointed. The Executive Director of ACCCA and such other members of the Board or their designees shall serve in an ex-officio capacity of the Regional Council (non-voting) as necessary to achieve its purpose. ~~Besides the Chair, nine other Council Representatives shall be installed to represent the interests of the other nine regions.~~ There shall be at least ten representatives on the Council. If a Regional Council member can no longer serve, a replacement will be selected by the Council Chair on recommendation of the Executive Director from within the membership of that region.

The ten members of the Regional ~~Member~~ Council shall convene annually at the ACCCA conference, and shall confer quarterly via conference call according to a schedule decided by the Council.

Agendas for each annual meeting and each quarterly call-in meeting shall be prepared by the sitting Chair in cooperation with the ACCCA Office, and distributed to each Council member in advance of the meeting to ensure that feedback on the agenda is received.

At each meeting Regional Council members will be provided with an updated distribution list of the Campus Contacts of their region, and other materials as appropriate, that are prepared by the ACCCA Office. The Campus Contact Roster will be maintained by the ACCCA office, and updates to the list will be made as received from the Region Rep or as the ACCCA office is notified of changes.

Other rules and operating processes of the Council are described in general terms in the "Common Charter" below which applies to each Commission and Standing Committee.

COMMISSIONS AND STANDING COMMITTEES OF THE ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS

COMMON CHARTER

The rules and operating procedures contained herein reflect the principles and general operational guidelines for each commission and standing committee of ACCCA that is charged with oversight of designated activities, services and programs of the Association.

While each commission/committee is unique and devoted to a specific purpose, they all share some operational characteristics. These are:

- Each is organized to operate efficiently with a minimum, but adequate number of members as prescribed by the Board to carry out its purpose. **A majority of the members will constitute a quorum which is required to take any action of the full body.**
- Each entity is led by a chair, and such co-chairs or vice-chairs as determined by the group, who may also serve as ex-officio members of the Board of Directors. The Ex-Officio status is designated for the purposes of keeping the Board informed of the activities of the group, and conveying information back that informs the activities and progress in meeting their established purpose.
- Commission and committee chair(s) may appoint ad-hoc committees, teams or sub-committees as necessary to carry out its objectives.
- Commissions and standing committees shall endeavor to work in cooperation with the others, as well as the Board and Staff, to accomplish its goals.
- Unless otherwise stipulated, each Chair is appointed by the Board President on the recommendation of the Executive Director and confirmed by the Board at the next regularly scheduled Board meeting following the appointment. Chairpersons of commissions or standing committees serve year to year and may be re-appointed.
- Members of a commission or committee are appointed to one-year terms by the Chair on the recommendation of the Executive Director and concurrence of the groups' members. Members may be reappointed. Ex-officio members of a commission or committee may be appointed as necessary by the Chair(s).
- Appointments to commissions/committees shall be influenced by consideration of geographical balance; representation of administrative discipline; and the perceived ability of potential members to render service.
- A schedule of meetings may be developed or meetings may be called by the Chair(s) as necessary or as directed by a majority of members. Meetings shall be conducted by either conference call; video conference or at locations mutually convenient to the members.
- Unless otherwise noted as "Executive Session" all meetings are open to the Association's membership. Notice of all meetings shall be published on the Association web site at least one week in advance of the meeting and reminders sent to the members in advance of the meeting.

- Agenda items for commission/committee meetings may be submitted by members of the group or by Association members at large.
- Meeting notes or the approved minutes of commission meetings shall be kept for a period of two years. Committee meeting notes shall be kept for one year.
- It shall be the responsibility of each commission/committee to adhere to the purpose for which it was formed as stated in their charter and defined in the Association's Operating Manual.
- Each commission shall annually develop and provide to the board a comprehensive report of accomplishments in the preceding 12 months; a proposed roster of members, a calendar of proposed meeting dates and a budget outline of proposed income and expense related to the work of the commission for the coming year.
- Commissions/committees may amend their operating rules and regulations as necessary with a majority vote of their members, and on final approval of the Board of Directors.