

# Los Angeles Regional Adult Education Consortium (LARAEC)

## Bylaws

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## PREFACE

These bylaws were adopted by the LARAEC Executive Board by Board action on November 15, 2019. Subsequent to this date all revisions and additions shall be followed in parenthesis by the date of adoption.

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## Article I. Definitions

For purposes of these bylaws:

- (a) "Consortium" refers to LARAEC
- (b) "Executive Board" is used to refer to the LARAEC decision-making body. Unless otherwise noted, "Board" refers to the LARAEC Executive Board.
- (c) "Adult" means a person 18 years or older.
- (d) "Notice(d)" means included on a regular board meeting agenda and posted in compliance with the Brown Act.
- (e) "Consensus" is defined as a generally accepted opinion or decision among a group of people.
- (f) "GC" refers to California Government Code.
- (g) "EC" refers to California Education Code.

## Article II. Name

The name of this organization shall be the *Los Angeles Regional Adult Education Consortium* or more commonly referred to as LARAEC. LARAEC office is currently located at 333 S. Beaudry Ave, 18<sup>th</sup> Floor, Los Angeles, CA 90017. Phone: 213-241-3150 [www.laraec.net](http://www.laraec.net)

## Article III. Purpose and Vision

The Los Angeles Regional Adult Education Consortium will provide seamless programs and pathways to workforce and higher education that are efficient, comprehensive, student-centered, and regionally relevant. LARAEC will sustain, expand and improve adult education. To achieve our vision and mission, LARAEC will leverage community resources through a structured and collaborative interagency approach. Its programs will be student-centered, data-driven and focused on best practices. Adult Education students will gain 21st century skills; meet their employment, academic and civic goals; and contribute to the economic vitality of the Los Angeles region.

LARAEC funds are used to support the following seven program areas:

- (1) Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.

- (2) Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
- (3) Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce (Workforce Preparation).
- (4) 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.
- (5) Programs for adults with disabilities.
- (6) Programs in career technical education that are short term in nature and have high employment potential.
- (7) Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

## Article IV. Membership

### A. Members

- (1) Consortium member districts include Burbank Unified School District, Culver City Unified School District, Los Angeles Community College District, Los Angeles Unified School District, and Montebello Unified School District.
- (2) Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Article 9, Section 84905, and operates with the LARAEC region, shall be permitted to join the Consortium as a member. To be added as a member:
  - (a) The district superintendent, chancellor, or executive officer of such organization must provide a written request to the LARAEC Executive Board, including verification of the funding described in EC 84905(b).
  - (b) A representative must be appointed by the board of the new institution or organization. Verification of approval of this appointment must be presented to the LARAEC Executive Board in the form of approved board meeting minutes.
  - (c) Requests for membership shall be reviewed and membership shall be approved at a noticed and agenda'd "open meeting" by the LARAEC Executive Board.
  - (d) Once appointed, the district representative shall work with LARAEC representatives to incorporate and align their district with LARAEC's regional comprehensive plan.
- (3) Any member may elect to leave the Consortium through a written request by the district superintendent, chancellor, or the agency's executive officer. Any member leaving the consortium shall:

- (a) Provide written notice to the Executive Board thirty (30) days prior to vacating membership.
  - (b) Return its remaining allocation to the Consortium as agreed by the LARAEC Executive Board.
- (4) Dismissal from the Consortium shall follow in alignment with AB104 and Education Code Section 84914

## B. Member Rights and Responsibilities

### (1) Rights of members

- (a) Members have the right to participate in the decision-making process for development of regional adult education plans.
- (b) Members have the right to participate in determining the allocation of Consortium funding.

### (2) Responsibilities of Members

- (a) Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submission of annual plans and reporting requirements for expenditures and student data.
- (b) Members shall agree to implement the current regional 3-year and annual plans.
- (c) Members shall designate one “official representative” to serve on the Executive Board and represent the interests of the member organization. Designation shall be in writing and formally approved by the governing board of each institution.
- (d) Members should designate one “point person” to represent the interests and perspective of their respective districts during Consortium-related activities.
- (e) Members shall actively participate in Consortium meetings and the decision-making process for development of regional adult education programs and services.
- (f) Members must follow the Consortium’s bylaws, and abide by AB104 legislative member requirements and California Education Code.
- (g) Consortium membership alone does not guarantee funding. Failure to follow these requirements can result in a member being dismissed from the Consortium, or a reduction in CAEP funding.
- (h) Each individual member district is directly funded from the state.
  - i. Each member district is responsible for complying with federal, state, program, and district guidelines, which includes adhering to reporting deadlines in accordance with AB104 regulations and government and education codes.
  - ii. Each member district must ensure all expenses are consistent with the *Adult Education Fiscal Management Guide: Allowable Uses of Adult Education Program Funds* distributed by CAEP program office.

