



SANDABS

San Bernardino County District Advocates
for **Better Schools**
-Bylaws-



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Bylaws

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Article I - Name

The name of this volunteer committee shall be San Bernardino County District Advocates for Better Schools (SANDABS).

Article II - Purpose

The purpose of SANDABS is to support the success of every child from cradle to career, by influencing the adoption of thoughtful state and federal legislation. SANDABS provides an opportunity for state and federal legislators or their designated staff to discuss and review issues affecting education in San Bernardino County. SANDABS does not endorse candidates or attempt to influence voters.

Article III - Membership

Section 1 - Eligibility

All school districts; the West End, East Valley, and Desert/Mountain Special Education Local Plan Areas (SELPA's); the Colton-Redlands-Yucaipa and Baldy View Regional Occupational Programs (ROPs); and the San Bernardino County Superintendent of Schools (SBCSS) are eligible for membership in SANDABS.

Section 2 - Annual Membership Agreement

Each school district, SELPA, ROP, and SBCSS shall sign a SANDABS Annual Membership Agreement and pay annual membership dues as established by the

Executive Committee. The membership dues are based on the prior year P-2 revenue limit ADA. The membership dues shall be paid to SBCSS on or before September 1 of each year by:

- Intrafund transfer from the general fund of the member district,
- Warrant from the member district to the designated SANDABS budget, or
- Interfund transfer within SBCSS from SELPAs and SBCSS to the designated SANDABS budget.

Article IV - Executive Committee: Superintendents

Section 1 - Composition

Superintendents on the Executive Committee shall be represented by nine (9) school district superintendents and the San Bernardino County Superintendent of Schools, or the County Superintendent's designee.

Section 2 - Eligibility

Three (3) superintendents shall be appointed from each of the three (3) SANDABS regions of San Bernardino County, provided that their respective districts are members in good standing with SANDABS.

- **Desert/Mountain** – Adelanto, Apple Valley Unified, Baker Valley Unified, Barstow Unified, Bear Valley Unified, Helendale, Hesperia Unified, Lucerne Valley Unified, Morongo Unified, Needles Unified, Oro Grande, Silver Valley Unified, Snowline Joint Unified, Trona Joint Unified, Victor Elementary, Victor Valley Union High, and Desert/Mountain SELPA
- **East Valley** – Colton Joint Unified, Fontana Unified, Redlands Unified, Rialto Unified, Rim of the World Unified, San Bernardino City Unified, Yucaipa-Calimesa Joint Unified, Colton-Redlands-Yucaipa ROP, and East Valley SELPA
- **West End** – Alta Loma, Central, Chaffey Joint Union High, Chino Valley Unified, Cucamonga, Etiwanda, Mountain View, Mt. Baldy Joint, Ontario-Montclair, Upland Unified, Baldy View ROP, and West End SELPA

Section 3 - Elections. Superintendent representatives on the Executive Committee shall be elected by their peers of superintendents from SANDABS member districts in good standing. The election may take place in conjunction with a countywide district superintendent meeting at the end of the calendar year or may be conducted via an electronic ballot distributed to superintendents.

Section 4 - Terms of Office

The term of office for superintendents on the Executive Committee shall be two (2) years and may not exceed two (2) consecutive terms unless agreed to by the

superintendents from the appropriate region. Terms of office shall be staggered as follows:

- Even-numbered years: Two (2) superintendents shall be elected from each of the three (3) regions.
- Odd-numbered years: One (1) superintendent shall be elected from each of the three (3) regions.

Section 5 - Vacancies

Superintendent vacancies on the Executive Committee shall be filled by appointment as recommended by superintendent members of the Executive Committee from the region in which the vacancy occurs.

Section 6 - Meeting Attendance

Any superintendent who fails to attend three (3) consecutive regular meetings without advance notice may be removed from office by a majority vote of the Executive Committee.

