

BYLAWS AND OPERATIONAL GUIDELINES

First Amendment April 25, 2017
Second Amendment April 18, 2018
Third Amendment March 10, 2021

SECTION I – NAME AND LOCATION

The name of the consortium is East Region Adult Education (hereinafter known as “ERAE”). ERAE is comprised of Grossmont Adult Education, a division of Grossmont Union High School District (hereinafter known as “GUHSD”), Mountain Empire Alternative Education, a division of Mountain Empire Unified School District (hereinafter known as “MEUSD”), and the Grossmont-Cuyamaca Community College District (hereinafter known as “GCCCD”) adult education program.

SECTION II – PURPOSE

ERAE envisions a responsive and comprehensive educational system that supports a thriving social and economic community in East San Diego County by providing adults with universal access to education through relevant, targeted learning opportunities and pathways for accelerated and successful transition into the workforce or college.

SECTION III – GOVERNING BOARD MEMBERS

The ERAE Governing Board shall consist of at least six (6) members:

Appointed by Grossmont Union High School District

- Superintendent
- Assistant Superintendent Educational Services

Appointed by Grossmont Cuyamaca Community College District

- Chancellor
- As designated by the Chancellor

Appointed by Mountain Empire Unified School District

- Superintendent

Appointed by ERAE Governing Board

- Community member

SECTION IV – TERMS OF OFFICE

The members of the ERAE Governing Board shall continue as members of the Governing Board as long as they hold their respective positions with the District. Upon ceasing to hold such a position with the District the person who held that position shall cease to be a member of the Governing Board. The Governing Board may appoint a person to serve as an interim

Board Member until a successor is appointed to the stated position with the District.

Upon being appointed to and assuming one of the positions with the District, that person shall automatically become a member of the Governing Board.

The appointed community member shall serve at the discretion of the ERAE Governing Board.

SECTION V – GOVERNING BOARD OFFICERS

Officers. The officers of the Governing Board shall be a President and a Vice President. The President shall chair the Board meetings. The Vice President shall act as President only when the President is absent.

Election and Terms. The President and Vice President must be members of the Board, and shall be elected by a majority of the Board at the organizational meeting as needed. The President and Vice President shall serve two-year terms. A Recording Secretary shall be appointed by the Board and need not be a member of the Board.

Duties of the President.

The duties of the President are to preside at meetings of the ERAE Governing Board.

Duties of the Vice President.

The duties of the Vice President are to preside at meetings of the ERAE Governing Board in the absence of the President.

SECTION VI– GOVERNING BOARD RESPONSIBILITIES

The ERAE Governing Board shall be responsible for the following activities in furtherance of its purpose:

- Establish the Consortium’s strategic agenda including objectives and annual plans.
- Set priorities for the operating budget and financial plan of the Consortium, and review quarterly, year-end and annual audit reports.
- Prioritize and direct resources toward serving the unmet needs of the community.
- Evaluate the annual performance measures and student data.
- Appoint committees as necessary and prescribe roles and duties for them.
- Select and remove officers of the Consortium and prescribe powers and duties for them.

SECTION VII – GOVERNING BOARD MEETINGS

Regular Meetings. The Governing Board Members shall hold at least four regular meetings each year, on dates to be determined by the Governing Board at its organizational meeting. The dates upon which and the hour and place at which, each such regular meeting shall be held by the Committee and posted on the ERAE website. Cancellation and new date will be posted on the ERAE website.

To the extent permitted by the Ralph M. Brown Act (“Brown Act”), such meetings may be held by teleconference.

Notice. All meetings of the Governing Board shall be called, noticed, held, and conducted subject to the provisions of the Brown Act.

Minutes. Each Governing Board meeting shall cause minutes to be kept and shall, as soon as possible after each meeting, cause a copy of the adopted minutes to be forwarded to District staff for posting on the ERAE website.

Quorum. A majority of the Board members shall constitute a quorum for the transaction of business, except that less than a quorum may convene from time to time.

Voting. Each Board member shall be entitled to one vote. No action shall be taken by the Board except upon the affirmative vote of the majority of those Board members present and voting.

Attendance. Regular attendance by Board members is crucial to effective operation of the Consortium and timely implementation of resolutions. There is no distinction between excused and non-excused absences.

SECTION VIII – AMENDMENTS AND SUPPLEMENTAL

These Bylaws and Operational Guidelines may be amended, changed, added to, or repealed by the Governing Board as deemed necessary. Additional or supplemental operational guidelines or procedures may be adopted by the Board by a majority vote of all the members of the Consortium, providing such additional or supplemental operational guidelines or procedures are not in conflict with these Bylaws

and Operational Guidelines, any Resolution or Ordinance of the Governing Board, or any state law, including but not limited to the provisions of the Brown Act and the California Education Code.

SECTION IX – OPERATIONAL GUIDELINES

Parliamentary Authority. The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable Board members to efficiently present and consider issues and carry out the will of the majority. The Board president will be guided, but not bound, by Robert's Rules of Order and generally accepted parliamentary procedures.

Compensation. Members of the Governing Board shall serve without compensation, but shall be entitled to reimbursement for actual and necessary expenses incurred in the conduct of the Consortium's business.

Conflict of Interest. Except as provided in Education Code Sections 72678 and 72679, no member of the Governing Board shall be financially interested in any contract or other transaction entered into by the Board, and any contract or transaction entered into in violation of this restriction is void. No member of the Governing Board may utilize information, not a matter of public record, obtained by reason of Board membership for personal gain, and the Board may recover any such gain realized.

Exhibits/Handouts. Any exhibits or handouts to be included in the agenda packet should be given to the Recording Secretary at least 72 hours in advance of the meeting.

Election Protocol. The President and Vice President must be members of the Consortium, and shall be elected by a majority of the Board at the organizational meeting as needed. The President and Vice President shall serve the lesser of their two-year term, or the balance of their appointments.

Proxy Voting. No proxy voting shall be allowed.