- (i) To ensure compliance with state education code and fiscal management guidelines, members agree to participate in the current LARAEC Member District Monitoring Procedures for California Adult education Program (CAEP) funds. (Added by LARAEC Board November 15, 2023)

## Article V. Governance and Decision-making

### A. Governing Structure

- (1) The Executive Board, as outlined in Article VI, provides direction to the Consortium.
- (2) The Project Director, with the assistance of Staff and as outlined in Article VIII, coordinates and implements regional-level program development, , ensures compliance with relevant laws and regulations, and performs management duties.
- (3) Point Persons, as outlined in Article IX, operationalize the LARAEC plan at their respective local district sites and provide member-district perspective during Consortium activities.
- (4) Working Groups, as outlined in Article X, provide expertise and participate in site-level level coordination and activities to forward implementation of the 3-year and annual plans in their respective districts.

### B. Decisions

- (1) The Executive Board makes final decisions about work plans, allocates funding, and adopts policies and procedures necessary for compliance with AB 104 and EC 84900-84920.
- (2) When making final decisions the Executive Board shall use input from Point Persons, Staff, working groups, partner organizations, and the public. Input shall be provided in accordance with the Brown Act.
- (3) The Executive Board uses consensus as a first approach to decision-making.
- (4) In the event consensus cannot be reached, a motion can be passed by a majority of voting members as long as a quorum is established, as outlined in Article VII, Section E.
- (5) For purposes of voting, each member district has one vote and Executive Board members must be “present” at meeting to cast a vote. There are no proxies. For purposes of this item, “present” may include teleconferencing provided that compliance with Brown Act is met (GC54953).
- (6) Pursuant to EC 84906(F), decisions are final.



## Article VI. Executive Board

### A. Members

The LARAEC Executive Board is composed of one designee from each member district. These designees must be officially appointed by the board at each respective member district, with the appointment reflected in board minutes. Only board appointed Executive Board members may vote on behalf of their districts. There are no allowances for alternates or proxies.

### B. Roles and Responsibilities

- (1) The Executive Board provides direction for the development of plans for regional delivery of adult education programs and services in accordance with the laws and regulations of the State of California, AB104, and EC 84900-84920.
- (2) The Executive Board approves the Consortium Fiscal Administration Declaration (CFAD), allocating funds to each district in accordance with the laws and regulations of the State of California, and EC 84900-84920.
- (3) The Executive Board members oversee the implementation of the Consortium's 3-year and annual plans in their respective districts, including communication and coordination with local stakeholders.
- (4) The Executive Board members work with their individual district personnel to ensure compliance with California Adult Education Program Fiscal Management Guide Allowable Uses of Program Funds.
- (5) The Executive Board shall include among its members, 3 officers; President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President. These officers make up the line of succession. This line shall be followed in the event that the President is unavailable for a Board meeting, unable to complete the term of office, or steps down as a LARAEC Board Member. Specific duties of the President are outlined in Article VI, Section D.

### C. Procedures for Election of Officers

- (1) During the first meeting of the new school year, the Executive Board shall nominate and elect new officers. The first order of business shall be the induction of the incoming Board President and 1<sup>st</sup> Vice President followed by the nomination and election of one of its members as 2<sup>nd</sup> Vice President. These officers shall have a term of office to continue for one year, or until his or her successor is elected. Unless otherwise determined, the year of office shall be effective July 1<sup>st</sup> through June 30<sup>th</sup>.
- (2) At the completion of each year, the 1<sup>st</sup> Vice President shall become the President for the following year, and the 2<sup>nd</sup> Vice President shall become the 1<sup>st</sup> Vice President, and a new 2<sup>nd</sup> Vice President shall be elected.
- (3) Unless otherwise determined by the Executive Board, if an officer steps down from the Executive Board during the school year, the vacated position shall be filled by the next lower

successive officer. A new election shall be held to nominate and elect a new 2<sup>nd</sup> Vice President to fill the vacancy. In such case, these officers shall serve the remainder of the current term plus their full term, unless otherwise determined by the Executive Board.

- (4) The election of new officers shall be conducted during an open noticed meeting. Nominations may be made by any current Executive Board member present. When all nominations have been recorded, the presiding president shall call for the vote. Each member district shall have one vote for each office being filled. Election shall be determined by a majority of a roll-call vote, as long as a quorum is reached (Article VII section E).
- (5) Only members of the Executive Board may be elected as officers. No member shall hold more than one office at a time.
- (6) Officers may be removed from office at the pleasure of the Executive Board with a majority vote of a quorum (Article VII.E) when previous notice has been given.

#### D. Duties of the President

- (1) The President shall preside at all board meetings of the Executive Board
- (2) The President shall conduct meetings in compliance with the Brown Act and follow basic parliamentary procedures (see Article XIII).
- (3) The President shall work with the Project Director and Executive Board members to set the agenda for each board meeting.
- (4) The President, in alignment with the Executive Board, shall work with the Project Director to prioritize Consortium projects and reports, and provide overall direction for implementation of the 3-year and annual plans.

