

**CALIFORNIA GRAND JURORS' ASSOCIATION**

# **POLICY MANUAL**



**Revised and Adopted April 25, 2017**  
(amended 06/27/17, 05/22/18, and 06/25/19)

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## 1.00 General Provisions

### 1.10 Organization of the Association; Tax Exemption

The California Grand Jurors' Association (CGJA) is a nonprofit corporation governed according to its Articles of Incorporation, the CGJA Bylaws, and the *California Nonprofit Public Benefit Corporation Law*. CGJA shall take all steps necessary to retain the association's status as tax-exempt under the provisions of Internal Revenue Code Section 501(c)(3) and to permit donors to deduct their dues and donations to the extent allowed by the provisions of IRC Section 170(c)(2).

### 1.20 Governance

The basic rules for governance and operation of the association are found in the Articles of Incorporation and the CGJA Bylaws, including methods for nominating and electing members of the board of directors and officers, the duties of directors and officers, and the means for maintaining the association's tax exempt status. The Articles of Incorporation also state the primary objectives of the association. Additional rules and guidance are provided in this CGJA Policy Manual ("the policies") and the adopted procedures for the association's committees.

### 1.30 Principal Office

The location of the association's principal office is 1071 L Street, #320, Sacramento, California 95814. The board may change the location of the principal office at any time.

### 1.40 CGJA Logo

- A. The CGJA logo (below) is a distinguishing mark identifying the association. It shall be used in all major CGJA publications, including the CGJA website. It must be used in exactly this format and may not be modified in any way.
- B. Related organizations such as committees and chapters are encouraged to use this logo to identify their activity with CGJA, but must not modify the logo or add anything to it. An affiliation, such as the name of a chapter, may be identified by a text box below the logo.
- C. A jpg file of the logo may be obtained from the Public Relations Committee.
- D. Any question about use of the logo should be directed to the chair of the Public Relations Committee, who will refer any proposed exception to policy to the board of directors for approval.



**1.50 Conflicts between Policies and Articles of Incorporation or Bylaws**

The intent of this policy manual is not to repeat matters covered by the Articles of Incorporation and bylaws, but rather to set forth the association's adopted rules for its operations. Nothing in the policy manual is intended to conflict with the Articles of Incorporation or the bylaws. If such a conflict is found to occur, the provisions of the articles and bylaws shall prevail.

**1.60 Amendments to Policies**

Additions or revisions to this policy manual may be proposed in writing to the Bylaws and Policy Review Committee (BPRC), which shall review and comment on the proposed changes and may submit them to the board of directors for approval. Alternatively, any director may submit proposed policy additions or revisions to the board as an action item, which shall be included in the agenda packet for the next business meeting of the board. The board may refer the item to BPRC or, if the proposal receives affirmative votes from a majority of the directors present, the addition or revision shall become part of these policies and shall then take effect as provided in the adopting board action.

## 2.00 CGJA Members

### 2.10 CGJA Membership

- A. Membership shall be encouraged from every county throughout the state. Membership is open to current and former members of regular grand juries in good standing and other interested parties, as described in Section 2.20.
- B. Other than as authorized by a vote of the board, no member shall claim association with the California Grand Jurors' Association for commercial purposes.
- C. Members can be expelled or their membership can be suspended as provided in Article 4, Section 4(b) of the CGJA Bylaws.

### 2.20 Classes of Membership

As provided in Article 4 of the CGJA Bylaws, the classes of membership are:

- A. Voting member. A voting member is an individual who is serving or has served on a regular grand jury as defined in Penal Code Sections 888 and 901 or who has served as a district attorney, county counsel, or judge as a legal advisor to a grand jury per California Penal Code Section 934(a); and who has joined the association and maintained his or her membership. Voting members must pay dues. They have all the rights and privileges of the membership including the right to vote on:
  - 1. The election of directors;
  - 2. Amendments to the bylaws that materially and adversely affect the rights of members or member voting rights;
  - 3. Change in the number of directors or the length of directors' terms;
  - 4. Amendments to the Articles of Incorporation;
  - 5. The disposition of all or substantially all of the Association's assets;
  - 6. Any merger and its principal terms; and
  - 7. Such other matters as set forth in the *California Nonprofit Public Benefit Corporation Law*.
- B. Introductory member. An introductory member (IM) is an individual who has been offered and accepted a complimentary membership valid during the individual's term of regular grand jury service, who has complied with the requirements for such complimentary membership as set forth by the board of directors, and who is currently serving on an impaneled regular grand jury in any of the 58 counties or has been selected as an alternate. A current voting member of CGJA is not eligible for IM status. An IM has no voting rights on CGJA matters.
- C. Associate member. Any person interested in the affairs of CGJA or the California grand jury system shall be eligible for associate membership if a voting member in good standing recommends that the person be granted associate membership. Associate members must pay dues. They have no vote in association affairs and may not accredit their relationship with the association.
- D. Honorary member. Persons or business organizations recognized for substantial and continual achievement in support of the California grand jury system may be

approved by the board for honorary membership. An honorary member shall receive all the benefits of membership and pay no dues, but is not eligible to vote on association matters. Such appointments may be, but need not be, for life.

- E. Member in good standing. As provided in the CGJA Bylaws in Article 5, Section 4, a member of any class who has paid any required dues, fees, and assessments and who is not ineligible for membership shall be considered a member in good standing.
- F. Ineligibility. Individuals who have been discharged or dismissed for cause from a regular grand jury or individuals who have been members of a regular grand jury that has been dismissed or dissolved for cause are ineligible for membership in the association or its chapters.
- G. Changes to classes of membership. The board of directors may add or delete classes of membership by amending the bylaws, except that it may not delete voting membership without member approval.

### **2.30 Membership Dues**

- A. Dues shall be established by the board of directors and are subject to change without notice.
- B. As of 2017, and until modified by the board, dues are:
  - 1. Voting member: \$30 per year or \$25 per year for multiple years
  - 2. Associate member: \$30 per year or \$25 per year for multiple years
  - 3. Life member: \$500
- C. A member is in good standing only when dues are paid (if dues are required by Section 2.20). Dues are considered paid when the treasurer is in receipt of an acceptable financial instrument for payment. Annual dues shall be for twelve months and are due on the anniversary of membership.
- D. Those members whose dues are not paid within 30 days of the due date shall be notified that their dues are in arrears and that their membership will expire.
- E. Unless dues are paid before a date established by the Nominations-Elections Committee in relation to the deadline for sending out ballots, the member will not receive a ballot for the election of directors.

### **2.40 Distribution of Membership Lists**

- A. CGJA's membership list, as described below in paragraph C, may be provided by the secretary to a CGJA member in good standing upon written request in accordance with the provisions of the *California Nonprofit Public Benefit Corporation Law* and paragraph D below.
- B. Whenever a list is provided, it shall be accompanied by the following statement: CGJA's membership list is a proprietary asset and shall not be provided or otherwise distributed to any person or entity other than a member, director, or officer. The list shall not be used for any purposes other than those reasonably related to the interest of a member and which are consistent with CGJA-related business and the best corporate interests of CGJA.



- C. Except as provided in paragraphs G and H, below, any release by CGJA of a membership list shall be limited to an alphabetized list of members' names, county, USPS mailing addresses, and whether the member is entitled to vote for the election of directors.
- D. The secretary is charged with compliance with the provisions of California Corporations Code Section 6330 in providing a copy of CGJA's membership list. Except as provided in paragraphs G and H below, the list shall be released only upon a determination by the board or the Executive Committee that it is to be used for a purpose reasonably related to such member's interests as a member or will be used by the chapter to recruit members.
- E. In the circumstance where CGJA, through the board or the Executive Committee, determines that the purpose for which a member requested the membership list is not reasonably related to such member's interests as a member, the secretary shall, on behalf of CGJA, advise such member within ten business days to submit additional justification. The secretary may also, pursuant to California Corporations Code Section 6330 and on behalf of CGJA, and in consultation with the president and/or Executive Committee, thereafter provide a reasonable alternative method for achieving the proper purpose identified in the request. The determination must be in writing with copies to the president and for the corporate records. It is incumbent upon the president to review the action of the secretary and, if corrective action is considered necessary, to do so in a timely manner.
- F. The board at its next regularly scheduled meeting shall be advised of any request for a membership list received from any member and the action(s) taken.
- G. The secretary may at any time provide CGJA's membership list to any board member, officer, or committee chair, upon written or verbal request of such director, officer, or committee chair. That list may include each member's email address and telephone number in addition to the information listed in paragraph C, above.
- H. A membership list limited to the members within specific counties may be provided by the secretary or the chair of the Membership Relations Committee to a CGJA chapter upon a written or verbal request of any chapter member who is a CGJA member in good standing for the purpose of enabling the chapter to recruit chapter members. Such lists may include address, telephone number, email address, and membership class.
- I. It is the policy of CGJA, in compliance with the California Corporations Code, that a request for a membership list by a member in good standing shall receive consideration and shall be responded to within ten business days of receipt.

