

## Internal and External Communication

- A. The Commission will maintain ongoing communication through its Executive Director to CSAC management and staff. This includes giving consideration in its deliberations and decision-making to the perspective of CSAC management and staff, as represented by management.
- B. The Commission will maintain a working relationship with, and seek the advice and perspectives of, key stakeholder groups and advisory bodies. This process does not necessarily require a formal structure which involves notice under Bagley-Keene Open Meeting Act, CSAC expenses for travel of advisory committee members and significant staff support.
- C. In furtherance of the above governance philosophy and policies regarding public policy and legislation, the Commission Chair or an appropriate Committee Chair or Commission member will participate in significant interactions with key elected and appointed officials, supported by the Executive Director and/or staff.
- D. Except for approved outreach events sponsored and/or cosponsored by the Commission, any official publication or public document of the Commission will not include the logos or names of other organizations or individuals in the headings or design without the approval of the Commission Chair.

## Commission Governance Policy 3: Officers of the Commission

- A. **Term:** Officer elections are held during the last Commission meeting of each year. Commission officers are elected and serve for a one year term beginning the first of the month following the elections. There is no policy preventing officers from serving multiple terms. Any Commissioner interested in seeking office may do so at the time of the annual elections.
- B. **Nominations:** Nominees should be knowledgeable of the duties and responsibilities of the office and be willing and able to devote adequate time to the duties of the office.

Any Commissioner may submit a nomination, and self-nominations are permitted and encouraged. Interested candidates should submit their names upon the opening of nominations. Nominations should be submitted via email to the General Counsel, no later than 10 days in advance of the last Commission meeting of each year.

- C. **Elections:** Elections shall be held during the last Commission meeting of each year. The meeting agenda shall include an item noticing the election of officers. Names of nominated candidates and the office for which they were nominated shall be included in the agenda materials.

During the meeting, prior to the election, candidates for office shall be given an opportunity to address the Commission and share their vision for their service as an elected officer. Commissioners and members of the public may comment or otherwise speak on the qualifications of a candidate.

- D. **Voting:** Commissioners present at the meeting may vote for their candidate of choice. The vote shall be by roll call if there is more than one candidate for an office and shall be included in the meeting minutes. A Commissioner not physically present for the meeting may only vote in the election if the meeting is noticed as a teleconference and the Commissioner's physical location is noticed in accordance with the Bagley-Keene Open Meeting Act. There is no proxy voting.

Elected officers will be determined by a majority of votes of those present and voting.

- E. **Officers:** Elections will determine the three officers of the Commission:

1. Chair

The Commission Chair will ensure the integrity and fulfillment of the Commission's governance policies and process, and that the Commission's conduct is consistent with statutes, regulations, and other applicable law. As necessary, the Chair represents the Commission to outside parties. Specifically, the role of the Chair is to:

- a. Coordinate the planning of the Commission's activities for the year ahead providing guidance and leadership on general policy direction, and develop the agenda for each Commission meeting, with input from Commissioners and the Executive Director.
- b. Preside at Commission meetings, ensuring that meetings are noticed and conducted in accordance with the Bagley-Keene Open Meeting Act and that time is set aside for public comment at meetings.
- c. Ensure that meeting discussion and deliberation is conducted in a manner that is fair, open, and thorough, and at the same time is efficient, focused and timely.
- d. Organize the Commission's Committees as established per the Committees policy below, and maintain contact with the Committee Chairs to ensure that Committees are operating effectively.
- e. Meet regularly with the Executive Director and make decisions as necessary to ensure implementation of the Commission's policies herein.
- f. Execute specific documents as authorized by the Commission, except as otherwise provided by law.
- g. Represent the Commission at hearings and/or meetings with Legislators, administration officials, stakeholders, advisory groups, and attend Commission related functions as necessary.
- h. Appoint the Chairs, Vice Chairs and members of the Standing Committees and Ad Hoc Committees as needed; and appoint interim officers of the Commission in the event of a vacancy.
- i. Attend Standing Committees as an ex-officio member.

- j. Approve attendance by Commissioners at conferences, training, or site visits of related professional organizations for which they can be reimbursed for eligible travel expenses.

## 2. Vice Chair

The Vice-Chair is responsible for performing the duties of the Chair in his or her absence.

## 3. Secretary

The Secretary is responsible for reviewing and signing approved minutes of Commission meetings and providing assistance with parliamentary procedures as needed. The Secretary ensures that a minute book is kept which records the topics discussed and decisions made at any Closed Session meetings of the Commission in accordance with the Bagley-Keene Open Meeting Act.

- F. **Vacancies:** If an officer is, for any reason, unable to complete his or her term, the Chair may appoint an interim officer. The Commission may thereafter hold elections to fill the vacancy at the next regularly scheduled meeting. The officer elected would serve out the remainder of the term.

### **Commission Governance Policy 4: Commissioner Role and Code of Conduct**

The Commission commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Commission members.

- A. Commissioners will be responsible to understand and act according to the provisions of the Bagley-Keene Open Meetings Act, the Political Reform Act and other laws relating to conflict of interest.
- B. Once the Commission has reached a decision, which is accomplished by majority vote of Commissioners present and constituting a quorum, at least five votes for the decision, all Commissioners will, in their role as Commissioners, speak with a single official voice and act accordingly.
- C. Commissioners will engage in and support consensus-building. Commissioners will not communicate with individual Commissioners in a lobbying manner that generates discord and has the potential to divide the Commission into factions.
- D. In communicating with any external stakeholder (e.g., the public, the media, legislative staff, representatives of financial or educational institutions or associations, etc.), Commissioners will not convey information that is proprietary or confidential, and will protect intellectual property and confidentiality of consumer identity (e.g., students and families). When representing the Commission, as distinct from speaking as individuals, Commissioners will not:
  - 1. Discuss issues, policies, decisions, or programmatic information of any substance without appropriate authorization from the Commission Chair.