#### E. Professional Governance Standards

- (1) Board Members shall abide by the following standards of governance:
  - (a) Members shall develop and communicate a common vision that has as its primary focus learning and achievement for all students.
  - (b) Members shall operate openly, with trust and integrity.
  - (c) Members shall govern in a dignified and professional manner, treating everyone with civility and respect, and shall understand the implications of demeanor and behavior.
  - (d) Members shall consider discussion and citizen comment at publicly held meetings when making policy decisions and shall make policy decisions keeping in mind the interests of all the Districts' students.
  - (e) Members shall maintain an ongoing awareness of issues, projects, activities, and trends that impact adult education and the Los Angeles Region.
  - (f) In order to maintain high ethical standards and help ensure that decisions are made in the best interest of the Consortium and the public, member representatives shall disclose any

related conflict of interest and, as necessary, shall abstain from participating in related decision-making.

- (g) Members shall operate in compliance with the Brown Act (GC 54950-54963) by:
- i. Providing for open and transparent public meetings when applicable
  - ii. Not engaging in serial meetings
  - iii. Providing opportunity for public comment
  - iv. Providing board documents for public inspection
  - v. Posting agendas in advance
  - vi. Having discussions aligned with the agenda
  - vii. Following closed session policies

## Article VII. Meetings

### A. Regular Meetings

- (1) The LARAEC Executive Board shall hold regular meetings at a time and on dates determined by the Board on or before the last meeting of each year.
- (2) Meeting dates and times are posted on the Consortium website, at each meeting location, and made available to the public in board packets. (Amended by Board November 15, 2023)
- (3) Meeting locations are posted on the Consortium website and made available to the public in the board packet. Meeting locations shall be open to the public and in compliance with the Brown Act and may include in-person and teleconferencing sites. A quorum of locations will be within the LARAEC region. Online access and remote public comment may also be provided to allow for increased public participation. (Amended by LARAEC Board November 15, 2023)
- (4) The LARAEC Executive Board may reschedule, delay or relocate scheduled meetings as necessary.
- (5) Board agendas, containing a brief general description of each item of business to be transacted or discussed at the meeting, are posted to the Consortium website, at the meeting location, and distributed to each member district for posting, at least 72 hours prior to the time of a Regular Meeting (in compliance with GC Section 54954 and 54956).
- (6) All meetings shall operate in compliance with the Brown Act (GC 54954) and include an opportunity for public comment.
- (7) Meeting minutes are made available in the following meeting's board packet and after official approval on the Consortium website.

## B. Special Meetings

- (1) Special meetings may be called by the President or by the majority of the Executive Board at a duly noticed board meeting. The purpose of the meetings shall be stated and specified in the agenda.
- (2) The agenda for a special meeting shall be posted at least 24 hours prior to the meeting.
- (3) No other business, other than noted in the posted agenda, should be considered during the special meeting (in accordance with GC 54956).

## C. Emergency Meeting

- (1) Emergency meetings may be called in compliance with GC 54956.5.

## D. Closed Session

- (1) The LARAEC Executive Board may hold a closed session in compliance with GC 54956. These meetings shall be noticed, agendized, and conducted in compliance with the Brown Act.
- (2) Although these items are not typically under the purview of the LARAEC Executive Board, closed sessions are only permitted for the specific purposes listed below:
  - (a) To instruct negotiators on real property transactions
  - (b) To instruct labor negotiators
  - (c) To discuss "pending litigation" with agency attorneys
  - (d) To consider the appointment, employment, evaluation, discipline, or dismissal of a public employee. (Not general staffing)
  - (e) Employee complaints or charges
  - (f) Meetings regarding threats to security of public buildings or essential public services
  - (g) Student matters such as discipline or records challenges

## E. Quorum

- (1) Three Executive Board members shall constitute a quorum for the transaction of business. If a quorum is not present within 20 minutes of the posted start time, those present may adjourn the meeting to a specified time.
- (2) To pass a motion, a simple majority of the Executive Board members present is required. (See Article V.B.5 for voting)
- (3) If a quorum is established, and no consensus is reached, and a 2-2 tie is recorded for a vote, then the item shall be deferred to another meeting.

## F. Public Participation

- (1) Except as specifically exempted by law, all meetings of the LARAEC Executive Board shall be open and public. Unless otherwise protected by applicable law, all LARAEC Executive Board records shall be open to public inspection. (GC 54950-54963)
- (2) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the LARAEC Executive Board on any item of interest to the public, before or during the legislative body's consideration of the item at the time specified and agendized for public comment, unless otherwise determined by the Executive Board. Those interested in offering a public comment shall check in with staff at the meeting prior to the public comment section. There are no sign-ups in advance of the meeting. Speakers shall be taken on a first-come first-serve basis when doors open, with a maximum of 20 speakers.
- (3) Unless otherwise determined by the Executive Board, the following agreements pertain to speakers. Speakers shall be given no more than 3 minutes to address the Board. An additional 3 minutes may be provided when translation is required or an accommodation is necessary. Speakers shall be given a single appearance at any given meeting.
- (4) With regard to public comments, LARAEC Executive Board members may take no action and no discussion shall be undertaken on any item not appearing on the posted agenda, except that Board Members may briefly respond to statements made or questions posed by persons exercising their public testimony rights.
- (5) Request for a disability related modification or reasonable accommodation shall be made at least 24 hours in advance by calling the LARAEC office.
- (6) Request for translation should be made at least 48 hours in advance by calling the LARAEC office.
- (7) The LARAEC Executive Board may schedule a Board workshop as part of a regular or special meeting. The Board President may allow for expanded participation by the public and other stakeholders. Participation details shall be provided at the start of the workshop.
- (8) Board meeting materials distributed to the LARAEC Executive Board are available for public inspection during the meeting and within 5 working days after the meeting on the consortium website. (Amended by LARAEC Board November 15, 2023)
- (9) The LARAEC Executive Board agenda is posted at least 72 hours in advance as addressed in Article VII.A(5) and in compliance with the Brown Act (GC 54954 and 59456).