## **2.50 Chapters**

Voting members may organize into chapters representing one or more counties. Rules for the formation and maintenance of chapters are set out in Section 12.50.

### 3.00 CGJA Directors and Officers

#### 3.10 Director Responsibilities

The following are in addition to those duties outlined in Article 6 of the CGJA Bylaws:

- A. Directors shall attend all board meetings except when excused by the president. Directors shall participate in teleconference or face-to-face board meetings at their own expense. Directors may be removed from the board if they fail to participate in two consecutive board meetings or a total of four meetings in any twelve-month period, except when excused by the president for good cause.
- B. Directors shall read and review all agenda packet items in preparation for each board meeting.
- C. Directors shall attend the CGJA Annual Conference and Annual Meeting unless excused by the president, and shall attend at their own expense.
- D. Each director shall be active on at least one of CGJA's committees.
- E. Directors shall monitor and, when necessary, promptly respond to email and voicemail communications regarding the business of the board and their committee(s).
- F. Directors shall avoid personal agendas and put personal differences aside in order to properly and fully satisfy their responsibility to serve the best interests of the association. Directors must become familiar with and be faithful to the association's missions and goals. Directors shall comply with the adopted Code of Conduct contained in the Directors' Handbook.
- G. Directors shall assume fiduciary responsibility for the association as required by law.

#### 3.20 Board Representation by Region

- A. Each of the three regions of the state shall have an equal number of seats on the board of directors, as provided in Article 2, Section 2 of the bylaws.
- B. The counties in each region, as determined by the board of directors, are as follows:
  - Northern Region:** Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yuba
  - Central Region:** Alameda, Alpine, Amador, Calaveras, Contra Costa, Marin, Mono, Napa, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Stanislaus, Tuolumne, Yolo
  - Southern Region:** Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tulare, Ventura
- C. It is a qualification for office that directors reside in their respective regions.

#### 3.30 Officers

The officers of the association are the president, vice president, secretary, and treasurer. The officers and their duties are described in Article 7 of the CGJA Bylaws.

## 4.00 Board of Directors’ Meetings

### 4.10 Meeting Rules

Article 8 of the CGJA Bylaws sets out the general rules for meetings of the board of directors. This chapter contains the specific rules for the conduct of board meetings.

### 4.20 Board Meeting Agenda Item Transmittals

A. The following standard action agenda item transmittal format shall be used in conjunction with the board meeting agendas (a template of the transmittal form can be obtained from the secretary):

**CGJA Board of Directors Meeting – Action Agenda Item Transmittal**

Agenda Item Number:	E- (president or secretary to assign number)
Date:	Date of board meeting
To:	CGJA Board of Directors
From:	Individual or committee sponsoring action
Subject Summary:	Brief statement of issue/problem being addressed
Recommended Action:	Specific action proponent is requesting; this is to be stated in the same form as one would use in making a motion
Support Documentation	Background information necessary for board members to make an informed decision regarding the action the board is being asked to take; detailed analysis to include references or attachments
Upside/Downside:	A statement of the downside aspects and any costs as well as the advantages of the proposed action

- B. The sponsor must fill out the “Recommended Action” section to say exactly and concisely what is proposed. The recommendation must be stated in the form of a motion.
- C. Each agenda item transmittal must state a “Subject Summary” and a “Recommended Action” (in the form of a motion for approval), and include support documentation to inform the directors in advance of the rationale for approving the proposed action. Action items requesting authorization of funds outside the approved budget or impacting the delegated responsibilities of another committee should be reviewed with the treasurer and/or committee chair(s) prior to submittal to the president and the secretary.
- D. Transmittals must be in writing, should be typed, and shall be sent to the president and the secretary via email as Rich Text Format attachments, via fax, or via U.S. mail. Transmittals must be submitted at least nine days in advance of the meeting where they are to be addressed.

- E. Members shall contact a director to request sponsorship of an action item for inclusion on the agenda.

#### **4.30 Agendas**

- A. Board meeting agendas shall be prepared in advance by the president with the assistance of the secretary.
- B. Meeting agendas shall be posted on the CGJA website at least seven days prior to the meeting, and at that same time the agendas shall be emailed to all board members together with copies of the agenda item transmittals and attachments.
- C. Non-director standing committee chairs shall be sent the agenda and agenda packet, invited to attend the meeting, and permitted to discuss any item pertaining to their committee.
- D. It is preferable that no board action should be taken on “off agenda items” (items not submitted in time for inclusion in the emailed agenda packet). However, off-agenda items may be considered as provided in subparagraph E.2 of Section 4.60.
- E. Any pending board action item shall be continued and listed on the agenda until that item is either tabled or acted upon and duly recorded in the minutes.

#### **4.40 Meeting Rules of Order**

- A. Board of directors’ meetings may be conducted at a designated location or via audio or video conferencing as established by the meeting notice.
- B. The president, working with the secretary, is responsible for preparing the meeting notice, agenda, and agenda packet, and shall preside as the chair at each meeting of the board of directors.
- C. The CGJA Bylaws and this chapter will take precedence in all board meetings. Robert’s Rules of Order shall be the parliamentary authority in cases not covered by the bylaws and this chapter. The chair’s interpretation of the rules of order will apply subject to a majority vote of directors present for a contrary interpretation as introduced by any director’s motion with a second and debate.
- D. All directors shall read the agenda packet in advance of the meeting and shall be presumed to understand proposed actions to be considered at the meeting. Directors should seek any necessary clarification of agenda items prior to the meeting, as required by subparagraph E.4 of Section 4.60. Directors with differing views or considerations should advance them by email to all other directors prior to the meeting to expedite debate on proposed actions.
- E. Each director should retain agenda packets for reference as future agendas may refer to previous agenda information.

#### **4.50 Quorum; Attendance; Recording; Minutes**

- A. The secretary shall call the roll for the chair’s determination that a quorum exists for a meeting to proceed. A quorum is a majority of the directors holding office.
- B. Directors calling in late to a meeting held electronically should announce their presence when the first break in conversation occurs. Upon hearing the entrance of

the director, the chair or secretary may interrupt the meeting discussion to obtain the name of the director joining the meeting late.

- C. Non-director members are entitled to attend board of directors' meetings to listen to and witness the meeting, and to address the board under "Member Comments," but may not interject or join into board discussion or debate with questions or comments without the board's consent. (See paragraph C of Section 4.30, above, regarding the involvement of standing committee chairs)
- D. The secretary shall record all meetings to assist in providing meeting minutes, and will announce at the beginning of each meeting that it is being recorded. Meeting recordings will be restricted to the sole use of the secretary and shall be destroyed or erased after the minutes have been approved by the board of directors. No other person(s) shall record a board meeting without the consent of all who are present.
- E. Draft minutes shall be emailed to the directors as soon as possible after each meeting. In the absence of the secretary, this rule will apply to the individual assigned to take the minutes. Approved minutes shall be posted on CGJA's website.

#### **4.60 Order of Business**

The order of business for regular board of directors' business meetings shall be as follows (subject to modification by the chair):

- A. CHAIR'S CALL TO ORDER and ROLL CALL OR VERIFICATION OF DIRECTORS PRESENT (Agenda Item A)
- B. APPROVAL OF THE MEETING AGENDA AND MEMBER COMMENTS (Agenda Item B; target time: 5 minutes)
  - 1. A motion and second to approve the meeting agenda will open each meeting. Upon the request of any director, any item on the consent agenda will be moved to the action agenda per paragraph C, below. Requests must be made prior to the vote approving the meeting agenda.
  - 2. Except as the board shall otherwise approve, non-director member comments shall not exceed a total of 10 minutes. Any non-director member who wishes to address the board on any matter or speak to an agenda item, must contact the president or secretary no fewer than three days prior to the meeting to reserve a time slot (two to three-minute limit) and to request and receive the agenda and agenda packet.
- C. CONSENT AGENDA (Agenda Item C). The consent agenda will be approved by a motion and second without debate. Corrections to any consent item will be incorporated into the motion to approve the consent agenda. If any director states an objection, the item will be taken up under the action agenda after the scheduled action agenda items.
- D. OFFICER AND COMMITTEE CHAIR REPORTS (Agenda Item D; target time: 20 minutes)
  - 1. The board's agenda packet will include officer reports and all committee reports and meeting minutes. All officers and committee chairs, or their representative, should attend the meeting to update the board on significant items or matters supplemental to committee reports or minutes.

