S4C By Laws

1. **Name**

Santa Cruz County College Commitment S4C

1. **Purpose**

**Vision – All Santa Cruz students will successfully meet their personal college and career goals.**

**Mission – Prepare every Santa Cruz County student for pos-secondary college, ensuring students persist and complete post-secondary learning opportunities.**

1. **Membership**

The S4C Steering Committee is comprised of leadership (superintendents, CEOs and/or delegates) from all K-12 school districts (including representation from alternative education), County Office of Education, Cabrillo College, California State University Monterey Bay, University of California, Santa Cruz. Specific to this membership:

* Pajaro Valley
* Live Oak
* Soquel
* Santa Cruz
* San Lorenzo Valley
* Scotts Valley
* Small Schools – Bonny Doon, Happy Valley, Mountain and Pacific
* Charters

**Voting**

All designated steering committee members shall have one vote.

Designated steering committee members are based on held leadership role at each institution. Leadership names shall be reviewed on an annual basis with designees or substitutes approved by the committee. Designees may have a proxy vote in place of committee member.

Advisory members (other staff attending the meetings) do not vote.

Executive Director votes only in case of a tie.

Voting members must be determined at all meetings by a roll call for attendance.

A quorum is determined as the simple majority (one half + 1) of steering committee members present at the meeting (# TBD).

**Privileges and Responsibility of Membership**

It is the responsibility of the committee members to attend all meetings or to send a proxy if unable to attend.

It is the responsibility of the committee members to evaluate the Executive Director of S4C; a smaller task force may be created to implement a formal survey and written response document to be presented to the committee.

It is a privilege of the committee members to include participation on S4C as part of any documentation or job summary while actively serving.

1. **Membership Meetings**

Meetings will be held monthly with agenda and previous minutes sent out to members at least 24 hours in advance.

Additional meetings may be requested by the Executive Director.

Meetings may be in person or by teleconference.

1. **Officers**

Committee Chair: The committee chair shall organize the election of all officers of the S4C including the Vice Chair and the Secretary. When the Executive Director is not available, the Chair shall preside at all meetings and shall be responsible for the agenda. In the absence of the Chair, the Vice Chair shall preside over and facilitate the meeting. If both are not present the S4C members shall select one of the group to act as temporary facilitator. Working with the Secretary the Chair is responsible for conducting an S4C evaluation on an annual basis.

Vice Chair: The Vice Chair shall do all above duties when the Chair is absent. In addition, it shall be assumed that the Vice Chair takes the Chair position upon officer rotation.

Secretary: The Executive Director’s staff shall serve as meeting Secretary, taking minutes and working with the Committee Chair on the development of the meeting agendas, handouts, etc. The Secretary shall be responsible for uploading all meeting documents to the S4C website in a timely manner and shall be responsible for review and summarization of all S4C evaluation responses.

*Executive Director*: *this position is hired by the County Office of Education and follows all hire processes and procedures therein; this position is vetted through an application process that includes local and statewide announcements (national announcement is up to the discretion of the committee); the selection committee may be comprised of a smaller task force from the steering committee but final selection must be vetted and approved by the steering committee and must include a quorum; voting may take place my email if necessary.*

**Duties:** *The Executive Director and staff serves as S4C Secretary and is responsible for all noted job responsibilities outlined in the job description and strategic plan goals. Term of Office for the Executive Director as Secretary should be voted upon along with other officer elections.*

Other officers to be determined by the need of the S4C

Rotating officers to be elected and approved at the final meeting of the year (June meeting); all officers shall be elected by vote and assume their roles the following month (July)

1. **S4C Meeting Norms**

Any member of the steering committee may submit an item for the agenda to the secretary; agenda items may also be added at the meeting and reviewed as part of the agenda prioritization.

All voted upon decisions or actions will be noted as such in the minutes.

Although consensus building is anticipated, members will vote on action items.

The steering committee may appoint a temporary task force committee as may be deemed necessary or advisable. The duties of the task force shall be outlined at the time of appointment, and the task force shall be considered dissolved when its final report has been made.

The formal adoption of policies shall be made by majority vote of the steering committee.

Review of by-laws and policies should be completed by S4C on an agreed upon timeline. Amendments to policies and by-laws shall be voted upon by the S4C.

Closed Sessions are permissible to discuss the following:

1. Employee negotiations or discipline