## Article VIII. Project Director and Staff

## A. Consortium-Level Staff

- (1) The Consortium can allocate Consortium funds to provide support staff, however a member district must serve as the employer of record. Consortium staff shall officially work for the employer of record. When new positions are added, the LARAEC Executive Board shall stipulate the district employer of record, reporting structure, and evaluation protocol. The LARAEC Board will ensure that all actions align with employer-of-record collective bargaining agreements and California Education Code. (Amended by LARAEC Board November 15, 2023)
- (2) Support staff shall follow working procedures, policies, calendar, and contract of the employer district of record.
- (3) Job descriptions of support staff shall be approved by the LARAEC Executive Board.
- (4) Although Consortium staff are employees of the employer of record and follow the evaluation and reporting lines of said district, the LARAEC Executive Board may provide recommendations and considerations to the member district Board representative regarding the employee, as long as such comments are made in compliance with the Brown Act (GC 54950-54963), including protecting employee privacy (GC 54954.5).
  - (a) Unless otherwise determined by the LARAEC Board, evaluative considerations about consortium-level LARAEC personnel (Classified and certificated staff), shall be directed to the Project Director or the designated employer-of-record supervisor (VIII.A(1)) All communications should be in compliance with Brown Act. The project director or designated supervisor shall be responsible for any evaluative actions, assistance, or guidance in compliance with employer-of-record protocols and practices. (Added by LARAEC Board November 15, 2023)
  - (b) Evaluative considerations related to the LARAEC Project Director can be addressed by the LARAEC Executive Board in compliance with the Brown Act and in consultation with the employer-of-record supervisor. The Executive Board may determine a schedule and protocol for evaluating or providing guidance for the Project Director. (Added by LARAEC Board November 15, 2023)
- (5) Adding or removing Consortium-level support staff or positions should be done in consultation with the LARAEC Executive Board. (Amended by LARAEC staff November 15, 2023)
  - (a) Classified Staff (Added by LARAEC Board November 15, 2023)
    - i. Classified positions are subject to the employer-of-record personnel commission procedures. Personnel may be placed/replaced/bumped based on seniority, classification/reclassification, and qualifications. The employer-of-record may not be able to place or retain a specific employee. The LARAEC project director will update the LARAEC Executive Board as soon as practicable with any upcoming or current changes to the LARAEC classified staff or positions.
    - ii. The LARAEC project director will work with the employer-of-record to fill LARAEC vacancies based on LARAEC approved job descriptions.
    - iii. If the Board elects to eliminate a LARAEC position or change the employer-of-record for a position, they must do so in consultation with the current

employer-of record, ensure adequate time for possible reassignment of the employee and job duties.

(b) Project Director and Certificated Staff (Added by LARAEC Board November 15, 2023)

- i. When a LARAEC Project Director or certificated staff position is vacant, the LARAEC executive board should discuss the hiring protocols that will be used to fill the position. These protocols should fall within the acceptable practices of the employer-of-record for that position.
- ii. As appropriate, LARAEC board members may participate in reviewing applications, selecting interview candidates, creating interview questions, participating on interview panels, and making recommendations for final candidate as allowable within the employer-of-record practices and labor bargaining agreements. All activities must comply with the Brown Act, including appropriate open and closed session topics and attention to rules related to quorum.
- iii. The LARAEC board and employer-of record should agree to the LARAEC job posting. All LARAEC member-districts should receive a copy and link to the job posting with adequate time to disseminate as appropriate in all member-districts.
- iv. If the Board elects to eliminate a LARAEC position or change the employer-of record for a position, they must do so in consultation with the current employer-of record, ensure adequate time for possible reassignment of the employee and job duties.

## B. Project Director

- (1) Coordinates the development, implementation, monitoring, and evaluation of LARAEC's 3-year plan and annual plans.
- (2) Coordinates the Consortium's activities and monitors data and outcomes related to the program's performance and efficiency.
- (3) Analyzes the region's gaps in adult education services as well as student needs, and recommends strategies to address gaps and appropriate responses to needs.
- (4) Synthesizes information regarding the fiscal, operational, and /or programmatic impact of proposed policy or legislative changes in relation to program, fiscal mandates, reports, and annual budget considerations for the Consortium.
- (5) Coordinates all member-districts' implementation of the strategies identified in the 3-Year and annual plans, and reviews, interprets, and prepares reports to state policies affecting the Consortium.
- (6) Coordinates the activities, projects, and deliverables of the Point Persons, working groups, and ad hoc committees.
- (7) Coordinates the Consortium's responses to the state CAEP office, Executive Board, working groups, and other stakeholder requests.