2. Directors may seek clarification or express their views on any reports or minutes in an agenda packet up to 24 hours prior to the meeting via email or speak to such matters during this section of the agenda.
- E. ACTION AGENDA (Agenda Item E; target time: 40 minutes or less as items warrant)
1. Any director, officer, committee chair, or authorized designee of a committee, may submit an action item for consideration by the board of directors. All action items submitted to the board must be in writing on an approved agenda item transmittal form. Items submitted for board approval require a vote, whereas review and acknowledgment items are for discussion or informational purposes and will not require a vote.
  2. Action agenda item transmittals should be delivered to the president and the secretary at least nine calendar days prior to a scheduled meeting to be placed on the meeting agenda, which must be distributed seven days before the meeting. However, the board may approve the addition of an item submitted fewer than seven days prior to the meeting upon a finding that action on that item must be taken before the next regular meeting. Except for emergencies, as determined by a 2/3 vote of the directors present at the meeting, agenda item transmittals may not be submitted during a board meeting but may be approved for placement upon the agenda for the subsequent meeting.
  3. All action agenda items will be considered motions and will require a second before debate.
  4. Directors seeking advance clarifications, wishing to express their views, or desiring to amend a proposed action item should contact the proponent upon receipt of the agenda packet but no later than 24 hours prior to a scheduled meeting to minimize confusion and time during debate of actions presented for board approval. Directors should exercise discretion in using “reply all” when answering emails to avoid unnecessary transmittals.
- F. PENDING MATTERS (Agenda Item F). Any pending board action, tabled action to be reconsidered, or other pending matter shall be discussed here, including any item previously discussed by the board which the president believes needs further board discussion or a follow-up report.
- G. DIRECTOR COMMENTS (Agenda Item G; target time: 10 minutes but may be preempted by action items). Each director should attempt to limit opening comments to one minute to allow all directors to comment. Subject to agenda time remaining after all directors have presented their opening comments, general discussion of topics of common interest may continue.
- H. INFORMATION ITEMS (Agenda Item H). Attachments to the agenda for director reference and association archives may include:
1. Announcements and general information pertaining to CGJA activities or matters of interest.

2. Correspondence – incoming and outgoing by officers, chairs, and approved representatives of CGJA. See Communications Policy and Matrix, Chapter 20.00, regarding correspondence that must be included in the agenda packet.
  3. Future board actions – advance review of actions or matters to be submitted to the board.
  4. Informational Items – items such as financial reports, the calendar of critical dates, committee and board rosters, and similar documents.
- I. MEETING ADJOURNMENT (Agenda Item I)

#### **4.70 Debate Rules**

- A. Except for clarifications by the maker of a motion, directors should allow all remaining directors to speak first before speaking a second time on a motion. Directors should attempt to limit their first and second comments on a motion to one minute to allow time for other directors to speak. Any director’s motion, with a second, to limit or extend debate will be taken up without discussion but requires a 2/3 vote of the directors present to pass.
- B. Any director may “Call for the Question.”
- C. Any director may make a “Motion to Table the Question” with a second and no debate. Such action will prevail with a majority vote.
- D. Any director may make a motion to refer an action to a committee with a second and debate.
- E. In the interest of addressing all items on the meeting agenda, the chair may rule to postpone a question involving extended debate until the end of the Action Agenda. The chair may also invite a “Motion to Table the Question” or to “Refer the Question to Committee.”
- F. Tabled motions from the prior meeting will be taken up at Agenda Item F by any director’s motion with a second, debate, and a majority vote. Tabled motions not taken up from the prior meeting will not be considered further without a new motion.

#### **4.80 Voting Rules**

- A. Except as provided in Article 14, Section 2, of the CGJA Bylaws or in this policy manual at subparagraph E.2 of Section 4.60, paragraph A of Section 4.70, or paragraph C of Section 11.50, a simple majority of directors present at the time a quorum is established shall be sufficient to take action. Voice votes will typically determine a vote. Proxy votes shall not be allowed.
- B. The chair or any director may call for a roll call vote on an action. The secretary will call the last name of each director in rotating alphabetical order with the chair’s name last. Directors present may vote yes, no, or abstain. A director may pass until the first roll call is complete, and then be called upon again. The vice president shall also record roll call votes to verify the count of the secretary.

## **5.00 Annual Membership Meeting; Annual Conference**

### **5.10 Annual Membership Meeting**

- A. The board of directors shall arrange for an annual meeting of the association membership as required by Article 8, Section 3 of the CGJA Bylaws. This meeting may be held in connection with a CGJA Annual Conference. The annual conference and/or the annual membership meeting will be held in the fall. To the extent possible, the dates of the conference and the annual membership meeting shall be established two years prior to the event.
- B. Presentations that must be included on the agenda for the annual membership meeting are:
  - 1. President's report from the board: The "State of the Association"
  - 2. Report on the results of the election of directors (and the election of officers in even-numbered years)
  - 3. Member comments

In addition, the following presentations may be included:

- 4. Financial reports
- 5. Award presentations
- 6. Legislative year in review
- 7. Committee reports
- 8. Chapter reports

### **5.20 Annual Conference**

- A. The association may arrange for an annual conference to be held in conjunction with the annual meeting of the association membership. The board of directors will, through its Annual Conference Committee (ACC), and in consultation with any chapter or independent association that will host the conference, plan, manage, and conduct the conference as described in this section and in Chapter 7.00, Annual Conference Committee.
- B. The board shall approve the city and hotel in which the annual conference will be held, the conference dates, and the conference budget, upon the ACC's recommendation. The board shall also approve, and the president shall sign, the hotel contract negotiated by the ACC. The contract will provide for any guest room rates, minimum room nights, the rental of conference rooms, catering services, menu selection, and other services and facilities as may be necessary.



## **6.00 Committees – General Provisions**

### **6.10 Formation of Committees, Subcommittees, and Work Groups**

- A. Only the board of directors may authorize the formation or termination of a standing committee.
- B. Articles 5 and 9 of the CGJA Bylaws provide for two standing committees: a Nominations-Elections Committee and an Executive Committee. The bylaws also assign the board the responsibility of establishing such additional standing committees as may be required. The intention is to do most of the administrative work of the association in the standing committees. The current standing committees are described in Chapters 7 through 17.
- C. The members of a standing committee may form subcommittees. A subcommittee may include members who are not members of the parent committee.
- D. The president, after consultation with the chairs of the standing committees affected, may form work groups whose responsibilities are derived from the assigned functions of two or more standing committees or subcommittees of standing committees.
- E. All actions affecting the formation, functions, or termination of standing committees, subcommittees, or work groups shall be reported to the board of directors.
- F. The president may establish and dissolve ad hoc committees as determined necessary, subject to ratification by the board, as provided in Article 9 of the CGJA Bylaws.

### **6.20 Chairpersons and Committee Members**

- A. As provided in Article 9, Section 2 of the CGJA Bylaws, the president shall appoint the chairpersons (“chairs”) of all standing and ad hoc committees, subject to ratification by the board. The chairs of committees other than the Executive Committee and the Nominations-Elections Committee need not be members of the CGJA Board of Directors.
- B. Chairs shall appoint the members of their committees, except the president shall appoint the members of the Finance Committee, the Finance Review Committee, and the Nominations-Elections Committee, after consulting with the committee’s chair and upon ratification of the board.
- C. Members of all committees, subcommittees, and work groups shall be CGJA members in good standing. Qualified persons who are not eligible to become CGJA members may be invited to be advisory members of committees, but will not have a vote on policy matters or on questions involving finance.

### **6.30 Chairperson Responsibilities**

- A. Each chair is responsible for the smooth running of his or her committee including the preparation of agendas, maintenance of proper minutes, coordination with other committees and related association activities, and the reporting of significant

activities and accomplishments to the association membership, both in the Grand Jurors' Journal and in person at the annual meeting.

- B. Each chair shall appoint a vice chair and report such to the president and secretary.
- C. The chair shall arrange for the minutes of each meeting to be prepared and transmitted in time to be included in the agenda package for the next board of directors' meeting.
- D. The chair shall participate in the budget preparation process, furnishing a committee approved proposal for the committee's portion of the CGJA budget, including estimates of revenue and costs for implementing the committee's program for the upcoming fiscal year. Once the budget has been established and approved, the chair is responsible for staying within the budgeted funding available to the committee.
- E. The chair shall ensure that the committee operates within the CGJA policies and its own written procedures, as provided in Section 6.40 below.
- F. The chair shall provide new committee members with a copy of the committee's procedures.

