
POLICY FOR COMMISSIONERS' PERSONAL MAIL RECEIVED AT HEADQUARTERS

(as approved by the Commissioners in November 1998)

Our policy is to screen mail sent to the California Student Aid Commission (Commission), but addressed to the Commissioners. Typically, if the mail received pertains to the business of the Commission, it is forwarded to the appropriate staff, so that staff may respond. If the mail is addressed to the Commission Chair and a response or research is required, it is forwarded to the appropriate staff, so that the appropriate staff may respond. In these cases, the Chair is forwarded a copy of the original correspondence along with staff response to it. If the mail is of a personal nature and does not pertain to the business of the Commission, it is forwarded directly to the Commissioner addressed. Advertisements or solicitations are generally discarded.

POLICY AND PROCEDURES FOR PROCEEDING WHEN THE COMMISSION LACKS A QUORUM

(as approved by the Commissioners on March 26, 1999)

Commission Meetings

Pursuant to Education Code, Section 69510, the California Student Aid Commission (Commission) is composed of 15 members. A quorum of this state body is 8 members. A quorum must be present to legally transact business and take actions. The purpose of a quorum is to prevent an unrepresentative group from taking action in the name of the state body.

Every effort shall be made by the members to attend all meetings. If circumstances prevent a member from attending a meeting, the member should notify the Commission Liaison immediately. In instances where the result is a lack of quorum, the following may occur:

- The member may participate, if possible, by teleconference, in order to achieve a quorum of the Commission.
- The Commission meeting may be canceled and rescheduled for a date on which a quorum can be achieved.
- The Commission meeting may continue as an “informational” meeting only, and no action may be taken.
- If any of the standing committees have a quorum, they may continue to meet and take action as a committee.

Standing Committee Meetings

A quorum of a Standing Committee is a majority of its membership. The Chair of the Commission, as Ex-Officio, is a voting member to each of the Standing Committees and may also count towards achieving a quorum, if needed. However, if any of the Commission’s Standing Committees cannot make a quorum, the Committee of the Whole shall convene to consider and act upon the agenda items in the place of that Committee.

The Commission may consider and take action upon a Committee recommendation immediately after each Committee meeting if it is anticipated that a quorum may be lost later, or may defer consideration and action until a later time in the Commission meeting.

EXECUTIVE COMMITTEE RESOLUTIONS

(Adopted by the Full Commission November 22, 1999)

1. **RESOLVED**, that the Executive Committee of the Student Aid Commission shall consist of the Chair, the Vice Chair, the Secretary and the Treasurer as voting members. The chairs of the standing committees of the Commission shall be non-voting members. A majority of the voting members shall constitute a quorum of the Executive Committee. The Chair of the Commission shall be the Chair of the Executive Committee. The Executive Committee is empowered to act for the Commission when it is not possible to convene the Commission between regular meetings. All actions of the Executive Committee are subject to report and ratification at the subsequent meetings of the full Commission. The Executive Committee convenes only when necessary rather than on a regularly scheduled basis.
2. **RESOLVED**, that the Chair of the Commission shall be authorized to appoint interim officers of the Commission in the event of a vacancy, such interim officers to serve until elected or replaced by a majority vote of a quorum of the Commission.

ATTENDANCE POLICY FOR COMMISSION MEMBERS

Adopted March 14, 1997

Revised June 8, 2001

The Commission is responsible for developing and implementing policies that ensure the successful administration of its programs and serve the best interests of all program participants. As representatives for such a diverse array of program participants and beneficiaries, it is essential that all Commission members make every effort to attend the entire Commission meeting as scheduled and actively participate in the deliberations. In accordance with this view, the Commission adopts the following attendance policy for Commission members:

- Commission members are expected to attend all Commission meetings for the entire scheduled times and participate to the fullest extent possible. The Commission has six regular meetings a year (plus one annual workshop and one joint workshop with EdFund).
- Commission members who miss two out of six regular meetings during a twelve month period or who consistently do not attend for the entire scheduled times will be contacted by the Commission Chair, who may discuss with them their responsibility and will ask them to confirm their commitment to their assignment as a Commission member.
- Commission members who miss four out of six regular meetings during a twelve-month period will be sent a letter by the Commission Chair, who may discuss with them their responsibility and will ask them to confirm their commitment to their assignment as a Commission member.
- In the event that a Commission member is unable to attend meetings due to unusual or compelling reasons, such as a long-term illness or personal tragedy, the Chair may waive the above action.