

**Bylaws of the  
Allan Hancock and Lompoc Unified Adult Education Consortium**

**ARTICLE I - NAME, PURPOSE, PRINCIPLES and FUNDING**

*Section 1 - Name*

The name of the organization shall be **Allan Hancock and Lompoc Unified Adult Education Consortium (AHLUAEC)**

*Section 2 - Purpose*

The purpose of the AHLUAEC is to implement the AB86 legislation via an established consortium and following approved protocols and strategies, including a comprehensive three-year plan developed through the AB86 Adult Education Consortium Grant/California Adult Education Program (CAEP) and revisions to the plan, as needed, to better provide adults in the region with the following programs specified within current legislation:

- Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants in citizenship, ESL, and workforce preparation.
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or re-entry into the workforce.
- Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- Programs for adults with disabilities.
- Programs in career technical education that are short term in nature with high employment potential.
- Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

Individual Consortium members may contract with and/or appoint individuals, delegate tasks, and plan/execute spending in areas such as capital expense, personnel, operational, instructional, professional, etc. as needed to support achieving the consortium goals. Shared funding projects will be identified and accounted for between members within the state NOVA system.

AHLUAEC will provide ongoing evaluation and ensure that the projects, activities, and strategies undertaken are aligned with the objectives of the legislation for the adult education program, and included in the AHLUAEC Three-Year Plan. Member agencies

submit annual plans, budgets, and financial reports that include carryover plans into the Nova system for certification. During the program year, annual plans that require budget amendment in the Nova system must be presented to the board for executive action that authorizes the uncertifying and recertifying process for such changes to be entered into the Nova system.

### *Section 3 - Guiding Principles*

- The AHLUAEC places the highest value on students achieving their educational and career goals.
- The AHLUAEC strives to help improve the community by providing adults with educational pathways to the workforce, advancement within the workforce, skill building advancement, and higher education.
- The AHLUAEC works collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of AHLUAEC students.
- The AHLUAEC shares responsibility and accountability for all project and student outcomes.
- Adult education programs are open to all adults in accordance with current laws and regulations. The goal is to balance access and success.
- The AHLUAEC adheres to a transparent process of open and collegial communication.

### *Section 4 - Funding*

- The AHLUAEC recognizes members have multiple revenue streams that directly or indirectly support the purpose of the AHLUAEC.
- The AHLUAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP).
- The AHLUAEC will annually allocate funding for members in accordance with the law and the annual work plan/budget approved by the Executive Board.

## ARTICLE II - MEMBERSHIP

### *Section 1 - Membership*

Membership in the AHLUAEC is governed by current California State legislation.

### *Section 2 - Participants*

The voting members of the AHLUAEC are:

- Allan Hancock Community College District (AHCC)
- Lompoc Unified School District Adult School and Career Center (LUSDASCC)

### *Section 3 - Executive Board Representation*

Each of the organizations in section 2 must have representation on the Executive Board by the 2 officials designated by their respective local governing boards or elected Superintendent. Additional representatives from each member organization may attend the Executive Board meetings. All members are expected to abide by the bylaws of the AHLUAEC.

## ARTICLE III - MEETINGS

### *Section 1 - Executive Board Meetings*

There will be a minimum of four quarterly meetings of the Executive Board annually, open to the public, and held at a time and location which will be designated by the Executive Board. At the first quarter meeting, the Executive Board may appoint a Chair and Vice-chair. At these meetings, the Executive Board will conduct business and receive reports on the activities of the Consortium members in relation to the annual and three-year plans and the budget and expenditures to date. Opportunities will be provided for public comment.

Board members unable to attend an Executive Board meeting in person may participate via Brown Act allowable means/technology in accordance with Brown Act regulations.

### *Section 2 - Subcommittee Meetings*

Subcommittees may be created by the Board. Meetings of the members and invited partners shall be held as agreed, at a time and place designated by the Executive Board and in accordance with Brown Act requirements.

### *Section 3 - Special Meetings*

Special meetings may be called by any member of the Executive Board and must be noticed at least 24 hours in advance and held in accordance with Brown Act requirements.

### *Section 4 - Notice of Regular Board Meetings*

Regular meetings will be scheduled and noticed at least 72 hours in advance in accordance with the Brown Act requirements.

### *Section 5 - Quorum*

For meetings of the Executive Board, a quorum shall be a majority of the voting members. A four (4) member Executive Board requires three (3) members present to constitute a quorum. Meetings may still be held without a quorum for the purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

#### *Section 6 - Voting*

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, discussion shall continue until a decision can be reached by a majority vote. Proxy voting and absentee ballots are not permitted.

Annual Consortium Fiscal Administration Declaration (CFAD Budget) must be approved by consensus of all voting members as required by legislation.

### ARTICLE IV - Executive Board

#### *Section 1 - Role, Size, and Compensation*

The Executive Board is responsible for overall policy and direction of the Consortium. The Executive Board will be composed of two (2) representatives from each member agency, for a total of four voting representatives, and designated by the local governing boards of each member organization or the Superintendent.

#### *Section 2 - Officers and Duties*

There shall be two officers of the Executive Board consisting of a Chair and Vice-chair. Their duties are as follows:

The Chair shall preside at all meetings of the Executive Board, oversee preparation of the meeting agendas and supporting materials, and perform other duties, which may be assigned by the Executive Board.

The Vice-chair shall act as Chair in the absence of the Chair and shall perform such other duties as may be prescribed by the vote of the Executive Board.

#### *Section 3 - Voting*

Each Executive Board member will have one vote. In order to cast a vote, at least three of the four members of the Executive Board must be present. In case of a tie, the discussion will continue until the tie is broken or the matter is tabled for future consideration.

Summary of votes by participants:

Allan Hancock Community College District	2 votes
Lompoc Unified School District Adult School	2 votes

All decisions under the jurisdiction of the Executive Board will be decided by a simple majority vote unless otherwise indicated in these by-laws.

## ARTICLE V - COMMITTEES

### *Section 1 - Committee Formation*

The Executive Board may create committees as needed. Committees will operate under the direction of the Executive Board and coordinated by a chair appointed by the Executive Board.

### *Section 2 - Committee Minutes*

Any committee will keep regular minutes of its proceedings and make these minutes available to the Executive Board.

## ARTICLE VI - FISCAL YEAR

The fiscal year of AHLUAEC shall run from July 1 to June 30.

## ARTICLE VII - AMENDMENTS

The Bylaws may be altered or amended at a properly published meeting of the AHLUAEC by two-thirds of the total Consortium membership, provided that notice of the proposed change has been sent to each Consortium member at least 7 days prior to the meeting.

## ARTICLE VIII - FISCAL AGENT or DIRECT FUNDING

The Executive Board may vote annually on whether to have a direct funding model or a fiscal agent model. If the fiscal agent model is selected, then each member will have an opportunity to offer to be the fiscal agent and propose how they will carry out the duties

as fiscal agent. The Executive Board will then vote and select the member to be the fiscal agent.

*Section 1 - Fiscal Agent*

A fiscal agent acts as a banker. It processes expenses related to the AEP as agreed upon by the Executive Board. It certifies that the AEP expenditures have been prepared in accordance with applicable federal and state laws and regulations. It works with the Executive Board to implement fiscal decisions made by the Executive Board.

Approved: ALLAN HANCOCK AND LOMPOC UNIFIED ADULT EDUCATION  
CONSORTIUM

April 21, 2022