#### **6.40 Committee Procedures**

- A. Each committee shall adopt its own set of written internal procedures for committee operations, which shall periodically be reviewed and revised as needed, but no less frequently than every four years. Newly adopted or revised procedures shall be submitted to the Bylaws and Policies Review Committee for its determination that the procedures conform to state law, the CGJA Bylaws, and the provisions of this policy manual. BPRC shall advise the committee of any concerns about the procedures. No committee procedure shall conflict with the CGJA Bylaws or policy manual or be in excess of the authority delegated to the committee by the board.
- B. Newly adopted or revised procedures, and BPRC's comments on them, if any, will be provided to the board.
- C. A copy of each set of procedures shall be maintained by the secretary and stored in a manner that allows them to be available to directors and committee chairs.
- D. Each committee and committee member shall comply with Chapter 20.00, Communications Policy and Matrix.

#### **6.50 Committee Rosters**

The chair of each committee shall maintain a current roster of the members of that committee. Promptly after a change occurs the chair shall submit an up-to-date roster to the secretary. The secretary shall obtain a current membership list and confirm that all members of committees, subcommittees, and work groups are CGJA members in good standing. Periodically the secretary will prepare a reviewed and updated combined roster for all CGJA committees. The revised roster shall be submitted to the president for inclusion in the next board agenda package.

## **7.00 Annual Conference Committee**

### **7.10 Committee Functions and Duties**

- A. The Annual Conference Committee (ACC), a standing committee of CGJA, oversees the planning and management of the association's Annual Conference as authorized by Section 5.20 of this policy manual. The role of the ACC includes oversight of the activities of any hosting chapter or independent association ("the host") regarding program development, enlistment of volunteer support, financial management, publicizing of the event, registration, and associated tasks. All such activities shall be conducted in accordance with this section and Section 5.20. The ACC shall keep the board of directors informed of its progress in the planning and management of the conference.
- B. The ACC shall provide guidelines to the host detailing its involvement and responsibilities. At a minimum, the host shall be required to keep track of all encumbrances, expenditures and receipts; promptly forward all registration fees to the treasurer for deposit; solicit conference evaluations; and provide monthly progress reports to the ACC and the board of directors.
- C. The programming for the annual conference shall, to the extent possible, advance the association's charitable and educational purposes and mission statement.

### **7.20 Committee Organization and Operations**

- A. Members. The president shall appoint the chair of the ACC subject to ratification by the CGJA Board of Directors. The ACC chair shall appoint other members of the committee, including an ACC treasurer and a vice chair. At least one member of the ACC shall be a CGJA director.
- B. Minutes and reports. The ACC shall maintain minutes or records of meetings and activities and shall report its actions to the board. It shall also submit an Annual Conference Financial Review Report to the Finance Committee pursuant to paragraph E of Section 7.30. The ACC, in conjunction with the host, will submit a full report of the annual conference to the board of directors.
- C. The ACC Chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.

### **7.30 Budget and Finances**

- A. Budget. A separate budget for each annual conference shall be prepared by the ACC and shall be submitted to the board of directors for approval. The budget for the conference shall be within the ACC budget and CGJA's budget, both of which will be approved by the board. The conference budget shall include line item details for all anticipated expenses and should be developed as early as possible so that the board can supervise expenses. Any proposed revisions to an approved budget shall be submitted to the board as needed once the planning stages of the conference commence. The proposed budget shall be revenue-neutral.
- B. Expenditures. The CGJA Treasurer shall pay expense claims only when reimbursement has been planned and budgeted and the claim is supported by a

proper invoice, receipt, or other acceptable documentation. Any proposed expense that would exceed the total approved conference budget must be considered and approved by the board before the expense is incurred.

- C. Host responsibilities. The hosting chapter/association (“the host”), if there is one, shall support CGJA’s position that the conference is to be self-supporting. The host shall maintain records of receipts and expenditures related to the conference, and shall keep the ACC Treasurer informed of such matters. The host will make monthly written reports to the ACC and to the CGJA Board of Directors, detailing its progress and providing all financial information. The host shall undertake other duties upon request of the ACC.
- D. Accounting. The ACC treasurer shall maintain proper accounting records of conference finances, as directed by the CGJA Treasurer.
- E. Financial Review Report. The ACC will submit an Annual Conference Financial Review Report to the Finance Committee within 60 days of completion of the annual conference.
- F. Advances. The ACC is authorized to receive an advance of up to \$1,000 from the CGJA treasury to meet up-front expenses. The ACC may ask the CGJA Board of Directors for additional funds, if necessary. The hotel meeting room(s) reservations may be paid for using a CGJA credit card or CGJA check.
- G. Refunds. Refunds of conference registration fees shall be issued in accordance with Chapter 19.00.
- H. Fundraising. The ACC or the host may conduct fundraising activities during the conference with the advance approval of the board. Proceeds from fundraising activities, should there be any, shall be used to offset expenses associated with holding the annual conference; provided, however, that any restrictions by a donor on the use of donated funds shall be honored. Any profit from host fundraising in excess of total conference expenses will be distributed as the host and CGJA agree in writing. Absent such written agreement, all such funds (other than donor-restricted funds) will be deposited in CGJA’s general fund. The ACC shall clearly indicate to conference attendees the disposition of moneys received from fundraising efforts.
- I. Surplus conference revenue. Except as provided in paragraph H, above, any revenue in excess of expenditures shall be deposited in CGJA’s general fund.

## **8.00 Awards Committee (AC)**

### **8.10 Committee Functions and Duties**

- A. Except as this policy manual and the board of directors shall otherwise provide, the Awards Committee (AC), a standing committee, shall be solely responsible for establishing and administering all CGJA awards and other forms of recognition (“awards”).
- B. The AC shall establish eligibility criteria for each award.
- C. The AC shall select or otherwise design any tangible evidence of an award such as a plaque, framed certificate, or other memento.
- D. Establishing awards to be identified by the name of an individual or entity shall require the prior approval of the board of directors. This practice is discouraged.
- E. The AC chair shall serve as liaison to the Public Relations Committee (PRC) to ensure that there is adequate publicity involving award nominations and to promote public awareness and recognition of award recipients.
- F. The appropriate AC subcommittee shall secure suitable information concerning each award recipient appropriate for a press release, and shall provide that information to PRC.
- G. Where an award nomination is made by an individual, before the nomination is released to the AC or a subcommittee for consideration, the AC chair or subcommittee chair shall redact the name of the nominator to avoid any undue influence that might arise because of the nominator’s identity.
- H. The AC chair shall be responsible for complying with all responsibilities described in Chapter 6 of this policy manual.

### **8.20 Committee Organization and Operations**

- A. Composition. The committee shall have a chair and vice-chair, and such number of members as the AC chair deems necessary to carry out the committee’s responsibilities. The AC chair shall be appointed by the president, subject to ratification by the board of directors. Members shall be appointed by the AC chair. As required by paragraph B of Section 6.20, all members of the committee and its subcommittees shall be CGJA members in good standing.
- B. Subcommittees. A subcommittee shall be established to oversee the processing of each award. The AC chair shall appoint the chair of each subcommittee.
- C. Rules and procedures. The committee shall establish written rules and procedures for the administration of each award. The rules and procedures shall periodically be submitted to the board for its review.
- D. Meetings. The committee shall meet as needed. A majority of the members (constituting a quorum) must be present to take action.
- E. Committee minutes. Minutes of committee meetings shall be kept and provided to the board before the next board meeting. Such minutes need not reflect the deliberative process in evaluation of nominees for an award.

- F. Award presentations. Committee decisions regarding awards shall be forwarded to the president for presentation. The president may designate a representative to present an award where necessary.

### **8.30 Awards**

The following awards are administered by the Awards Committee:

#### **A. Certificates of Special Recognition**

1. Certificates of Special Recognition were established July 16, 1998. Certificates may be issued at any time to grand juries, CGJA chapters or independent associations, individuals (whether CGJA members or not), or organizations for exemplary services or innovations benefiting the California grand jury system and/or promoting the CGJA mission statement.
2. Written nominations describing the services or innovations may be made by anyone and directed to the subcommittee chair.
3. The subcommittee shall approve or reject any nomination and, upon approval of the Awards Committee, shall cause an appropriate certificate of recognition to be prepared and forwarded to the president for signature and presentation. Upon rejection of a nomination, the subcommittee shall send an appropriate explanation to the award nominator.