Article V - Executive Committee: Trustees

Section 1 - Composition

Trustees on the Executive Committee shall be represented by nine (9) trustees from the school districts of San Bernardino County provided that their respective districts are members in good standing with SANDABS as stated per the San Bernardino School Boards Association (SBCSBA) Bylaws. The SBCSBA President, California School Boards Association (CSBA) Director of Region 16B, and the SBCSBA Legislative Chair shall serve as members of the SANDABS Executive Committee, provided that their respective districts are members in good standing with SANDABS. The term of office for these representatives shall be two (2) years to coincide with their term on the SBCSBA Executive Committee. The SBCSBA President, CSBA Director of Region 16B, and the SBCSBA Legislative Chair shall be considered at-large trustee representatives for SANDABS. .

Section 2 - Eligibility

There shall be two (2) trustees elected from each of the three (3) SANDABS regions of San Bernardino County. County Board of Education members shall be eligible for election to SANDABS in the region that includes most of the school districts of the given trustee area.

- **Desert/Mountain** – Adelanto, Apple Valley Unified, Baker Valley Unified, Barstow Unified, Bear Valley Unified, Helendale, Hesperia Unified, Lucerne Valley Unified, Morongo Unified, Needles Unified, Oro Grande, Silver Valley

Unified, Snowline Joint Unified, Trona Joint Unified, Victor Elementary, Victor Valley Union High, and Trustee Area A of the County Board of Education

- **East Valley** – Colton Joint Unified, Fontana Unified, Redlands Unified, Rialto Unified, Rim of the World Unified, San Bernardino City Unified, Yucaipa-Calimesa Joint Unified, and Trustee Areas C, D, or E of the County Board of Education
- **West End** – Alta Loma, Central, Chaffey Joint Union High, Chino Valley Unified, Cucamonga, Etiwanda, Mountain View, Mt. Baldy Joint, Ontario-Montclair, Upland Unified, and Trustee Area B of the County Board of Education

Section 3 - Elections

In the fall of each year, the SBCSBA Executive Committee shall review trustee representation on the SANDABS Executive Committee to determine the election to be held pursuant to that review.

The election shall be conducted as follows:

1. The SBCSBA President, on behalf of the SBCSBA Nominating Committee, shall send letters to appropriate governing boards inviting trustees to suggest names for nomination to the SANDABS Executive Committee.
2. The Nominating Committee shall present a slate of candidates for SANDABS trustee representatives and the election shall be conducted via an electronic ballot, as set forth in the SBCSBA Bylaws.

Section 4 - Terms of Office

1. In odd-numbered years, one trustee representative from each SANDABS region shall be elected by ballot to serve a term of two (2) years or until their successors are elected. Likewise, in even-numbered years, the second trustee representative from each of the SANDABS regions shall be elected by ballot to serve a term of two (2) years or until their successors are selected.
2. SANDABS trustee representatives shall assume their duties immediately upon their election.
3. No SANDABS trustee representative shall hold more than one (1) office on the SBCSBA Executive Committee at a time, with the exception of the SBCSBA President, the CSBA Director of Region 16b, and the SBCSBA Legislative Chair (as set forth in Article V, Section 1), and no member shall be eligible to serve more than two (2) consecutive terms in the same office as set forth by the SBCSBA Bylaws.

Section 5 - Vacancies

In the event a SANDABS trustee representative is unable to complete his or her term of office, the SBCSBA President, subject to ratification by the SBCSBA Executive Committee, shall appoint a replacement to complete the term of office. The appointee

shall be from a district that is a member in good standing with SANDABS and shall be from the region in which the vacancy occurs.

Section 6 - Meeting Attendance

Any trustee who fails to attend three (3) consecutive regular meetings without advance notice may be removed from office by a majority vote of the Executive Committee.

Article VI - Officers

Section 1 - Election Process

The Executive Committee shall elect officers annually at the February meeting.

