

# **BYLAWS**

## **Los Angeles Orange County Regional Consortium (LAOCRC)**

### **ARTICLE 1. FISCAL AGENT**

#### **1.1 Selection of Fiscal Agent**

The fiscal agent shall be selected by simple majority vote of the member districts of the LAOCRC. Member districts may select a new fiscal agent by making said recommendation to the Governance Council.

#### **1.2 Role of the Fiscal Agent**

The fiscal agent shall dispense, monitor and audit sub-grants once spending decisions have been authorized by the LAOCRC as stipulated in the Strong Workforce legislation.

#### **1.3 Principal Office**

The principal office of the LAOCRC shall be designated by the fiscal agent and located within the fiscal agent's district. The LAOCRC may have other offices outside of the fiscal agent's district within the California Community College Chancellor's Office designated Los Angeles and Orange County region.

### **ARTICLE 2. MEMBERSHIP**

#### **2.1 Members**

LAOCRC membership shall include all of the community college districts in Los Angeles and Orange counties that are designated part of the LAOCRC by the Chancellor's Office.

### **ARTICLE 3. GOVERNANCE COUNCIL**

#### **3.1 Membership**

The Governance Council shall be comprised of all the community college districts in Los Angeles and Orange counties that are designated part of the LAOCRC by the Chancellor's Office. Each member district shall have one (1) vote.

#### **3.2 Representatives**

The Governance Council shall include one (1) representative from each community college district which shall be the Chancellors and Superintendent-Presidents or College Presidents designated by the Chancellors.

#### **3.3 Chairperson**

The Chairperson shall be selected by a simple majority vote of the Governance Council members and shall be for a term of two (2) academic years.

### **3.4 Role of the Governance Council**

The Governance Council shall be the final decision-making body of the LAOCRC, including, but not limited to, decisions on budget, resource allocation, strategic planning, policy, advocacy, regional plans and dispute resolution.

## **ARTICLE 4. EXECUTIVE COMMITTEE**

### **4.1. Membership**

The Executive Committee shall be selected by a simple majority vote of the Governance Council and comprised of five (5) members, including at least one (1) from each county, of the Governance Council. Each member shall serve a term of two (2) academic years and may be reappointed to additional terms. Appointments shall occur every other year at the spring meeting of the Governance Council by simple majority vote.

### **4.2 Role of the Executive Committee**

The Executive Committee shall make recommendations to the Governance Council regarding budget, resource allocation, strategic planning, policy, advocacy and regional plans, coordinate strategic efforts with the Executive Director and receive input from College Presidents and Dean Resource Associates.

## **ARTICLE 5. COLLEGE PRESIDENTS**

### **5.1 Membership**

The College Presidents shall be comprised of the 28 Presidents from the nine (9) colleges in the Los Angeles Community College District (LACCD), ten (10) Los Angeles Ring districts, and the nine (9) colleges in Orange County.

### **5.2 Role of the College Presidents**

The College Presidents shall communicate, advise and collaborate with the Executive Committee and Dean Resource Associates.

## **ARTICLE 6. DEAN RESOURCE ASSOCIATES**

### **6.1 Membership**

The Dean Resource Associates (DRA) shall be selected by a simple majority vote of the College Resource Leadership Council (CRLC) and comprised of five (5) appointed members of the CRLC. The members shall include one (1) from LACCD, two (2) from the Los Angeles Ring districts, and two (2) from the Orange County districts. Each member shall serve a term of two (2) academic years and may be reappointed to additional terms. Appointments shall occur every other year at the June meeting of the CRLC by simple majority vote. Vacancies shall be filled at the next scheduled CRLC meeting by simple majority vote. The appointee will complete the remainder of the term vacated.

### **6.2 Role of the Dean Resource Associates**

The Dean Resource Associates shall represent the interests of the CRLC and communicate, advise and collaborate with the Executive Committee and the

College Presidents. The DRA shall review draft Bylaws amendments and other policy and funding matters from the CRLC, Assistant Vice Chancellor and/or LA and OC Directors and make recommendations to the CRLC for action.

