

## **ARTICLE III**

### **Meetings - Agenda - Quorum - Voting - Legislation**

3.01 Meetings. Conference members shall meet as below:

- A. The Conference shall meet four times annually: prior to the CCCAA Fall Conference, in December, in March prior to the CCCAA Convention, and in May as part of the All-Conference meetings for Southern California. These meetings will be called by the President, with scheduling and agendas managed by the Commissioner.
- B. Special meetings shall be called by the President when deemed necessary, or upon the request of a majority of the representatives. These meetings will be scheduled, and agendas managed, by the Commissioner.
- C. The Commissioner will notify representatives at least three weeks prior to any meeting of the deadline for submitting agenda items.

3.02 Agenda. An agenda shall be provided by the Commissioner with input from Conference representatives.

- A. The Commissioner will e-mail an agenda to the representatives two weeks prior to any meeting.
- B. Agenda items are to be submitted to the Commissioner three weeks prior to the meeting date.
- C. Agenda items can be added at the meeting, but any action on additional items must have a three-fourths (3/4) vote of the attending voting representatives to pass.

3.03 Quorum. The presence of two-thirds of the official college representatives shall constitute a quorum for the transaction of the business of the Conference. Action by such a quorum shall be as valid as action taken with all representatives present.

3.04 Voting. Voting shall be conducted as follow:

- A. Each institution is entitled to three (3) votes; only those representatives present may vote.
- B. A simple majority is required to pass any legislation or measure except as otherwise specified.
- C. A tie vote shall defeat a measure.
- D. Voting representatives, by 3/4 vote, may elect to allow one vote per college on specific issues.

3.05 Legislation Effective Date. Decisions made on legislation or measures shall become effective immediately unless otherwise specified.