- (8) Coordinates the development and distribution of periodic performance reports and documents current trends and scope/quality of the programs provided by LARAEC.
- (9) Collaborates with member-districts and Point Persons in the implementation of evidence-based promising practices, activities, and programs, and their evaluation.
- (10) Plans and prepares concept papers and project proposals including those for grants and partnerships, by collaborating with a variety of entities.
- (11) Prepares press releases marketing materials for dissemination.
- (12) Represents LARAEC in presentations, meetings, public events, etc. as needed.
- (13) Schedules meetings, set agendas, provide minutes or meetings, and hire/supervise applicable staff to ensure timely completion of projects and activities.
- (14) Archives documents and work products.
- (15) Serves as the liaison between the Executive Board and state stakeholders.
- (16) Collaborates with Point Persons regarding Consortium activities.
- (17) Coordinates activities of the LARAEC Staff.
- (18) Facilitates the logistics of the Executive Board meetings.
- (19) Reports on all meetings, conferences, and workshops where the Project Director represents stakeholders.
- (20) Performs other duties as assigned.

### C. LARAEC Certificated Staff

- (1) Works under the direction of the LARAEC Project Director.
- (2) Facilitates services and support to ensure compliance with district, state, and federal guidelines, regulations and laws.
- (3) Develops, coordinates, and implements activities consistent with LARAEC's 3-year and annual plans.
- (4) Provide technical assistance to schools with the implementation of LARAEC's 3-year and annual plan strategies, activities, workgroups, and programs.
- (5) Reviews and monitors activities, new programs, and strategies implementation reports.
- (6) Works with administrators, teachers, students, parents, and the community to increase awareness of adult education programs.
- (7) Assists schools and workgroups with preparation of program parameters and reports.
- (8) Monitors workgroup program goals, enrollment objectives, program growth, and collection of data.



- (9) Assists with the preparation and response to state and Consortium requests for information and/or audits.
- (10) Performs other duties as assigned.

#### D. Fiscal Analyst

- (1) Monitors compliance with the member districts' expenditures in alignment with LARAEC's 3-year and annual plan.
- (2) Assists with the preparation and monitoring of multiple CAEP budgets.
- (3) Facilitates services and support to ensure compliance with district, state and federal guidelines, regulations, and laws.
- (4) Assists with the preparation and response to state and Consortium requests for information and/or audits.
- (5) Performs other duties as assigned.

#### E. Secretary

- (1) Assists in planning and organizing LARAEC meetings.
- (2) Assists in organizing and maintaining LARAEC related records, databases, and files.
- (3) Interfaces with visitors, answers phones, and replies to information inquiries.
- (4) Assists in planning the annual LARAEC conference.
- (5) Sets up conference and teleconferencing calls, and online meetings.
- (6) Performs other duties as assigned.

## Article IX. Point Persons

#### A. Roles and Responsibilities

- (1) Operationalizes the LARAEC plan at their respective local district sites.
- (2) Addresses local barriers related to policy, procedures, and students.
- (3) Identifies support needs of respective districts. Works with LARAEC Staff and individual district leadership to address those needs.
- (4) Works with the appropriate stakeholders from their organization to inform CAEP implementation.
- (5) Provides the perspective of their organization during Consortium activities.

- (6) In combination with their Executive Board member, supports the work of the various LARAEC working groups and members from their respective organizations.
- (7) In conjunction with Staff:
  - (a) Develop annual surveys as described in the 3-year and annual plans.
  - (b) Provide communication and clarification to respective school-level staff and administrators regarding Consortium activities.
  - (c) Contribute to a coordinated calendar for working groups and professional development.

## B. Selection of Point Persons

- (1) Each district may select one staff member to serve as their district Point Person.
  - (a) Each LARAEC Executive Board member shall officially designate their district point person by sending a written notification to the LARAEC Project Director stating the effective date of the change.
- (2) Appointment of a Point Person does not require district Board action or LARAEC Executive Board action.

## C. Meetings

- (1) Point Persons meet regularly or as needed.
- (2) These meetings are meant to provide an opportunity for LARAEC Staff and key staff from each district to coordinate activities and provide district perspective related to Consortium activities.
- (3) These meetings are to facilitate the implementation of projects and work approved by the LARAEC Executive Board and outlined in the 3-year and annual plans.
- (4) To maintain “staff” standing and comply with the Brown Act, Point Persons:
  - (a) Should participate in an advisory capacity to their respective Executive Board Member, the LARAEC Project Director, and not the Board as a whole.
  - (b) Shall not provide views of members of the Executive Board or reconcile views of various Board members, as this may constitute an action outside a meeting (GC 54952.2(b)).
  - (c) May work together with LARAEC staff to carry out the work of the 3-year and annual plans, but do not represent or communicate the views of their Executive Board Member.