#### **B. Local Achievement Awards**

1. CGJA encourages local chapters or independent associations to publicly recognize the contributions of local individuals or organizations that are making or have made a significant contribution to the achievement of effective service by the regular grand jury within their county. The local CGJA chapter or association shall prepare its award and schedule a time and date for its presentation. Upon request of the local individuals or organization, a representative of CGJA may participate in the presentation.
2. Requests for CGJA to join in the presentation of a local award should include a description of the award and may be submitted to the subcommittee chair.
3. The subcommittee may recommend to the full committee that an appropriate certificate be prepared and forwarded to the CGJA President for signature. Presentation of the certificate shall be made, if practicable, by the president or a designated representative of the president and shall be made on the occasion of the presentation of the nominator's award.

#### **C. Excellence in Reporting Awards (EIR)**

1. The Excellence in Reporting Awards were initiated in 1995 and are given annually at the CGJA Annual Conference or Annual Membership Meeting in recognition of (1) the Best Grand Jury Report and (2) the Best News Media Reporting of the community impact of grand jury reporting.
2. Nominations may be made only by a CGJA chapter or independent association for its county, except that where there is no such chapter or association nominations may be made by a CGJA member resident in that county. Each

county may nominate only one grand jury report and one news media report for its county each year.

3. Nominations shall be sent to the subcommittee chair electronically. In the case of news media nominations, viable links to the media coverage should be included.
  4. The subcommittee shall report its recommendations for the awards to the full committee, which upon approval shall cause the awards to be prepared and forwarded to the president for signature. The awards can be presented by the president or a designated representative.
  5. The subcommittee shall prepare and cause to be published in the Journal, the criteria for eligible grand jury reports and news media reports.
  6. The subcommittee will announce all nominees for EIR awards in the Journal and at the annual conference or annual membership meeting and will provide links to all of the grand jury reports that were nominated for the award.
- D. Angelo Rolando Service Award
1. The Angelo Rolando Service Award has been given annually since 1992 in recognition of outstanding and exceptional service to CGJA by a CGJA member in good standing.
  2. Written nominations for the award may be made by any CGJA member in good standing. The CGJA President is not eligible for this award while holding office.
  3. Nominations shall be submitted to the subcommittee chair. The subcommittee shall include at least one member from each CGJA Director Region and one prior award recipient.
  4. The subcommittee shall report its recommendation for the award to the full committee, which upon approval shall cause a plaque and related certificate to be prepared and forwarded to the president for signature. The award may be presented by the president or a designated representative.
- E. Lifetime Achievement Award
1. Established on April 6, 1995, this award is given on that occasion when the board of directors wishes to recognize exceptional and important work performed by a current CGJA member over an extended period of time to further the goals and purposes of CGJA.
  2. Except as the board of directors may otherwise direct, the board alone shall determine when, and to whom, this award is made. The board may request that the Awards Committee review and make recommendations concerning a board nominee for this award.
  3. Where the board approves the award, the committee shall cause appropriate documentation and a plaque or other memento to be prepared for presentation as the board shall determine.
  4. Recipients of this award shall thereafter not be required to pay membership dues, and shall be entitled to attend the CGJA Annual Conference without payment of the usual registration fee.

**8.40 Award Criteria**

Except as the board may otherwise direct, the AC may from time to time review and revise the eligibility criteria for any award, including the frequency of candidate selection, consistent with Section 8.30 above.



## **9.00 Bylaws and Policies Review Committee (BPRC)**

### **9.10 Committee Functions and Duties**

- A. Except as provided in Section 1.60, the Bylaws and Policies Review Committee (BPRC), a standing committee, shall review any proposed amendment to the CGJA Bylaws or CGJA Policy Manual and make recommendations regarding its content, format, and placement within the bylaws or the manual.
- B. BPRC shall review newly adopted or substantively revised committee procedures for consistency with state law, the CGJA Bylaws, and this policy manual and report its conclusions to the committee.
- C. No less frequently than every four years, BPRC shall conduct a thorough review of the CGJA Bylaws and the CGJA Policy Manual. The review will determine whether the provisions of the bylaws and policies are in compliance with the *California Nonprofit Public Benefit Corporation Law* and state and federal tax law, reflect the actual activities and practices of the association and its committees and chapters, are internally consistent and clear, and promote the objectives and mission of CGJA. The committee shall report its findings to the board of directors with any recommendations for changes to the documents.

### **9.20 Committee Organization and Operations**

- A. Members. The BPRC chair shall be appointed by the president, subject to ratification by the board. The committee chair shall appoint the other members of the committee, including a vice chair. There shall be a minimum of three members, at least one of whom shall be an attorney or retired attorney.
- B. Meetings. The committee shall meet as needed. A majority of the members of the committee (constituting a quorum) must be present in person or electronically to take action. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
- C. Minutes and reports. The committee shall provide minutes of its meetings to the CGJA Secretary for inclusion in the next board agenda packet. It shall provide the board any report required by paragraph B of Section 9.10 and shall inform the board of its activities.
- D. The committee chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.
- E. When asked by a committee or the board to review bylaws or policy revisions, the committee shall make efforts to deliver its recommendations within three weeks of the committee chair's receipt of the proposed amendment.

## **10.00 Finance Committee (FC)**

### **10.10 Committee Functions and Duties**

The Finance Committee (FC), a standing committee, works with the president, the treasurer, and the chairs of other committees to develop and track the annual budget. The FC provides oversight with respect to the financial management of the association by reviewing the periodic financial reports made by the treasurer to the board. It develops accounting policies to record association receipts and expenses, expenditure policies to be followed by association officers and committees, and investment policies for restricted and non-restricted funds held by the association. The FC performs such other tasks as the board may periodically assign. All financial policies proposed by the FC must be ratified by the board.

### **10.20 Committee Organization and Operations**

- A. **Members.** As provided in Section 6.20, the members of the Finance Committee shall be appointed by the president. Members may be removed by the board at any time. The committee shall be comprised of at least three members. The president shall appoint, subject to ratification by the board, a committee chair, who shall appoint a vice chair. The CGJA Treasurer shall be a permanent committee member.
- B. **Meetings.** The chair of the FC shall schedule meetings as necessary. In order for there to be an authorized committee meeting, a majority of the members of the FC (constituting a quorum) must be present in person or electronically. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
- C. **Minutes and reports.** The committee shall maintain minutes or other records of meetings and activities, provide a copy of its minutes to the CGJA Secretary for inclusion in the next board agenda packet, and report on its actions to the board.
- D. **The FC Chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.**

### **10.30 Responsibilities of the Finance Committee**

- A. **Financial procedures.** The committee shall review on an as-needed basis, and revise as necessary, association financial controls, procedures for the investment of association funds, accounting approvals, and controls over bank accounts.
- B. **Budget preparation.** The committee shall assist the treasurer as necessary to prepare an annual budget to be approved by the board. The approved budget may be published in the spring edition of the Grand Jurors' Journal if directed by the board.
- C. **Financial reports review.** The committee shall review the monthly financial reports as presented by the treasurer prior to such reports being sent to the board.
- D. **Annual report and annual meeting presentation.** The annual year-end financial reports (balance sheet and year-to-date income and expenditures through the end of the fiscal year) shall be published in the April edition of the Journal. The

committee shall present an annual report as requested by the board at the association's annual membership meeting.

- E. Review of expenditures. The committee shall review monthly expenditures to reasonably ensure that they are consistent with the approved budget and:
  - 1. are supported by an invoice or other satisfactory documentation,
  - 2. are consistent with the purposes of the association,
  - 3. are appropriately approved as reasonable and necessary, and
  - 4. have been submitted timely.
- F. Tax returns and reports. The FC shall work with the treasurer as needed to ensure that all federal and state tax returns and other reports of the association are filed as required. The FC shall work with the Membership Relations Committee to obtain tax reporting information for chapters.
- G. Insurance. The FC shall oversee the insurance policies of the association and make changes as directed by the board.
- H. Tax deductions. Since the CGJA is a non-profit corporation, out-of-pocket costs are frequently incurred by the members. In such cases, upon delivery of bona fide receipts, or other satisfactory documentation of the expenditure the treasurer may provide the member with a written verification of official business expenses.
- I. Other duties. The committee shall also carry out such other duties as may be delegated to it by the board.