Section 2 - Co-Chairs

Two (2) co-chairs shall be elected, one (1) superintendent and one (1) trustee, who shall:

- Establish, review, and approve meeting agendas including providing guidance and feedback by the established deadline.
- Determine if a quorum is present to conduct the business of the Executive Committee.
- Call additional special meetings as needed to conduct the business of the Executive Committee.
- Alternately preside at all meetings of the Executive Committee.

Section 3 - Vice-Chairs

Two (2) vice-chairs shall be elected, one (1) superintendent and one (1) trustee, who shall assume the responsibilities of co-chairs in the absence of both of the co-chairs, respectively. The vice-chairs will also conduct an annual review of the SANDABS Bylaws, in accordance with Article XII, with any recommended changes to be presented to the Executive Committee in September of each year.

In the absence of both co-chairs and vice-chairs, the San Bernardino County Superintendent of Schools or designee shall assume the responsibilities of the co-chairs.

Article VII - Role and Responsibilities of the Executive Committee

Section 1 - Role and Responsibilities

The role of the Executive Committee is to harness member expertise to influence legislative advocacy efforts that collectively support and promote the success of every

child from cradle to career in San Bernardino County. The Executive Committee represents the collective interests of all SANDABS members in legislative and policy issues affecting public education with a focus on local control, where educators, parents, and community members are fully engaged in setting priorities for educational programs and services.

Responsibilities of the Executive Committee may include, but are not limited to:

- Adopt positions relative to proposed legislation, regulations, or budget proposals most critical to SANDABS state and federal legislative platform priorities.
- Testimony at committee hearings.
- Participation in meetings with legislators and/or legislative staff.
- Development of key messages and talking points, legislative platforms, and/or response to inquiries.
- Obtain input/feedback from SANDABS members within their respective region to engage and promote a unified voice in setting legislative priorities.
- Identify opportunities to align and mobilize collective advocacy.
- Build and foster relationships with municipalities, counties, sectors, and coalitions for strengthening collective advocacy efforts.
- Employ data informed decision-making to strategically align, abandon, and strengthen efforts in the most impactful and efficient manner.
- At the direction of the Executive Committee, individual members may act as a spokesperson to communicate key messages and talking points.

Section 2 - Legislative Positions and Advocacy

The following definitions shall be used by the Executive Committee when adopting positions on specific legislation and approving the actions for state and federal legislative advocates to represent the positions of SANDABS to the Legislature, Governor, Congress, the White House, and other regulatory agencies:

- **Support** - directs legislative advocates to actively lobby for successful passage of the legislation and send a letter in support of the legislation.
 - “If amended” may be applied to support positions, indicating that support is contingent on amendments.
- **Watch** - no position, but directs legislative advocates to actively track the legislation for significant amendments. A change in position may be required at a later date.
- **Oppose** - directs legislative advocates to actively lobby for defeat of the legislation and to send a letter in opposition of the legislation.
 - “Unless amended” may be applied to oppose positions, indicating that position will shift to watch if amendments are adopted.
- **No Position** - no formal position is taken, however, the legislation will continue to be tracked by the legislative advocate.

Section 3 - Committee Meetings

The Executive Committee shall conduct regular meetings on the second Wednesday of each month at the time announced, except during the months of July and August of every year. Meetings may be held in conference rooms located at the Roy C Hill Education Center, the Desert/Mountain Educational Service Center, and the West End Educational Service Center, which locations will be connected through teleconferencing. Teleconference locations may be added or modified at the direction of the co-chairs to best suit the needs of the Executive Committee. Regular meeting dates may be changed with a majority vote of the Executive Committee. Special meetings may be called by one or both co-chairs.

Section 4 - Quorum

A simple majority of the total membership shall constitute a quorum at Executive Committee meetings. A simple majority is defined as a minimum of 10 out of 19 members in attendance to transact business of the Executive Committee. There shall be one vote per member. Proxy voting shall not be allowed with the exception of the County Superintendent's designee.

Article VIII - Subcommittees

Section 1 - Advisory Ad Hoc Subcommittees

Advisory ad hoc subcommittees may be formed as necessary to propose bylaws amendments, inform SANDABS protocols and practices, or address other legislative policy issues as determined by the Executive Committee.