## Article X. Working Groups

### A. Description

Working groups are based on the 3-year and annual plan. They may vary from year to year based on the plans. Working groups include all forms of groups made up of staff and faculty from various districts. These groups may be titled Action Planning Team (ATP), Subject-matter Expert (SME), Workgroup, Collaborative, Conference Committee, or other multi-district groups.

### B. Responsibilities

- (1) Provide expertise and participate in site-level level coordination and activities to forward implementation of the 3-year and annual plans in their respective districts.
- (2) Understand the 3-year and annual plans to participate in a targeted approach to meeting goals outlined.
- (3) Provide a forum for working out the specifics of implementing activities in the 3-year and annual plans.
- (4) Identify barriers to implementation in each district and work collaboratively to provide solutions to district challenges.
- (5) Carry out inter-districts and LARAEC-wide activities outlined in the 3-year and annual plan.
- (6) Network with other schools and districts to share best practices, expand opportunities for transitioning students, provide inter-district professional development consistent with LARAEC plans, identify community resources that support instruction, and strengthen inter-district collaboration.
- (7) Present at LARAEC conference.
- (8) Share information with the stakeholders in respective member districts with the intent of causing action at the school site-level.
- (9) Adopt and conduct meetings from group norms (see Article X.E.8).
- (10) These groups do not set policy for the member districts, they rather discuss plans that can be taken back to respective school sites for individualized implementation.

### C. Selection of Members

- (1) At the beginning of each school year or as practicable, the Point Persons and/or Executive Board Member shall provide the LARAEC Project Director a list of members for each working group. These district staff members shall be invited to the working group meetings and be included in working group communications.
- (2) Unless otherwise determined, each member district may include up to 4 staff members per working group, or up to the number of main school locations (whichever is higher). Districts

may choose to have fewer or none. The intent is to maximize implementation of the plan and engagement at individual school sites.

- (3) Based on activities and projects, the LARAEC Project Director or the Executive Board may include additional members to working groups, including, but not limited to, Consortium-level staff, community partner representatives, or designated facilitators.
- (4) District participation in individual working groups is at the discretion of each member district's leadership. Some working groups may not have members from all districts.
- (5) Unless otherwise stated by the member district, the term of service shall be one school year.
- (6) Working group members may serve multiple terms and in multiple groups at the discretion of their district.
- (7) Each year the member districts shall provide an official list of their working group representatives to LARAEC Staff.
- (8) Working group members may be changed at any time at the discretion of their district. In the event a working group member leaves mid-year, the Point Person and Executive Board Member from that district have an option to amend their representative list and submit to LARAEC Staff.
- (9) Working groups do not have the ability to add or remove members. All official members should be included in communications and invitations.
- (10) Summary notes from working groups shall be available to all member districts regardless of participation.

#### D. Group Co-Chairpersons

- (1) Selection of Co-Chairpersons
  - (a) At the initial meeting of the working group (first meeting after July 1<sup>st</sup>), the group members shall select 2 group co-chair persons.
  - (b) Unless otherwise determined by the working group and for purposes of equity, each co-chair should be from a different member district. If voting is needed, then each district has one vote.
  - (c) The term of service shall be one school year or until another co-chair is selected.
  - (d) Co-chairs can be selected by the group for more than one term, but may serve no more than two consecutive school years.
  - (e) If a co-chair leaves the group mid-year, a new co-chair may be selected to complete the term. In such case, this co-chair shall serve the remainder of the current term plus be eligible for their full term, if elected by the working group, unless determined otherwise by the Executive Board.
- (2) General Duties of the co-chairs

- (a) Work together to facilitate the group.
  - (b) Provide general coordination of working group.
  - (c) Solicit topics and create the agenda.
  - (d) Provide agendas, summary minutes, schedule, progress, deliverables, and initiatives to staff for sharing with the greater community.
  - (e) Keep groups on track with activities aligned with the 3-year and annual plans.
  - (f) Prepare materials, reports, and presentations to the Board as requested.
  - (g) Maintain rules of order and norms during meetings and in communications.
  - (h) Facilitate communication and action between in-person meetings.
  - (i) Coordinate with LARAEC Staff.
  - (j) Send action plan reminders between meetings.
- (3) Other Group Officers
- (a) Working groups may choose to create additional officers to assist with management of the group.
  - (b) Efforts should be made to ensure all districts are fairly represented.
  - (c) Other officers may include: secretary, time keeper, parliamentarian, inclusion facilitator, reporter/speaker, communication, media, etc.

## E. Meetings

- (1) Unless otherwise determined, working groups shall work within meeting and calendar parameters provided by the LARAEC Project Director. (GC 54952(b))
- (2) Consensus is the preferred method of decision-making. Lacking consensus, each district shall have one vote. It is the intent to provide equity of voice to each member district.
  - (a) Each district shall have one vote in groups where they have established official members.
  - (b) If voting is required, and all districts with members are represented, then a vote can be taken. If not all districts with members are present, then the vote shall be tabled to another meeting. All group members shall be notified of the pending vote.
  - (c) The majority vote is accepted.
  - (d) In the event of a tie, both ideas can be adopted or guidance can be requested from staff.
- (3) It is the Intent of working groups to forward initiatives through collaboration, problem solving and networking. Each district retains the right to implement based on the needs and barriers in their respective districts.

