

BYLAWS OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

ROLE OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Purpose, Powers, Duties

The Shasta County Committee on School District Organization shall conduct hearings on petitions to reorganize school districts and shall either approve, disapprove or make recommendations to the State Board of Education as appropriate regarding such petitions. The Committee shall formulate plans and recommendations for the organization or reorganization of school districts in the county or any portion thereof including, if appropriate, a portion of one or more adjacent counties. The Committee exists under the authority of the California Constitution and acts of the legislature of the State of California and the regulations of the California State Board of Education. E.C. 35700 et seq. E.C. 35720 et seq.

ORGANIZATION

Membership - Terms of Office

The Shasta County Board of Education will sit as the County Committee.

Term of Membership

The term of each member of the Committee will run concurrent with their seat on the Shasta County Board of Education.

Vacancies in Membership

Vacancies will be filled concurrent with the process for filling the Board seat.

Compensation

The members of the County Committee shall serve without compensation. However, they shall receive reimbursement for any actual and necessary travel expenses incurred in the performance of their duties. Committee members shall be reimbursed for traveling expenses incurred when so authorized in advance by the Committee. (Education Code 35044)

The rate of reimbursement shall be the same rate specified for County Office personnel.

Reference: E.C. 4000 et seq.

Officers and Auxiliary Personnel

At the first meeting of each calendar year, the committee shall organize by electing one member Chairperson and one member Vice Chairperson.

Vacancies in Office

If the office of Chairperson is vacated for any reason, the Vice-Chairperson shall become Chairperson for the remainder of the year, and the office of Vice-

Chairperson shall be vacated. If the office of Vice-Chairperson is vacated for any reason, the vacancy shall be filled by appointment by the majority of the Committee, if it desires to do so, and the appointee shall hold office for the remainder of the year. If the offices of Chairperson and Vice-Chairperson are vacated at the same time for any reason, the vacancies shall be filled by appointment by the majority of the Committee for the remainder of the year.

Secretary

The county superintendent of schools shall serve as secretary to the County Committee on School District Organization.

Attorney

The County Committee may seek legal counsel as necessary to fulfill their responsibilities. E.C. 4011 Legal Services

Temporary Special Committees

The Chairperson may appoint such temporary and special committees as deemed necessary or advisable and the Chairperson shall be, ex officio, a member of each committee. The duties of the special committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Travel Reimbursement

1. Forms. All expenses will be recorded on the Monthly Expense Claim for Shasta County Board Members

Means of Travel/Travel Reimbursement

1. Privately Owned Automobiles. Mileage is allowed at the current legal rate.
2. Compensation and Expense Claims. Actual and necessary travel expenses incurred as a result of official School District Organization Committee activity shall be allowed.
3. Allowance for Meals. The rate of reimbursement shall be the same rate specified for County Office personnel

Liability Insurance

Education Code 35208 requires Governing Committees to insure the County Office's liability for death, personal injury or damage/loss of property, and insure the personal liability of Committee members, district officers and employees for death, personal injury or damage/loss of property caused by the negligent act or omission of the Committee member, officer or employee. E.C. 35208
E.C. 35214

MEETINGS

Meetings of the County Committee may be called by the Chairperson or by a quorum of the committee. A majority of the members of the County Committee shall constitute a quorum. *E.C. 4013*

Quorum

A majority (4) of the number of filled positions (7) on the County Committee constitutes a quorum.

Motion Carried

If a quorum is duly assembled, affirmative votes by a majority of the Committee members present are required to approve any action item under consideration unless otherwise provided by law.

Abstentions

Abstentions shall be counted in determining the needed majority, but they shall not count as either an affirmative or a negative vote. The affirmative vote of the majority rule prevails in all cases.

Construction of Agenda

The County Committee Chairperson and the County Superintendent, as secretary to the County Committee, shall work together to develop the agenda for each regular and special meeting. Any committee member may call the Superintendent and request an item to be placed on the agenda.

Posting of Agenda

At least 72 hours prior to the time of the regular meeting, the items to be included on the agenda will be posted in a place readily available to the public. Items to be included on the agenda of a public hearing shall be posted at least 10 days prior to the time of the public hearing.

Reference: *E.C. 35705 (Government Code 54954.2[a])*

County Committee meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the County Committee on any agenda item before or during the County Committee's consideration of the item.

MEETING CONDUCT

All Shasta County Committee meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all County Committee members and to other persons upon request.

The County Committee Chairperson shall conduct County Committee meetings in accordance with County Committee Bylaws and procedures that enable the County Committee to efficiently consider issues and carry out the will of the majority.

Individuals/Groups Addressing the Committee

Provisions for permitting an individual or group to address the Committee concerning any subject that lies within its jurisdiction shall be as follows:

1. A person wishing to be heard by the County Committee shall first be recognized by the chairperson and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the County Committee on each agenda or nonagenda item. The County Committee shall limit the total time for public input on each item to 20 minutes. With County Committee consent, the chairperson may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The chairperson may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

2. The County Committee chairperson may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the chairperson may indicate the time and place when it should be presented.

The County Committee shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. (Government Code 54954.3) In addition, the County Committee may not prohibit public criticism of County Office employees.

3. The County Committee chairperson shall not permit any disturbance or willful interruption of County Committee meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the County Committee. The County Committee may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the County Committee. When the room is ordered cleared due to a disturbance, further County Committee proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

Parliamentary Procedure

Robert's Rules of Order shall govern the parliamentary procedure when procedures are questioned; otherwise, an informal, expedient procedure will be followed. Reference: *Robert's Rules of Order*

Actions by the Committee

No action shall be taken except in a regular meeting of the Committee.

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, or as specifically authorized by law.

All actions taken by the Committee shall be clearly identified in the minutes of the Committee meeting.

Minutes

The County Superintendent or designee, acting as secretary to the County Committee, shall keep minutes of all meetings of the Committee. Copies of the proceedings shall be made for distribution to the Committee members with the agenda for the next regular meeting. The official minutes of the Committee meetings shall be kept in a reasonably secure place.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes will be recorded only if the action was not unanimous or if required by any Committee Member.

Adopted: July 13, 2011 Redding, California