### **6.3 Chairperson**

The CRLC Chairperson shall be one (1) of the five (5) DRA selections and shall serve as the DRA Chairperson. The DRA members also will select a Vice-Chairperson. (Refer to Article 7 below.

## **ARTICLE 7. COLLEGE RESOURCE LEADERSHIP COUNCIL**

### **7.1 Voting Members**

The College Resource Leadership Council shall be comprised of 28 Voting Members: one (1) Voting Member from each of the 28 community colleges in Los Angeles and Orange Counties. There may also be one (1) Alternate Voting Member per college who may serve as a Voting Member in the absence of the Voting Member.

### **7.2 Role of the College Resource Leadership Council**

The CRLC shall be responsible primarily for the review and recommendation of programs in accordance with California Education Code, Title 5, and the Chancellor's Office. The CRLC will collaborate, advise and coordinate efforts with the Assistant Vice Chancellor, Economic and Workforce Development and the Los Angeles and Orange County Directors.

### **7.3 Appointment**

Members are appointed by the President, Chancellor and Superintendent-Presidents or their designee from each college or district.

### **7.4 Chairperson**

The Chairperson shall be selected by a simple majority vote of the CRLC every other year at the CRLC June meeting. They shall serve a term of two (2) academic years and may be reappointed to additional terms. The Chairperson shall be a voting member of the CRLC and shall preside over the meetings and approve meeting agendas prior to dissemination and posting. They shall also serve as the DRA Chairperson.

### **7.5 Vice Chairperson**

The Vice Chairperson shall be selected by a simple majority vote of the CRLC every other year at the CRLC June meeting. They shall serve a term of two (2) academic years and may be reappointed to additional terms. The Vice Chairperson shall be a voting member of the CRLC and shall preside over the meetings and approve meeting agendas prior to dissemination and posting in the absence of the Chairperson. The Vice Chairperson may be appointed to the DRA; however, unlike the Chairperson, their appointment to the DRA is not automatic.

## **7.6 Chairperson and Vice-Chairperson Replacement**

Replacement of the CRLC Chair or Vice-Chair due to resignation prior to end of their term shall occur at the next scheduled meeting of the CRLC and they shall serve in the role only for the duration of the term for the vacated position.

## **ARTICLE 8. LAOCRC STAFF**

### **8.1 Assistant Vice Chancellor, Economic and Workforce Development**

The Assistant Vice Chancellor shall be an employee of the fiscal agent and shall be hired and evaluated under the policies and processes of the fiscal agent. The fiscal agent shall work with the DRA in selecting the Assistant Vice Chancellor. The fiscal agent shall make a final recommendation for appointment to the Executive Committee.

### **8.2 Role of the Assistant Vice Chancellor, Economic and Workforce Development**

The Assistant Vice Chancellor shall review the Strong Workforce regional plans and submit all required documentation to the Chancellor's Office, develop annual LAOCRC workplan and budget in collaboration with the DRA and CRLC, collaborate and coordinate efforts with Los Angeles and Orange County Directors, convene and preside over all joint regional meetings and provide staff support to the Executive Committee and Governance Council.

### **8.3 Los Angeles County Director**

The Los Angeles County Director shall be an employee of the fiscal agent and shall be hired and evaluated under the policies and processes of the fiscal agent. The fiscal agent shall work with the Los Angeles Sub-Regional Council in selecting the Los Angeles County Director. The fiscal agent shall make a final recommendation for appointment to the Executive Committee.

### **8.4 Role of the Los Angeles County Director**

The Los Angeles County Director shall report to the Assistant Vice Chancellor, Economic and Workforce Development, and shall collaborate, advise and support the Los Angeles County Sub-Regional Council on the development of the Strong Workforce regional plan and budget, collaborate with the Orange County Director, support the Orange County Sub-Regional Council, facilitate county specific regional activities, including marketing, data utilization, and professional development efforts, create partnerships with Workforce Development Boards, educational institutions, and business and civic organizations, facilitate and assist colleges with leveraging the external resources required to implement strong workforce program initiatives.