- (4) LARAEC staff will provide support and appropriate professional development to working group members.
- (5) It is the intent of the working groups to put ideas to action, and as such, communications, networking beyond in-person meetings, sharing actions and implementation, working with school-based administrators and faculty, are vital to the work of the working groups.
- (6) If any conflict or concern arises that impedes the work of the working group, any workgroup member may voice concerns to a LARAEC Staff members. Staff shall direct concerns to appropriate parties.
- (7) Unless otherwise determined, any compensation or release time granted to working group members is at the discretion of their individual district and shall be paid at a rate determined by the district and their respective bargaining units. The LARAEC Staff shall provide sign in sheets for meetings at the request of districts. Accuracy of the sign-in sheets is the responsibility of the workgroup members.
- (8) Working groups shall establish norms of collaborative behavior.

#### F. Temporary Working Groups

- (1) Temporary working groups may be established by the Project Director to assist with fulfillment of activities outlined in the 3-year and annual plans, or Executive Board directives.
- (2) The temporary working groups are designed to fulfill on short-term projects or work that lies outside of established working groups. It is the intent to have these groups assemble to complete a specific task, then dissolve.
- (3) The Project Director shall work with the Point Persons to identify staff members from their respective districts to participate in a temporary working group. Efforts shall be made to provide equity of voice to all member districts involved.
- (4) The Project Director shall specify to the Point Persons, the nature of the temporary working group, the number of expected meeting hours, group structure, and scope of work.
- (5) Temporary working groups may have a unique structure from the regular working groups outlined in Article X.A-D. Based on the tasks at hand, a scope of work and group structure shall be provided by the Project Director.
- (6) Each district reserves the right to determine their level of participation in the temporary working groups.
- (7) Unless otherwise determined, any compensation or release time granted to temporary working group members is at the discretion of their individual district and shall be paid at a rate determined by the district and their respective bargaining units.

## Article XI. AD HOC and Special Committees

- A. Special and Ad Hoc committees may be created with Executive Board approval in accordance with the Brown Act.
- B. When creating a committee, the Executive Board shall clarify:
  - (1) The specific inquiry, investigation, study, or task which shall be undertaken for the purpose of presenting communications, recommendations or reports to the Board.
  - (2) The specific deliverable(s) requested or expected.
  - (3) The time frame for the deliverables, committee meetings, and presentation of findings.
  - (4) The method to which the members of the committee shall be selected and represent the interests of all member districts.
  - (5) The number of committee members.
  - (6) The specifics on who shall chair and co-chair this committee.
  - (7) The method for establishing consensus or agreement, including the communication of dissenting opinions.
- C. Unless otherwise determined, ad hoc committees that contain non-Board members, or a quorum of Board members, are subject to the Brown Act and must comply with open and transparent meeting provisions.
- D. Unless otherwise noted, committee members shall be compensated as determined by the individual member district to which they are employed.
- E. The Board shall determine, based on the content and nature of the committee, if the committee falls under the Brown Act and must comply with open and transparent meeting provisions.

## Article XII. LARAEC Budget

- A. Each individual member district is directly funded from the state based on the annual LARAEC Board approved California Fiscal Administration Declaration (CFAD). Any changes to the CFAD allocation must align with laws and regulations of the State of California and EC 84900-84920. In accordance with state guidelines, cost-of-living adjustments (COLA) allocated to the consortium are considered part of base allocation for each member and are distributed proportionally. (Amended by LARAEC Board November 15, 2023)

- B. The LARAEC office operational budget shall be included in the CFAD allocation for the district-of-record. This budget includes the LARAEC Project Director and staff members outlined in Article VIII, office operating expenses, as well as funding for Consortium-related activities.
- C. Any member district may become the district-of-record for specific allocations or Consortium employees, pursuant to Board action.
- D. Districts-of-record for Consortium employees shall follow the guidelines stipulated in Article VIII.A.
- E. The Los Angeles Unified School District is currently the district-of-record for the LARAEC office operational budget and LARAEC staff.
- F. Unless otherwise determined by the board, to comply with the Adult Education Program Fiscal Management Guide, out-of-state travel requests shall be submitted to the consortium prior to travel dates with approval from the member-district's Executive Board Member. These requests will be approved at the next Executive Board Meeting. If the next held board meeting is beyond the reasonable due date for booking travel and registration, then the consortium Project Director can determine that the request is a reasonable and justifiable expense that aligns with CAEP program goals and approve the expenditure. This request and approval will then be brought the next Executive Board meeting for ratification. (Added by LARAEC Board December 14, 2022. "Reasonable and justifiable" are defined in the Adult Education Program Fiscal Management Guide)
- G. With respect to EC84901, the LARAEC Executive Board will annually review member-district carryover funds and determine if an excessive carryover threshold needs to be implemented. The carryover threshold is included as part of the annual CFAD approval process and the current status is indicated in NOVA. If determined that an excessive carryover threshold should be implemented, LARAEC member districts have two years to meet the threshold, or the member-district may have all or part of the carryover amount redistributed to other member-districts. In alignment with EC84901, reductions based on carryover do not change base allocations for the following year. If the consortium implements an excessive carryover target, the LARAEC board will need to determine what percentage of the carryover will be reallocated and how the consortium will reallocate the carryover to meet the needs of students in the region. (Added by LARAEC Board November 15, 2023)