Article IX - Travel Expenses

Section 1 - Travel Reimbursement

Approved actual and necessary travel expenses of the Executive Committee members shall be reimbursed in conformity with the SBCSS Travel Authorization/Reimbursement Procedure 3314.4. All travel expenses for non-SBCSS employees must be approved, in advance, by SBCSS.

Section 2 - Meal Expenses

Breakfast, lunch and/or dinner expenses for Executive Committee members, and authorized guests shall be paid from the SANDABS budget for overnight and extended meetings held during meal times pursuant to SBCSS Travel Authorization/Reimbursement Procedure 3314.4.

Article X - Role of County Superintendent of Schools

Section 1 - Role and Responsibilities

The San Bernardino County Superintendent of Schools may designate SBCSS staff to support and facilitate the activities of SANDABS. These responsibilities may include:

- Preparation and distribution of meeting notices, appropriate backup materials, agendas, minutes, communication, and correspondence in cooperation with the co-chairs.
- Coordination of advocacy efforts, delegation meetings, and development of annual state and federal legislative platforms with state and federal legislative advocates.
- Work in concert with Executive Committee to identify opportunities to align and mobilize collective advocacy.
- Evaluation of efforts to strategically align, abandon, and strengthen efforts.

Section 2 - Meeting Facilities

The County Superintendent may provide meeting facilities and teleconferencing services for the Executive Committee, including subcommittees as appropriate, in each of the three regions. These facilities include but are not limited to: the Roy C Hill Education Center, the Desert/Mountain Educational Service Center, and the West End Educational Service Center.

Article XI - Legislative Advocates

Section 1 - Contracted Services

The Executive Committee shall financially support legislative advocacy services through a contract between SANDABS and state and federal legislative advocates.

Section 2 - Communication

Communication with state and federal legislative advocates related to official SANDABS advocacy may be made only through the SBCSS designated staff, in accordance with the direction of the Executive Committee. At no time shall direct contact be made by any member of the Executive Committee related to their role as a member of SANDABS unless previously arranged by the SBCSS designated staff.

Section 3 - Responsibilities

The state and federal legislative advocates represent the interests of SANDABS in Sacramento and Washington D.C. The legislative advocates work independently, but under the direction of the Executive Committee and provide analysis and support on issues and funding affecting public education. Legislative Advocate responsibilities shall include:

- Strategic advice and counsel in responding to state and federal developments of priority issues impacting education, including the annual development of the SANDABS State and Federal Legislative Platforms.
- Prominent and bipartisan presence in Sacramento and Washington D.C., respectively, to facilitate relationships, meetings, hearings, communications, testimony, and contacts required directly with elected and appointed state and federal officials.
- Understanding of state and federal legislation and the advocacy needs to positively impact all students in San Bernardino County from cradle to career.
- Communicate when information becomes available on state and federal developments related to priority issues impacting education including those identified in the SANDABS State and Federal Legislative Platforms.
- Provide a monthly state legislative bill report and maintain records and files of all legislation and positions of interest to SANDABS.
- Identify opportunities for the Executive Committee to communicate its position to the Legislature, Governor, Congress, the White House, and other regulatory agencies.
- Coordinate communications between the Executive Committee and Members of the California State Legislature and Congress including scheduling delegation briefings, in person meetings with members and/or staff, conference and video calls, and webinars.
- Provide a bi-annual report to evaluate outcomes of legislative activities including, but not limited to bill positions.

Article XII - Amendment of Bylaws

Section 1 - Bylaws Amendments

These bylaws may be amended by a majority vote of the Executive Committee upon recommendation by an advisory ad hoc subcommittee formed for the purpose of developing bylaws amendments.

Adopted - May 1989	Amended - October 1998
Amended - January 1993	Amended - September 2019
Amended - May 1994	Amended – September 2023
Amended - January 1998	Amended –June 2025