

Coastal North County Adult Education Consortium
(CNCAEC)

Bylaws

April 2023



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ARTICLE 1: Name

Section 1. Name

The name of the consortium shall be the Coastal North County Adult Education Consortium (referred herein as the “CNCAEC” or “the Consortium”).

ARTICLE 2: Offices

Section 1. Principal Location

MiraCosta Community College located at 1831 Mission Avenue, Oceanside, CA 92058 serves as the fiscal agent and provides a primary office for Cons.

ARTICLE 4: Powers and Responsibilities

Section 1. Governance

A. Voting members – The “Board”: Consortium decisions and actions shall be determined by votes of the official representatives of each Consortium member and one representative from a local workforce agency, approved per [Article 5](#) (Members) and subject to [Article 6](#) (Meetings) of these bylaws. The official representatives of each Consortium member shall be referred to collectively as the Board. Decisions made in accordance with Ed Code § 84905 and Brown Act shall be final. Board members are responsible for making sure their current contact information is on file with the Consortium.

B. Workgroups: The Chair may establish advisory workgroups/committees as deemed necessary to assist the Chair in the performance of the Chair’s responsibilities. The Chair shall receive and consider reports from workgroups established under [Article 7](#) to help guide decisions, prioritization of funding, reporting and other requiremen2 Tw 12 0 C 0 g 0 Tc0d7(pr)7

- c. The Consortium will make sure that its budgets and allocations are aligned with the measures identified in its Plan;
- d. The Consortium will fairly allocate financial resources to the objectives and

- b. all documents referenced by or listed on the agenda for action or consideration.

Section 5. Regular Meetings

For all regular meetings, the Consortium administrator, or another staff member as the Board elects, shall post the meeting notice and agenda no later than seventy-two (72) hours before the regular meeting. This designated person shall also send written notice to the Board, all Consortium members (i.e. non-voting members or members without official representatives), workgroup members, and other persons the Board deems necessary. Brown Act 54954.2.

Section 6. Special Meetings

Special meetings may be called by the Consortium Chair or by two Consortium members. At least a twenty-four (24) hour written notice must be provided to the Board, posted on the Consortium website, and sent to media outlets that have requested notices of meetings in writing, including a brief general description of the matters and proposed action to be considered or discussed. Brown Act § 54956.

Section 7. Emergency Meetings

“Emergency meetings” are a limited class of meetings held when an agency must take prompt action due to an actual or threatened emergency. They require little notice. (Gov. Code, § 54956.5.) An emergency means a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body. (Gov. Code, § 54956.5 subd.

Section 8. Public Comment

Items on the agenda: Members of the audience may address the Board on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the board. Consent items are considered routine and customary Consortium business, and are voted on in one vote; however, a board member or a member of the audience may request that an item listed on the consent items be removed and considered individually.

Items not on the agenda: Members of the audience may address the Board on any topic not on the agenda so long as the topic is within the jurisdiction of the Consortium. Under the Brown Act, the board is not permitted to engage in public discussion or take any action on an item not on the agenda, except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by the public, a member of the board may ask a question for clarification. A member of the board or the board itself may provide a reference to staff or other resources for information, request staff to report back to the body at a

subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3)

- b. representatives of the instructional departments or programs being targeted by a workgroup's discussions;
- c. an administrator or manager from the educational institution for which the workgroup was formed;
- d. district representatives who provide non-instructional support to students in the program areas targeted by the Consortium's Plan (e.g. DSPS, WIOA, SSSP, etc.); and
- e. representatives of other agencies or institutions with a vested interest in the work being conducted by the workgroup if applicable.

Section 3. Responsibilities

Each workgroup created by the Consortium Board will be assigned responsibilities, which may change from time to time per the Consortium Board's discretion.

ARTICLE 8: Funding

- f. Programs in career technical education that are short term in nature and have high employment potential;
- g. 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.

The Consortium may choose which of these program areas to fund and support based upon the regional needs and local capacity.

Section 4. Administrative Costs (Ed. Code § 84912 (b))

The consortium may use no more than five (5) percent of funds allocated in a given fiscal year for the sum of the following:

- a. The costs of administration of these programs;
- b. The costs of the consortium.

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Section 9. Excessive Carryover

Each member of the Consortium shall report their carryover amount to the Consortium at the end of each fiscal year.

The Consortium shall review the carryover amounts of each member annually and notify any member whose carryover exceeds the percentage threshold of 20%.

If a member's carryover exceeds the percentage threshold for one fiscal year, the Consortium may take action, such as requiring a written plan describing how the member will spend this carryover amount, including timelines, or how the member will reallocate excessive carryover funds to another member.

ARTICLE 9: Miscellaneous

Section 1. Public Records

Materials provided to a majority of the Consortium which are not exempt from disclosure under the Public Records Act must be provided, upon request, to members of the public without delay. Brown Act § 54957.5

Section 2. Amendment of Bylaws

These bylaws may be amended by a majority vote of the Consortium provided that notice of the proposed bylaws change was sent to each Consortium Member and representative, and placed on (ed o)10 (n (eBCo(an)1B)3ot)2 (i)6 (c)3.9 (e)]TJ -8.5DC -2-3 (eeu2 (B

These bylaws were approved on April 24, 2023 by the following Consortium Board members via a publicly noticed meeting held on: April 24, 2023

MaryLynn McCorkle,
Alliance for Regional Solutions



John Makevich,





















































































































