### **8.5 Orange County Director**

The Orange County Director shall be an employee of the fiscal agent and shall be hired and evaluated under the policies and processes of the fiscal agent. The fiscal agent shall work with the Orange County Sub-Regional Council in selecting the Orange County Director. The fiscal agent shall make a final recommendation for appointment to the Executive Committee.

## **8.6 Role of the Orange County Director**

The Orange County Director shall report to the Assistant Vice Chancellor, Economic and Workforce Development, and shall collaborate, advise and support the Orange County Sub-Regional Council on the development of the Strong Workforce regional plan and budget, collaborate with the Los Angeles Director, support the Orange County Sub-Regional Council, facilitate county specific regional activities, including marketing, data utilization, and professional development efforts, create partnerships with Workforce Development Boards, educational institutions, and business and civic organizations, facilitate and assist colleges with leveraging the external resources required to implement strong workforce program initiatives.

## **ARTICLE 9. SUB-REGIONAL COUNCILS AND COLLABORATIVES**

### **9.1 Los Angeles County Sub-Regional Council**

The Los Angeles County Sub-Regional Council shall be comprised of the nineteen (19) Voting Members and (19) Alternate Voting Members representing the community colleges in the Los Angeles sub-region.

### **9.2 Los Angeles County Sub-Regional Council - Chairperson**

The Los Angeles County Sub-Regional Council shall be chaired by the Los Angeles County Director.

### **9.3 Orange County Sub-Regional Council**

The Orange County Sub-Regional Council shall be comprised of nine (9) Voting Members and (9) Alternate Voting Members representing all of the community college districts in Orange County.

### **9.4 Orange County Sub-Regional Council - Chairperson**

The Orange County Sub-Regional Council shall be chaired by the Orange County Director.

### **9.5 Role of the Sub-Regional Councils**

The Sub-Regional Councils will prepare regional initiative plans and budgets. The LA and Orange County Directors shall provide regular updates to the DRA and CRLC, and at LAOCRC to support transparency and promote collaboration between the two Councils and sub-regions. The Councils will facilitate and assist colleges with leveraging the external resources and key stakeholders in the sub region required to successfully develop and implement Strong Workforce initiatives. The councils will collaborate with Workforce Development Boards (WDBs) in the sub region regions and Collaboratives to identify priority and emerging sectors, viable regional projects, and regional professional development opportunities.

### **9.6 Los Angeles County Collaborative**

The Los Angeles County Collaborative is comprised of Voting Members and Alternate Voting Members of the 19 community colleges, key talent in Los Angeles County (Deputy Sector Navigators, Technical Assistance Providers, Centers of Excellence for Labor Market Research), local educational agencies, adult education, K-12 schools and districts, interested representatives of California State University and University of California, civic representatives, community-based organizations, workforce development boards, representatives of labor, economic development and industry sector leaders.

#### **9.7 Los Angeles County Collaborative - Chairperson**

The Los Angeles County Collaborative shall be chaired by the Los Angeles County Director.

#### **9.8 Orange County Collaborative**

The Orange County Collaborative is comprised of Voting Members and Alternate Voting Members of the 9 community colleges, key talent in Orange County (Deputy Sector Navigators, Technical Assistance Providers, Centers of Excellence for Labor Market Research), local educational agencies, adult education, K-12 schools and districts, interested campuses of the California State University and University of California, civic representatives, community-based organizations, workforce development boards, representatives of labor, and economic development and industry sector leaders.

#### **9.9 Orange County Collaborative - Chairperson**

The Orange County Collaborative shall be chaired by the Orange County Director.

### **ARTICLE 10. MEETINGS / VOTING**

#### **10.1 Location of Meetings and Voting**

Meeting locations will be established by the Chairperson of each committee or council with the mutual agreement of the fiscal agent. Voting on all committees and council may be in person or by electronic vote.

