

BYLAW COMMITTEE—1/22/20
AGENDA AND MINUTES

- Welcome
Present: Olivia, Annie, Elena, Mary H. Aida, Jan
 - Review—what was accomplished at last meeting
 - Third area of Focus -Section 10-14
 - Next steps--April 7 Board meeting
 - Closing
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For Board Meeting on 4/7/2020

Board Action/Resolution needed in furtherance of the Bylaws for April 7, 2020 Board meeting:

- Address change of principle office to 20888 Amar Road, Walnut, CA 91789
- Add a preferred qualification for the President Elect and Vice President that nominees have served two years on the Board in a different position prior to being nominated for President.

Other areas discussed and to be shared with Board based on Bylaws

- The CABA Vision and Mission have been updated on the Policy Handbook
- We will need to reinstate Regional Delegate Assemblies annually. The suggestion is to do one each year via a Zoom. This info should be shared added to JDA agenda (Bylaws--Page 10 and 11)
- We are to hold a semi-annual JDA meeting (Bylaws—Page 10 and 11). We suggest holding it via Zoom. (Page 10 and 11). This info should be shared added to JDA agenda.
- The CABA region map is up to date.
- Committee Minutes: Every and any committee designated by the Board must take minutes and submit them for the CABA HQ records. Minutes consist of, at minimum:
 - Title of meeting
 - Date of meeting
 - Who was present
 - What action was if any.
- We will use Formsite or Google docs to record minutes.

Board Elections

It was agreed to add minimum qualifications from page 8 of the Bylaws to the Board Election packet:

- i. Be at least 21 years of age.
- ii. Support the vision of CABA
- iii. Regular membership for at least one full year immediately preceding nomination.
- iv. Current service in the capacity represented by the office in the case of the following Directorships: Community Affairs and Paraprofessional Affairs.
- v. In the case of Director for Secondary/Higher Education Affairs, the nominee must have been affiliated with CABA for at least one full year immediately preceding his or her election and have current service in higher education or secondary affairs.
- vi. In the case of Regional Delegate representatives, the nominee shall reside in the designated region.
- vii. In the case of Director of Legislative Affairs, the nominee must have knowledge of the legislative process.
- viii. In the case of Director of Financial Affairs, the nominee must have knowledge of financial budgets.
- ix. In the case of Director of Parent Relations, in addition to having to be a CABA member for at least a year, the nominee must be a parent of a student attending the public educational system in grades K-12 (especially parents of English Learners).

Policy Handbook Update

Confidentiality: Add the following to page 9.

Chapter Leaders may request the names and contact information for their chapter members for the purpose of contacting them regarding CABA meetings or business. Per the CABA Bylaws, members can inspect but not copy the lists. If anyone feels they have a need for specific contact information, they may contact the CEO to submit their request.