#### **10.40 Payments and Reimbursements**

- A. The FC shall review expenditures and shall seek board approval for payment of any expenses that exceed 10% of the board-approved budget for that general category or \$500, whichever is less. Budgeted expenses within a committee-level budget category may be shifted to allow for greater expenditures in one line item and less in another line item within the same category without board approval. Expenditures over budget shall be allowed if corresponding income equals or exceeds expenses.
- B. Reimbursement of expenses is authorized only for obligations incurred in the conduct of association business. Arrangements for reimbursement must be made with the appropriate committee chair before the expense is incurred, and the reimbursement must be consistent with the provisions of the approved budget of the association.
- C. All commitments of association funds made by an officer, committee chair, or authorized designee in excess of \$500 and not covered in the board-approved budget must be reviewed and approved in advance by the board.
- D. Expense claims shall be reimbursed only with a proper invoice or other satisfactory documentation.
- E. Expense reimbursement requests must be approved by the appropriate committee chair. If the request is from an officer or committee chair, the request must be approved by the president or treasurer.

- F. All expense reimbursement requests must be made within 60 days of the expenditure or with extensions approved by the treasurer.
- G. The association will pay any approved mileage reimbursement at the IRS rate in effect at the time of the request.
- H. CJGA directors, officers, committee chairs, trainers, and other members who are authorized to travel on association business are not paid for their time. However, they are entitled to reimbursement for travel expenses when required to attend a board retreat (when held separately from the annual conference or annual meeting), a training seminar or workshop, or other authorized CGJA activity (all referred to as a "travel event"). Such persons living too far from the travel event to commute (generally over 60 miles) may request a hotel sleeping room. The request must be directed to the committee chair or event coordinator who will make the reservations at the group rate allowed by the hotel.
- I. Reimbursements for travel may be allowed as follows:
  - 1. When traveling by automobile, directors, officers, committee chairs, or other CGJA members required to travel on association business may be reimbursed for the cost of actual round-trip mileage at the IRS rate in effect at the time.
  - 2. Persons seeking reimbursement shall keep their travel costs as low as possible by utilizing the least costly method of travel.
  - 3. When traveling by air, flights should be booked early to take advantage of discounted fare offers.
  - 4. When traveling by air, airport parking fees (at an economy lot), and hotel shuttle or commercial shuttle service to and from the event venue, if needed, will be reimbursed with appropriate receipts.
  - 5. If traveling by air would result in lower travel costs, only the estimated cost of air travel will be reimbursed, even if the attendee chooses to drive. The reverse also applies. Travel costs that exceed the least expensive method of travel will not be reimbursed.
  - 6. When traveling by automobile, parking and toll bridge fees will be reimbursed if appropriate receipts are provided.
  - 7. There will be no reimbursement for meals or other personal expenses. However, the Training Committee may authorize the payment of a reasonable per diem to trainers to cover hotel meals when required to travel overnight to a training venue.
  - 8. All expenses must be itemized on the form "Expense Reimbursement Request" with all receipts attached and the form signed and dated. The appropriate committee chair, or the president or other officer, must approve the reimbursement and then send the form to the treasurer for payment no later than 60 days after the expenses were incurred.

## **11.00 Legal and Legislative Resources Committee (LLRC)**

### **11.10 Committee Functions and Duties**

- A. The Legal and Legislative Resources Committee (LLRC), a standing committee, is responsible for providing information to the association and others as specified in this chapter with regard to legal matters and legislation affecting grand juries.
- B. The primary functions of LLRC are to:
  - 1. Provide information and “best practices” suggestions to CGJA chapters, affiliated associations, sitting grand juries, court personnel, and grand jury legal advisors on the meaning and applicability of statutes related to grand jury operations
  - 2. Maintain the FAQ section of the CGJA website
  - 3. Maintain the Compendium of California Grand Jury Law
  - 4. Advise the association of developments in state legislative matters
  - 5. Assist the board in formulating and disseminating the association’s positions on legislation
  - 6. Review the proposed bylaws of prospective CGJA chapters

### **11.20 Committee Organization and Operations**

- A. Members. The president shall appoint, subject to ratification by the board, a committee chair, who shall appoint a vice chair. The committee shall be comprised of at least three members who are attorneys and such other members as the chair designates. All must be current CGJA members in good standing.
- B. Meetings. The chair of the committee shall schedule meetings as necessary. In order for there to be an authorized committee meeting, a majority of the members of the committee (constituting a quorum) must be present in person or electronically. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
- C. Minutes and reports. The committee shall maintain minutes or other records of meetings and activities, provide a copy of its minutes to the secretary for inclusion in the next board agenda packet, and report on its actions to the board.
- D. The committee chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.

### **11.30 Information Provided to CGJA Chapters, Grand Juries, and Others**

LLRC does not have an attorney/client relationship with any person or entity with which it has contact, and is not authorized to give legal advice. Neither LLRC nor CGJA may be made privy to any confidential grand jury information. However, LLRC may respond to CGJA members, chapters, affiliated associations, sitting grand juries, court personnel, grand jury legal advisors, and other interested persons seeking guidance on the meaning and applicability of state laws and pending legislation related to grand jury jurisdiction and duties. LLRC may offer “best practices” suggestions concerning grand jury operations. LLRC will also maintain and periodically update the FAQ page on the

association's website. LLRC may submit articles to the Grand Jurors' Journal regarding these matters. The LLRC Chair will keep the Training Committee chair informed as to all advice sought and given by LLRC.

#### **11.40 Compendium of California Grand Jury Law**

LLRC shall handle the licensing, maintaining, updating, and distribution of the Compendium of California Grand Jury Law, subject to budgetary approval of the board.

#### **11.50 Legislative Policy**

- A. It is a policy of CGJA to be informed as a non-partisan participant in the state legislative process on issues that directly affect the California grand jury system. CGJA shall not carry on propaganda or otherwise attempt to influence legislation as a substantial part of its activities.
- B. LLRC shall monitor proposed and pending legislation that may impact the grand jury system and provide the board with both its analysis of the legislation and its recommendation regarding a position for the board to consider adopting.
- C. No legislative position will be adopted by CGJA without the approval of the board of directors by a majority vote of the total number of members of the directors then in office. The board may direct LLRC to solicit the input of sitting grand juries and CGJA chapters or independent associations when developing its position, time allowing.
- D. The board may directly or through LLRC convey its position to state lawmakers and their staff, propose amendments to the bill, and provide informational legislative status reports in the Grand Jurors' Journal.
- E. The board may request that LLRC work with CGJA members, chapters, and independent associations in getting the views of the association before legislators and other persons who have the authority to introduce, sponsor, or influence legislation.
- F. LLRC will keep the president and vice president informed about legislative developments that LLRC is following.
- G. The LLRC chair and/or his or her designee is authorized to represent CGJA in all appropriate venues to promote the legislative positions adopted by the board.
- H. LLRC may present a "year in review" summary report for the membership at the annual meeting.

#### **11.60 Review of Proposed Bylaws of Prospective CGJA Chapters**

LLRC shall, upon the request of the Membership Relations Committee (MRC), review the proposed bylaws of any prospective CGJA chapter for substantial compliance with the CGJA Bylaws and the CGJA Policy Manual. LLRC will provide written comments from its review, along with any suggested changes, to the MRC chair.

## **12.00 Membership Relations Committee (MRC)**

### **12.10 Committee Functions and Duties**

- A. The Membership Relations Committee (MRC), a standing committee, shall:
  - 1. Establish and execute a program of member recruitment, membership renewal, and member return designed to maximize member growth and retention; that program shall be coordinated with and supported by the CGJA Board of Directors and other committees
  - 2. Maintain the CGJA database and derivative membership lists (see Sections 12.30 and 12.40, below)
  - 3. Provide information, guidance, and assistance to groups of sitting and/or former regular grand jurors who wish to form a new chapter or reactivate an inactive chapter of the association (see Section 12.50, below)
  - 4. Facilitate the exchange of information regarding chapter successes or best practices with the other chapters of the association
  - 5. Establish and maintain relationships with the independent associations of former regular grand jurors throughout California with respect to those matters that may be beneficial to CGJA
  - 6. Foster to the extent possible, within each county of the state and within each CGJA region, gatherings of CGJA chapters and former grand jurors, and when appropriate include currently serving grand jurors, to address issues of common concern and within the stated purposes of CGJA
  - 7. Notify any chapter whose number of CGJA members falls below the required minimum (see subparagraph B.5 of Section 12.50, below)
  - 8. Oversee the member volunteer program (see Section 12.70, below)
- B. MRC shall work productively with other CGJA committees as follows:
  - 1. MRC shall encourage the Public Relations Committee's recognition of member and chapter accomplishments worthy of public exposure. MRC should bring to the attention of the Public Relations Committee such accomplishments as they become known.
  - 2. MRC and the Public Relations Committee shall promote the recognition that the recipient and CGJA receive from the Awards Committee's presentation of an award.
  - 3. MRC shall work with the Training Committee to encourage the promotion of CGJA introductory and voting membership during the various training programs conducted by the Training Committee.
  - 4. MRC shall work with the Annual Conference Committee to ensure that the annual conference accommodates time and space for a gathering of chapter representatives to address matters of common concern.

