

CCSO BYLAWS

ARTICLE IV: ELECTIONS/REMOVAL

SECTION 1: ELECTION OF STATE BOARD OF DIRECTORS

Elections of State President, State Vice President, State Treasurer, and two State Board of Directors Members shall be held in odd-numbered years. Elections of the State Secretary and three State Board of Directors Members shall be held in even-numbered years. All officers and members of the State Board of Directors will be elected for a four (4) year period. The election date shall be December 5th of the appropriate year.

SECTION 2: NOMINATION OF CANDIDATES FOR STATE BOARD OF DIRECTORS

On the first week of September the State Board of Directors' nomination forms along with job descriptions of the position will be sent to all active CCSO members. Members may nominate one (1) member, in good standing, for each position to be elected. The nominations will be returned, via a business envelope provided, to an independent accounting firm with the deadline to receive nominations by October 5th or the next workday. A candidate, including the incumbent must receive a minimum of 5 nominations to be placed on the ballot. If a candidate qualifies for multiple positions, the candidate must choose only one position to run for on the election ballot. The firm will tabulate the four (4) highest nominated members for each position meeting the minimum nominations. If there are no candidates that receive the minimum five (5) nominations, then the State President will have the authority to place any candidate on the board. A candidate nominated for more than one position must choose only one position to run for on the election ballot. A candidate cannot run for multiple positions. This includes the incumbents. The nominees will be notified by email and/or telephone to ascertain if he/she wants to accept the nomination. Nominees will be noticed no later than October 15th. If the nominee does not respond or is unreachable by October 25th, he/she will automatically be dropped from the election process to continue the election in a timely manner.

ARTICLE V: DUTIES OF OFFICERS

SECTION 1: OFFICERS OF THE STATE BOARD OF DIRECTORS

The officers of the State Board of Directors shall be a State President, State Vice President, State Secretary, State Treasurer, and five (5) State Board Members. Six of the nine (6/9) positions must be occupied by members holding a custody rank, active or retired.

In the event of a vacancy (other than by means of recall) in the office of the State President, after a regularly scheduled statewide election, the State Vice President position shall fill the vacant State President position until the next scheduled statewide election cycle (example: term of office is four (4) years and every two (2) years a State Board of Directors election takes place).

Any vacancy in any of the State Board of Directors positions shall be filled by appointment by the State President and confirmed by a majority vote of the State Board of Directors. The appointment shall continue through the next scheduled statewide election cycle (example: terms of office are four (4) years and every two (2) years either an odd or an even election takes place).

SECTION 2: DUTIES/POWERS OF THE STATE PRESIDENT

The State President of CCSO shall have the following duties and powers:

- a) She/he shall preside over all meetings of this Organization and the State Board of Directors. She/he shall, have one (1) vote at all meetings of the State Board of Directors, including the annual general meeting with the Chapter Presidents and/or their delegates.
- b) She/he shall have the general supervision and control over all affairs and operations of this Organization when the State Board of Directors are not in session and shall discharge such other duties as may be required of him/her by the Bylaws of this Organization or by the resolutions of the State Board of Directors.

- c) The CCSO State President upon proper authorization shall execute in his/her official capacity, all conveyances, contracts, and other instruments in writing and shall cosign all checks except when other persons may be authorized by the State President. The exception lies with the State President's account, which need only be signed by the State President. Monies expended over \$5,000 for one expenditure will be approved first by the State Treasurer, and if approved by the State Treasurer, the State Board of Directors will be informed prior to expenditure being made. Exceptions to this process will be the expenditures relating to the CCSO Annual Conference, Annual General Meeting, Chapter Workshops, and Legal Expenditures which the State President will have sole discretion to determine expenditures.
- d) She/he shall, at the commencement of and during his/her term of office, appoint all such committees as required and other such committees as deemed appropriate and beneficial to this Organization except as otherwise stated in these Bylaws, subject to the approval by a majority vote of the State Board of Directors. She/he shall also be responsible for the removal of any member from said committee subject to approval by a majority vote of the State Board of Directors. Each committee shall consist of a chapter person who is also a member of the State Board of Directors. Other committee members shall consist of members of this Organization who have been recommended by the State Board of Directors. The State President shall be able to appoint anyone that is not an elected official to special assignments, as needed, to meet operational needs. Additionally, he/she shall have the authority to remove anyone from such special assignment(s) at his/her discretion, subject to review by the State Board of Directors. She/he shall be an ex-officio member of all committees and have the power to make changes therein, when, in his/her opinion, the best interests of the Organization will be served thereby.
- e) The past State President shall act as the advisor as needed to the State President and State Board of Directors for the first term of the new State President. The past State President shall be compensated, as a contract employee, as approved by the State Board of Directors during the first term of the new State President as required.
- f) Tour and meet with wardens/superintendents and members.
- g) If during a Chapter election no nominations (s) are received from that Chapter, the State President shall appoint a Chapter President from the Chapter Board. If there is no Chapter Board the State President shall appoint any CCSO member in good standing from that Chapter to be the Chapter President.
- h) To attend at least two (2) quarterly meetings annually.
- i) The State President will be allowed to retain his/her State Board of Director State President position until expiration of term, subject to State Board of Directors approval, in the event of demotion to a rank-and-file position until State Personnel Board appeals have been exhausted.
- j) In the event of death, resignation, retirement, or removal from office, all money or property of this Organization under his/her control shall be immediately delivered to his/her successor of this Organization.

We thank you for your continued membership on behalf of the California Correctional Supervisors Organization (CCSO). We invite you to participate in the organizational process by submitting a nomination for yourself or another CCSO member in good standing.

Should you have any questions regarding the state election process or require additional information, please contact our office at **(800) 449-2940** and request to speak with Mary.



**Supervisors Representing Supervisors
Since 1992**