## Article XIII. Parliamentary Authority

The LARAEC Executive Board complies with Brown Act (GC 54950-63) and follows basic parliamentary procedures, including making a motion, 2<sup>nd</sup>, discussion, and voting. Any rules of order and procedures specified in these bylaws shall be followed until amended (See Article XIV) or new rules are adopted. Furthermore the LARAEC Executive Board is bound by the Brown Act, and policies set forth in AB 104 legislation, California Education Code, California Government Code, and local control guidelines and ratifications of individual member-districts. In the event of a discussion on points of order which are unresolved in these bylaws, the Executive Board shall resolve issues by consensus or majority agreement.



## Article XIV. Amendments

These bylaws may be amended at any time and will be revisited annually. Proposed amendments shall be noticed in an Executive Board Meeting agenda and posted in compliance with the Brown Act. Amendments can be made at regular or special open meetings. Amendments shall be passed with a majority vote, as long as a quorum is reached (Article VII.E). Amendments shall be noted in this document by a date following the amendment.

November 15, 2019: LARAEC Bylaws adopted by the LARAEC Executive Board

September 20, 2019: First draft was presented to LARAEC Board. Article X was approved as amended, pending full bylaw approval, in order to initiate working group activities in the interim.

August 16, 2019: A LARAEC Board workshop was facilitated by the state CAEP Office to discuss *Governance, Roles, and Responsibilities of the LARAEC Office, Point Persons, Action Planning Teams, and Executive Board*. In collaboration with the state CAEP office, the Executive Board requested staff create draft bylaws.

November 2, 2018: LARAEC Board Special Meeting- Workshop was called to present *Consortium Governance Research* completed by LARAEC staff followed by a group discussion.

December 14, 2022: LARAEC Board amended Article XII to add section F.

November 15, 2023: LARAEC Board amended Article VIII.A.(1), VIII.A.(4), VIII.A.(5) to expand the language related to consortium-level staff. The LARAEC Board amended section VII.A.(2) and VII.A.(3) to update teleconferencing practices. The LARAEC Board amended section VII.F to update the consortium website and line formatting. The LARAEC Board amended section XII.A to address the distribution of state allocations for cost-of-living adjustments (COLA). The LARAEC Board amended section XII.G. to include new legislation related to budget carryovers.

## References

### Note:

Government Code 54959: Any Board member who attends a meeting where action is taken in violation of the Brown Act, and where the member intends to deprive the public of information which the member knows or has reason to know the public is entitled, is guilty of a misdemeanor.

### Legislative

California Education Code addressing the Adult Education Program

[http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=50.&chapter=5.&article=9](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=50.&chapter=5.&article=9).

### Brown Act

California Government Code addressing the Brown Act

[http://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=)

Office of the Attorney General, The Brown Act: Open Meetings for Local Legislative Bodies 2003 (still source document) <https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>

Guide to the Brown Act by the League of California Cities. [https://www.cacities.org/Member-Engagement/Professional-Departments/City-Attorneys-Department/Publications/Open-Public-IV\\_-A-Guide-to-the-Ralph-M-Brown-Act-\(.aspx](https://www.cacities.org/Member-Engagement/Professional-Departments/City-Attorneys-Department/Publications/Open-Public-IV_-A-Guide-to-the-Ralph-M-Brown-Act-(.aspx)

Brown Act Summary provided by law firm that works with many schools, charters, and districts in California. [http://www.lozanosmith.com/docs/resources/Brown\\_Act\\_Summary.pdf](http://www.lozanosmith.com/docs/resources/Brown_Act_Summary.pdf)

Summary of Major Provisions and Requirements of the Brown Act by BBK Attorney At Law (Used as a reference document by the CAEP TAP office) <https://www.bbklaw.com/BBK/media/Library/pdf/Major-Provisions-and-Requirements-of-the-Brown-Act.pdf>

Los Angeles Office of the City Attorney – Standing and Ad Hoc Committees under the Brown Act <https://empowerla.org/wp-content/uploads/2012/04/Brown-Act-Standing-and-Ad-Hoc-Committee.pdf>

AEBG alignment with the Brown Act <https://caladulted.org/DownloadFile/177>

Orange County Department of Education – Brown Act, California’s Open Meeting Law  
<https://ocde.us/LegalServices/Documents/The-Brown-Act-California%27s-Open-Meeting-Law-January-2018.pdf>