### **12.20 Committee Organization and Operations**

- A. Members. The president shall appoint, subject to ratification by the board, a committee chair, who shall appoint a vice chair and additional members.
- B. Meetings. The chair of the committee shall schedule meetings as necessary. In order for there to be an authorized committee meeting, a majority of the members of the committee (constituting a quorum) must be present in person or electronically. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
- C. Minutes and reports. The committee shall maintain minutes or other records of meetings and activities, provide a copy of its minutes to the CGJA Secretary for inclusion in the next board agenda packet, and report on its actions to the board.
- D. The committee chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.

### **12.30 Database**

- A. The MRC Chair shall appoint a member of the committee to act as the CGJA database manager.
- B. The CGJA database shall include all current members plus other persons or organizations that CGJA communicates with regularly.
- C. MRC shall develop and maintain procedures for updating and using the CGJA database that will comply with the CGJA Bylaws and the CGJA Policy Manual.
- D. The CGJA database shall be used exclusively by CGJA and shall not be distributed outside the organization.

### **12.40 Membership Lists**

- A. In accordance with Section 2.40, MRC shall produce, as needed, a current list of all members and their class of membership. Classes of membership are set forth in Section 2.20.
- B. MRC shall supply the Nominations-Elections Committee with the names and addresses of CGJA voting members eligible to vote for directors of the association as of the date set by the Nominations-Elections Committee in order to allow timely distribution of ballots.
- C. MRC shall, upon written request, release to any CGJA member in good standing a list of current CGJA members in their respective counties, as provided in paragraph H of Section 2.40, for the purpose of chapter recruitment. Such lists may include address, telephone number, email address, and membership class.
- D. Requests for membership lists from CGJA members must be referred to the CGJA Secretary. MRC will provide the appropriate database information to the secretary, when requested, who will comply with paragraphs A through F of Section 2.40 regarding distribution of the list. Membership lists shall not be provided to any non-CGJA members.



### 12.50 Chapter Formation

- A. Past and current members of one or more counties' regular grand juries may join together to form a new chapter of CGJA and participate under the umbrella of CGJA as a 501(c)(3) charitable organization. The group must:
  1. Consist of at least three individuals who are voting members of both CGJA and the newly formed chapter.
  2. Submit a formal resolution requesting affiliation as a chapter to the MRC chair, who will forward it to the CGJA President and board of directors.
  3. Adopt bylaws, which include those provisions listed below as minimum CGJA chapter bylaws, and submit them to the MRC chair, who shall forward them to LLRC for determination of substantial compliance. LLRC shall provide its analysis to the MRC chair in writing, together with any suggested changes. The MRC chair will submit suggested or required changes to the prospective chapter.
  4. Review with MRC the procedures on how to obtain a Federal Tax ID Number as a subordinate of CGJA and, once obtained, submit that number to CGJA.
- B. Subject to paragraph C, below, the following written provisions, either verbatim or with only minor, non-substantive modifications, must be maintained in the governing bylaws of every chapter of the California Grand Jurors' Association:
  1. The name of the organization shall be \_\_\_\_\_ County Chapter, California Grand Jurors' Association, (or chapter name that states the chapter's county or counties and ends with "a Chapter of the California Grand Jurors' Association").
  2. The \_\_\_\_\_ County Chapter is a subordinate of CGJA, organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code.
  3. The \_\_\_\_\_ County Chapter accepts and is joined with the California Grand Jurors' Association (CGJA) in promoting CGJA's purposes as stated in its Articles of Incorporation, and shall advance the goals and objectives of the California Grand Jurors' Association within the state and particularly within \_\_\_\_\_ County (or Counties).
  4. The \_\_\_\_\_ County Chapter shall at all times maintain a minimum of three members who are also members in good standing of CGJA in order to maintain its status as a CGJA chapter with tax-exempt status. The chapter shall immediately notify CGJA if at any time the chapter has fewer than five CGJA members.
  5. The \_\_\_\_\_ County Chapter, as part of CGJA, a 501(c)(3) organization, may not carry on propaganda or otherwise attempt to influence legislation as a substantial part of its activities. The chapter shall be bound by the advocacy positions of CGJA. The chapter shall not sponsor or propose legislation without the advance approval of the CGJA Board of Directors.
  6. The property of this chapter is irrevocably dedicated to charitable or educational purposes and no part of the net earnings of the chapter shall inure to the benefit

of, or be distributed to its members, directors, officers, or other private persons except that the chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clauses hereof.

7. The chapter shall have a board of directors elected by the membership and officers which shall include a president, secretary, and treasurer. One of the directors/officers shall be the designated contact person with CGJA and responsible to report any changes of the chapter's bylaws or rules to the CGJA President.
  8. The chapter shall notify the chair of the CGJA Membership Relations Committee whenever new officers are elected or appointed, and whenever the designated contact person changes.
  9. The chapter shall provide a list of its voting members with name, address, phone number, and e-mail information to the CGJA Membership Relations Committee each year during the month of July.
  10. The chapter shall provide a list of all paid employees of the chapter to the CGJA President, and advise the president of any changes to that list.
  11. The chapter shall file its appropriate tax returns annually with the IRS and the State of California by the 15<sup>th</sup> day of the fifth month after the close of its fiscal year and notify the chair of CGJA's Membership Relations Committee of that filing.
  12. The chapter's policies and rules shall not include any provision that threatens the tax-exempt position of the chapter or the CGJA, nor omit any provision required to maintain the tax-exempt status.
  13. The chapter shall advise the CGJA Board of Directors if at any time it finds itself unwilling or unable to conform to these requirements. Such advice shall include the chapter's recommendations as to actions needed to return the chapter to conformance with the requirements. The chapter acknowledges that the CGJA Board of Directors will decide whether the chapter proposals are adequate and if not, what action will be required, up to and including revocation of the chapter's charter.
  14. Upon the dissolution of the chapter, assets shall be distributed to CGJA for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.
- C. Optional provisions for chapter bylaws:
1. With regard to paragraph B.3, above, the chapter may add purposes of its own as appropriate for its particular situations in its home county, so long as those purposes do not conflict with CGJA's purposes or the requirements for tax exemption under section 501(c)(3) of the Internal Revenue Code.
  2. With regard to paragraph B.5, whether or not an organization has attempted to influence legislation as a substantial part of its activities is determined based upon all relevant facts and circumstances. However, most 501 (c)(3)

organizations use Form 5768, Election/Revocation of Election by an Eligible 501(c)(3) Organization to Make Expenditures to Influence Legislation, to make an election under section 501(h) to be subject to an objectively measured expenditure test with respect to lobbying activities rather than the less precise “substantial activity” test. Electing organizations must report lobbying expenditures and are subject to tax on lobbying activities that exceed a specified percentage of their exempt function expenditures.

3. With regard to paragraph B.7, the chapter shall choose to have its officers elected by either the chapter directors or the members. Its bylaws may also provide for officers in addition to the president, secretary, and treasurer.

D. Formation Procedures:

1. All correspondence from the proposed chapter shall be directed to the MRC chair, who will distribute it as appropriate within CGJA.
2. The chapter formation process shall be initiated by MRC submitting to the CGJA Board of Directors a signed copy of the prospective chapter’s resolution requesting recognition as a chapter, a copy of the prospective chapter’s proposed bylaws, and information about its voting members, officers, and any employees, as required by paragraph B, above.
3. MRC will forward the proposed chapter bylaws to LLRC for its analysis pursuant to Section 11.60.
4. The MRC chair will ensure that all requirements have been met by the proposed chapter and shall then submit an action item for approval from the Board of Directors to issue a Certificate of Chapter Formation, or Charter, signed by the president, to be presented to the new chapter. Whenever possible, MRC shall arrange for a member of the board of directors to personally present the certificate.
5. The president of the chapter or other designated person will be recognized by CGJA as the authorized spokesperson for the chapter.
6. Each chapter may develop its own logo and letterhead, distinctively different from the CGJA or other chapter logos or letterheads, or may incorporate the CGJA logo into its letterhead, as allowed by paragraph B of Section 1.40.