#### **10.2 Sub-Committees and Ad Hoc Committees.**

The Governance Council and all LAOCRC committees may establish sub-committees and ad hoc committees as required.

#### **10.3 Governance Council**

The Governance Council shall meet once (1) in the spring and fall. An annual calendar with meeting dates shall be developed and approved by the Governance Council at their spring meeting. Quorum shall be established by a majority of members in attendance at the meeting.

#### **10.4 Executive Committee**

The Executive Committee shall meet quarterly. An annual calendar with meeting dates shall be developed and approved by the Executive Committee no later than their June meeting. Quorum shall be established by a majority of members in attendance at the meeting.

### **10.5 DRA Meetings**

The DRA shall meet at least quarterly, prior to the Executive Committee meeting, and attend the Executive Committee meeting, as scheduled. An annual calendar with meeting dates shall be developed and approved by the DRA no later than their June meeting. Quorum shall be established by a majority of members in attendance at the meeting.

### **10.6 CRLC Business Meetings**

The College Resource Leadership Council shall have a minimum of 7 monthly meetings from September through June as stipulated in the grant requirements. An annual calendar with meeting dates and program recommendation deadlines will be developed and approved by the CRLC no later than their June meeting.

### **10.7 CRLC Quorum**

Fifty percent plus one (50% + 1) of the CLRC members entitled to vote, represented in person, shall constitute a quorum at a meeting of the members. If less than a quorum of the members entitled to vote is represented at a meeting, no action may be taken.

### **10.8 CRLC Voting**

Voting for Program Recommendation will be done via consensus, a process that seeks general agreement for the good of the whole. When consensus is reached, all CRLC members submit/voice a vote of “yes/aye” to indicate that they are either fully supportive of the proposed program, or accept it as one they can agree to, even though they may have some concerns. A CRLC member may abstain from voting but that does not block passage. For consensus to be reached there must be a quorum of CRLC Members present. Matters for which consensus cannot be reached will be discussed and further data gathered and examined by the CRLC Members regarding claims of unnecessary duplication and insufficient Labor Market Information (LMI). The matter will then be presented again and put to a vote requiring two-thirds plus one of the CRLC members.

For all votes not related to Program Recommendation, a two-thirds plus one vote will pass the matter at hand.

### **10.9 Sub Regional Council Meetings**

The Sub Regional Councils shall meet as needed. Meetings will be called by the Director/Chairperson of the sub regional council. Meetings should be scheduled with sufficient advanced notice for members to attend. Whenever possible a long-term meeting schedule should be created.

## **ARTICLE 11. ADMINISTRATIVE PROVISIONS**

### **11.1 Minutes**

Minutes shall be taken and posted on the LAOCRC website for all Governance Council, CLRC, DRA, and Sub Regional Council meetings.

### **11.2 Rules of Procedure**

The rules of procedure for all meetings shall be rules contained in Roberts' Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws.

### **11.3 Meetings by Telephone or Webinar**

At the discretion of the council or committee chairperson, meetings may be held in full or partially by telephone or webinar. Participation by such means shall constitute presence in person at a meeting.

### **11.4. Bylaws**

These bylaws and any standing rules shall be reviewed annually by the CLRC and Executive Committee.

### **11.5 Amendments to Bylaws**

The Assistant Vice Chancellor and Fiscal Agent shall be responsible for drafting proposed amendments to the LAOCRC Bylaws for initial review by the DRA. The DRA, upon approval by a majority vote, shall forward draft Bylaws amendments to the CRLC for consideration and action on a recommendation. Approval is required by two-thirds majority vote of CRLC Voting Members present. CRLC recommendations shall be forwarded to the CEO Executive Committee for consideration and action at their next meeting. Approval by a majority of CEO Executive Committee is required to recommend action by the Governance Council at its next scheduled meeting. Notice of approved bylaws amendments shall be posted on the LAOCRC website within 72 hours of approval by the Governance Council and shall take immediate effect once posted.