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August 16, 2019

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

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

As we prepare for the 2019 CCBSA Annual Conference in San Francisco in December and our annual business meeting, I wanted to share with you the proposed changes to the CCBSA Bylaws. As you know, the Executive Committee has been hard at work over the last several months, carefully combing through the Bylaws and reflecting on a few significant changes to better serve our members and be ready for the future. What you now have before you, is the final product that will be brought before the membership in December for a vote.

Consequently, please let this memo serve as a summary of the proposed changes to the Bylaws pursuant to Article XII: *Amendments to Association Bylaws*. Proposed amendments appear as redline text throughout the document, with green text indicating that text was retained but moved to another section.

My thanks to the Executive Committee for sloshing through this painstaking process. It was very gratifying to see the respectful nature of the deliberations despite sometime differing views. I would also be very remiss if I did not offer a special thanks to Andrew Potter for taking on the brunt of the editing.

On behalf of the Executive Committee, I now formally offer the proposed changes to you for your consideration. Please feel free to contact me should you have any questions regarding any of it.

Section	Summary of Proposed Changes
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.
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

Section	Summary of Proposed Changes
	special meeting.
Article VI: Officers; Article VII: Duties of Officers	<p>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 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>
Article IX: Committees a. Executive Committee	<p>The language for the Executive Committee has been amended to reflect the changes with the Executive Officers.</p>
Article IX: Committees 4. Subcommittees	<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

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	<p>goals.</p> <ul style="list-style-type: none"> <li data-bbox="578 281 1338 352">g. Clerks Quiz Committee: Updated language to eliminate references to “Quiz Master.” <li data-bbox="578 359 1409 506">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 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.