

## **BYLAWS OF THE LAKE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION**

### **ROLE OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION**

#### ***Purpose, Powers, Duties***

The Lake 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 or County Board of Education as appropriate regarding such petitions; and 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.

Reference: *E.C. 35700 et seq.*  
*E.C. 35720 et seq.*

### **ORGANIZATION**

#### ***Membership - Terms of Office***

The Lake County Board of Education serves as the County Committee on School District Organization.

No county superintendent of schools, an employee of the office of the county superintendent of schools, employee of a school district, or employee of a community college district may be a member of the county committee.

#### ***Term of Membership***

The term of each member of the Committee shall begin upon election to the County Board of Education or upon appointment, as appropriate, and shall be for four years.

#### ***Vacancies in Membership***

Vacancies created by the expiration of the term of office of a member or by the early resignation of a member shall be filled by appointment or election according to the Bylaws of the County Board of Education.

#### ***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. These travel expenses shall be paid out of the County School Service Fund.

### *Officers and Auxiliary Personnel*

The Chairperson and Vice Chairperson shall act as the President and Vice President of Committee on School Organization

### *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. If the office of Vice-Chairperson is vacated for any reason, the vacancy shall be filled by appointment by the Board of Education

### *Secretary*

The county superintendent of schools shall serve as secretary to the Committee.

### *Attorney*

The office of the County Counsel shall provide legal services for the County Committee, except that other counsel may be employed as needed.  
Reference: 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*

All expenses will be recorded on the Lake County Travel Expense Claim form.  
Claims may be submitted at any time.

### *Liability Insurance*

Liability coverage shall be provided to protect against personal liability of the members of the Committee while acting in the scope of office as required by law.

Reference: E.C. 35208  
E.G. 35214

## MEETINGS

Meetings of the County Committee may be called by the Superintendent, Chairperson or by a quorum of the committee.

Reference: E.C. 4013

### *Quorum*

A majority of the members of the County Committee shall constitute a quorum.

Reference: E.G. 4014

### *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 superintendent, as secretary to the County Committee, shall prepare an agenda for each 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 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])

## MEETING CONDUCT

Meetings of the County Committee shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Committee.

All Committee meetings shall commence at the stated time and shall be guided by an agenda that will have been prepared and delivered in advance to all committee members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the Committee (1) to consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) to receive, consider, and take any needed action with respect to the organization of school districts.

### *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. During a hearing, the Committee will receive oral and/or written arguments regarding the subject under consideration.
2. The Committee will not entertain a repetition of arguments previously presented by the same or another speaker. However, the Committee will consider new facts relating to arguments previously submitted.
3. The Committee Chairperson will, at the appropriate time, call upon the members of the audience who have submitted a "Request To Speak" form. These forms are available to all members of the audience.
4. The person addressing the Committee may be required to show a reasonable basis of interest in the subject of the hearing, such as being a legal resident of the school district(s) affected by the subject under discussion or being a representative of an organization having legitimate interest in the subject under discussion, or having other bona fide individual interest in the proceedings.
5. The person addressing the Committee shall state his/her name and place of residence.
6. The person speaking shall address all comments and questions to the Chairperson, not to individual committee members.
7. At the discretion of the Chairperson, time may be allotted to persons wishing to address the Committee; the Chairperson will endeavor to allot equal time to persons having opposing views.

8. Remarks or charges by any person addressing the Committee which reflect adversely upon the character or motives of any person are out of order.
9. Conduct by a participant declared out of order shall be grounds for termination of that person's privilege of addressing the Committee.

### *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*

### *Suspension of Bylaws*

Bylaws shall be subject to suspension for a specified purpose and limited time by vote of members of the Board.

Reference: *Robert's Rules of Order*

### *Actions by the Committee*

No action shall be taken except in a posted 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.

The Committee shall adopt resolutions when it is required by law or when the Committee intends to publish a status position of the Committee.

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

### *Minutes*

The county superintendent, as secretary to the 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 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 requested by any Committee member.

### *Maintaining the Minutes*

The Committee minutes shall be maintained as outlined below:

1. Content - Committee Procedure
  - a. The date, place, and type of each meeting or public hearing
  - b. Members present and members absent by name
  - c. Call to order and pledge of allegiance to the flag
  - f. Date and place of next meeting
  - g. Adjournment of the meeting
  
2. Content- County Committee Actions
  - a. Approval or amended approval of the minutes of preceding meetings
  - b. Information as to each subject of the Committee's deliberation
  - c. Information as to each subject including the roll call record of the vote on a motion if non-unanimous or by request
  - d. A record of all important correspondence
  - e. A record of the county superintendent's reports to the Committee
  - f. A record of all consultants' reports to the Committee

## CODE OF ETHICS

### *Committee Responsibility to the Community*

A County Committee member should honor the high responsibility which committee membership demands by:

- Thinking always in terms of "students first";
- Representing at all times the entire school community;
- Recognizing responsibility as a county official to seek the improvement of education throughout the county;
- Winning the community's confidence that all is being done in the best interest of schoolchildren.