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September 30, 2019

To: CCBSA Members
 From: René LaRoche, 2019 CCBSA President
 Re: Updated Proposed CCBSA Bylaw Amendments for 2020

Honorable Members of the California Clerk of the Board of Supervisors Association,

As you will recall, last month I provided you with a memo detailing the changes being proposed for your consideration at our annual business meeting this December to be held during the 2019 CCBSA Annual Conference in San Francisco. Please let this serve as an updated summary of the proposed changes as it includes the addition of authorities to charge fees for things like recruitment postings on the association website. That new fee section can be found at Section 6, under Article IV.

While the remainder of the proposed Bylaws is unchanged from my August memo, I am repeating the entire summary of changes below for your ease of use. As with the earlier version, you will find that proposed amendments appear as redline text throughout the document, with green text indicating that text was retained but moved to another section.

| Section | Summary of Proposed Changes |
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| Article IV: Annual Dues and Fees | Now that the CCBSA has adjusted to the new dues payment schedule, the proposed revisions update the timelines and clarify language for new members. It is also proposed to add language allowing memberships to be transferrable in a member county. Section 6. was added to allow the Association to charge fees for job postings, etc.. |
| Article V: Memberships and Privileges | Added a clause to allow an Associate member to vote when a Principal member is not present at the Annual conference or a special meeting. |
| Article VI: Officers; Article VII: Duties of Officers | This section has the bulk of the changes. As I noted previously, CCBSA Executive Committee members currently start as Treasurer, then rotate through Secretary, Vice-President, President and, finally, Past-President. While that rotation is great for getting an overview of the organization and its operations, it is a HUGE time commitment which |

| Section | Summary of Proposed Changes |
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| | <p>prevents many clerks from taking on leadership roles within CCBSA. That time commitment, combined with the new employment trends, has the potential to leave CCBSA with leadership gaps in the near future.</p> <p>Therefore, it is proposed that the Executive Committee be restructured. The Executive Committee would be reduced from four officers to three, with the Past President being ex-officio, but "on-call." This will reduce the time commitment needed to be an officer from five to three years. To accommodate this proposal, the Secretary responsibilities would be handled by the Vice-President.</p> |
| <p>Article IX: Committees a. Executive Committee</p> | <p>The language for the Executive Committee has been amended to reflect the changes with the Executive Officers.</p> |
| <p>Article IX: Committees 4. Subcommittees</p> | <p>This section has significant changes to combine several committees and update responsibilities:</p> <ul style="list-style-type: none"> a. Legislative Committee: This committee was moved from being a standing committee to a subcommittee to be in line with the other committees. b. Website Committee: This was restructured to reflect updated responsibilities and provide for consistency in the webmaster position. c. Education/Certification Committee: Added language about the Certified Clerk of the Board program and combined responsibilities from the New Clerk’s Institute/Clerk’s Manual/Best Practices Committee. d. Mission/Vision Statement and Bylaws Committee: Clarified that the Executive Committee shall serve as members of this committee, as previously noted in the list of Executive Committee responsibilities. e. New Clerk’s Institute/ Clerk’s Manual/Best Practices Committee: Combined with the Education/Certification Committee. f. Sponsorship and Fundraising Committee: Combined the responsibilities of the Fundraising Committee and the Sponsorship Committee since both committees have similar goals. g. Clerks Quiz Committee: Updated language to eliminate references to “Quiz Master.” h. CCBSA Sponsorship Committee: Combined with the Fundraising Committee. Additionally, the sponsorship levels were moved to a new Appendix B to make it easier to share |

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| | the list of sponsorship opportunities with potential sponsors. |
| Article XI: Conferences and Meetings | Proposing minor grammatical and style changes, as well as changes from eliminating the Secretary position. |
| Appendix A | Retitled it to state, "Recognitions and Awards." Also, provided language to allow the organization to recognize other members and officers. |
| Appendix B | Moved from the Sponsorship Committee description to specifically list the sponsorship levels. |