**Adult Education Block Grant (AEBG) Contra Costa County
Regional Consortium Governance Procedures**

The Contra Costa County Adult Education Consortium (CCCAEC) has been established for the improvement and expansion of adult education opportunities for school districts and community colleges in Contra Costa County.

As stated in AB86 and AB104 voting membership has been established to provide maximum district involvement in the operation and fiscal allocation of adult education. Superintendents of K-12 districts, County Office of Education, and the Chancellor of the Contra Costa Community College District or their official designees as determined by their governing boards have authority to meet regularly to conduct the business of the CCCAEC.

Contra Costa County AB86 Regional Consortium

1. The Consortium shall make all policy decisions relative to the goals and objectives of the AB86 and AB104 Adult Education Block Grant.

2. The membership of the CCCAEC shall be as follows:

District Superintendents or their official designees from

1. Acalanes Union High School District/Adult Education

2. Antioch Unified School District/ Adult Education

3. Liberty Union High School District/Adult Education

4. Martinez Unified School District/Adult Education

5. Mt. Diablo Unified School District/Adult Education

6. Pittsburg Unified School District/Adult Education

7. West Contra Costa Unified School District/Adult Education

8. County Superintendent or their official designee from Contra Costa County Office of Education.

9. Contra Costa Community College District Chancellor or their official designee

Presidents or their official designee from:

10. Contra Costa

11. Diablo Valley

12. and Los Medanos College

3. A Consortium Manager who is not a member of the Consortium and who is not allowed to vote Will facilitate all meetings and disseminate all information related to AB86 and AB 104 in order to better inform the members, and to make sure that all reporting deadlines are adhered to.

4. All AEBG Contra Costa County Regional Consortium meetings shall be publicly noticed with proposed agendas a minimum of 72 hours prior to meeting dates. Minutes with documents introduced at public meetings shall be publicly available and posted within ten (10) days after meeting dates.

5. The voting power of each member will be one vote from each adult school institution, two votes per college, one vote for the Contra Costa Community College District and one vote for the Contra Costa County Office of Education.

6. If consensus cannot be reached voting will take place. A quorum will consist of fifty percent of the college and the Adult School member institutions, plus one vote.

7. Decisions will then be subject to a vote providing that fifty percent of the member institutions/agencies are present and subject to quorum requirements.

No proxy voting shall be allowed for absent member institutions/agencies. However, virtual participation shall be allowed if a request is made to the Steering Committee Co-Chair(s) or to the Consortium Manager at least three (3) days prior.

8. Proposed decisions related to the allocation of funding and funding schedules will be considered in an open, properly noticed public meeting at which members of the public may comment

9. The Consortium will adhere to the Education Code related to adult education and to all stated portions of AB104.

10. The fund administrator for the Contra Costa County Consortium will be the Contra Costa County Office of Education (CCCOE) for the supplemental funds only.

**First Amendment to Governance Plan**

1. This amendment (the “Amendment”) is made by the member Institutions of the Contra Costa County Adult Education Consortium, parties to the agreement “Governance Plan” dated October 30, 2015 and revised December 10, 2015, (the “Agreement").

2. The Agreement is amended as follows:

Only one signatory per member Institution (9) plus one from each of the three community colleges (for a total of 12 signatures) is to be required, and Is not dependent on which member representative was present for voting, for submission of required reports to the state's Adult Education Block Grant (AEBG) website. This change was unanimously accepted at the Contra Costa County Adult Education Consortium Steering Committee meeting of May 12, 2016 and Is reflected in the minutes.

3. Except as set forth in this Amendment, the Agreement Is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

**Second Amendment to Governance Plan**

1. This amendment (the “Amendment”) is made by the member Institutions of the Contra Costa County Adult Education Consortium, parties to the agreement “Governance Plan” dated October 30, 2015 and revised May 12, 2016, (the “Agreement").

2. The Agreement related to item 7 is amended as follows:

In the case where member institutions have two votes, a single voting member representing that institution can cast both of the member institution votes.

This change was unanimously accepted at the Contra Costa County Adult Education Consortium Steering Committee meeting of March 9, 2017 and is reflected in the minutes.

3. Except as set forth in this Amendment, the Agreement Is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.