### **12.60 Chapter Dissolution**

Upon well-documented, unsuccessful attempts to communicate with a chapter regarding its failure to comply with CGJA’s and/or the chapter’s bylaws or policies, or should the chapter refuse to comply, MRC will inform the CGJA Board of Directors. The board will determine the next steps the president should take, which ordinarily will be:

- A. The president will send a registered letter and email to the chapter president, and a letter by regular mail or email to the known officers and members of the chapter and any CGJA voting member in that county, informing them of the infractions and requesting a response within 30 days from the date of the letter.
- B. If there is no response within 30 days, or if CGJA receives a response that does not indicate the chapter’s compliance or attempt to comply, the president will formally

announce the revocation of the chapter's charter and send a letter to the known chapter officers with copies to known chapter members, CGJA members within the county, and applicable superior court stating the chapter officers:

1. Have an obligation to inform their chapter members that they are no longer covered by the CGJA's 501 (c)(3) status; and
  2. Must close their bank account according to the rules promulgated by the IRS
- C. In the event that the chapter dissolves, any remaining assets and monies shall be distributed to CGJA or as provided in the chapter's bylaws. No corporate profits or assets shall be shared by members.
- D. The Finance Committee will inform the IRS of the dissolution in CGJA's next annual subordinate report.

#### **12.70 Member Volunteer Coordination**

- A. MRC shall be the custodian of information about the expertise and interests of the CGJA members and their willingness to volunteer. The purpose is twofold:
- To determine the aptitudes and interests of those members who indicate a willingness to assist in the work of the CGJA, and
  - To provide a basis for the development of CGJA leadership in future years.
- B. MRC will develop a Volunteer Interest Form to be attached to the membership application form and distributed with the association's invitation for membership or membership renewal. Forms received by the treasurer with dues payments shall immediately be forwarded to the MRC chair. Based on the interest(s) indicated, MRC shall immediately provide a copy of the form to the appropriate committee chair(s). MRC will send to the president the names of individual members expressing interest in serving on the board of directors or as a committee chair. The chair of the Nominations-Elections Committee will also receive information on those members who indicate an interest in serving on the board of directors. MRC will advise if the member has been referred to other officers or chairs for consideration.
- C. Initial contact with the member should be made by the officer or chair receiving the information from MRC. Multiple contacts of a member by different officers and chairs are permissible and should be expected.
- D. MRC will develop and maintain a Member Resource Listing.
1. Officers and committee chairs may have access to the Member Resource Listing to solicit volunteers for their projects or committees.
  2. The secretary and the MRC member handling the Member Resource Listing should be notified of the selection of a member from the Member Resource Listing for membership in a committee. The CGJA Committee Roster will be updated accordingly.

## **13.00 Nominations-Elections Committee (NEC)**

### **13.10 Committee Functions and Duties**

The purpose of the Nominations-Elections Committee (NEC), a standing committee, is to plan and manage the membership's election of directors and the directors' election of its officers.

### **13.20 Committee Membership.**

As stated in Article 5 of the bylaws, six or more members of the Nominations-Elections Committee shall be appointed by the president as soon as possible after the annual CGJA election of directors, subject to ratification by the board of directors. NEC members shall serve one-year terms. The committee shall include at least one committee member per region from the directors and at least one committee member per region from the voting membership. The chair of this committee shall be one of the CGJA directors. Neither the chair nor any member of NEC may be a candidate for director that year.

### **13.30 Committee Organization and Operations**

- A. The committee chair shall appoint a vice chair.
- B. The chair shall schedule meetings as necessary. In order for there to be an authorized committee meeting, a majority of the members of the committee (constituting a quorum) must be present in person or electronically. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
- C. NEC shall maintain minutes or other records of meetings and activities, provide a copy of its minutes to the CGJA Secretary for inclusion in the next board agenda packet, and report on its actions to the board.
- D. The chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.

### **13.40 Director Nominations and Elections**

NEC's primary duty is to seek out the most competent CGJA members to serve as directors. NEC is responsible for all aspects of the annual election of directors, which shall be conducted electronically or by regular mail at the direction of the board. NEC shall be in charge of publicity, seeking out potential candidates, producing and delivering ballots with supporting materials to all eligible voters, observing the vote tally process, and safeguarding returned ballots. NEC is also responsible for sending the proposed annual ballot to the president and secretary for inclusion in the agenda packet of the board of directors meeting that precedes the mailing of the ballots so that the ballot can be approved by the board.

### **13.50 Tellers and Counting of the Votes**

- A. As provided in Article 5, Section (d) of the CGJA Bylaws, the president will appoint three tellers (the “Tellers’ Committee”) who will count or observe the counting of the votes, and, at the annual meeting, verify and report the results of the election.
- B. NEC shall recommend to the board whether to use an independent counter such as the League of Women Voters to count the ballots, with observation by the Tellers’ Committee, or have the Tellers’ Committee count the ballots.

**13.60 Slate of Officers**

NEC is also responsible for nominating a candidate for each officer position on the board of directors and conducting the biannual election of officers at the special meeting of the newly-formed CGJA Board of Directors during the CGJA Annual Membership Meeting held in even numbered years.

## **14.00 Public Relations Committee (PRC)**

### **14.10 Committee Functions and Duties**

- A. The Public Relations Committee (PRC), a standing committee, shall communicate and maintain relations with CGJA members, chapters and independent grand jurors' associations, media sources, and the general public.
- B. PRC shall promote an understanding of the association, California's grand juries, and CGJA events and news.
- C. All press releases should be coordinated with PRC, including those press releases about CGJA awards described in paragraph F of Section 8.10.
- D. Communications from PRC on behalf of CGJA, including the Journal and e-blasts, must be reviewed and distributed in compliance with Chapter 20.00.

### **14.20 Committee Organization and Operations**

- A. Members. The president shall appoint, subject to ratification by the board, a committee chair, who shall appoint a vice chair and additional members.
- B. Meetings. The chair of the committee shall schedule meetings as necessary. In order for there to be an authorized committee meeting, a majority of the members of the committee (constituting a quorum) must be present in person or electronically. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
- C. Minutes and reports. The committee shall maintain minutes or other records of meetings and activities, provide a copy of its minutes to the CGJA Secretary for inclusion in the next board agenda packet, and report on its actions to the board.
- D. The committee chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.

### **14.30 The Grand Jurors' Journal and Grand Jury News**

PRC shall handle all aspects of publishing a statewide informational newsletter, the Grand Jurors' Journal ("the Journal"), to provide current information concerning issues, events, and activities related to the California grand jury system or CGJA. The Journal shall be produced and distributed bimonthly by the Journal editor at or near the beginning of even-numbered months and in a manner consistent with the adopted procedures of PRC. An e-blast called Grand Jury News shall be sent electronically in odd-numbered months or as needed. The editor of the Journal and Grand Jury News shall be appointed by and be a member of PRC.

### **14.40 Website**

PRC shall maintain CGJA's website for the purpose of promoting CGJA and the California grand jury system and providing links and information useful to grand jurors, CGJA members and chapters, and the public. The webmaster shall be appointed by and be a member of PRC and will be the primary contact with CGJA's Internet service provider. The webmaster will work with all CGJA committee chairs to ensure that website content is accurate and timely.

**14.50 Documentation of Effective Grand Jury Reports**

PRC shall document to the extent possible, effective grand jury reporting from all counties. An effective grand jury report is one that resulted in a recommendation agreed to by the affected agency and led to a verifiable, beneficial improvement in local government operations, either immediately or over time. Documenting these reports will result in an overall improvement and recognition of the benefits of the California grand jury system.

**14.60 Promotion of the Grand Jury System**

PRC may initiate other activities to improve outreach to the general population of the state to enhance understanding and promotion of the grand jury system and to publicize the following:

- A. CGJA encourages public education about the findings and recommendations of the grand jury through the publication of grand jury reports in local newspapers for county-wide distribution.
- B. CGJA encourages grand juries in every county to post their final reports on the internet and publicize them in the local media.
- C. CGJA encourages the development of educational videos for public access broadcasting for public education about the grand jury system.



## **15.00 Technology Committee (Tech)**

### **15.10 Committee Functions and Duties**

The Technology Committee (Tech), a standing committee, works with the president, the treasurer, and the chairs of other committees. Tech is responsible for recommending and coordinating strategic technology development and tools, the implementation of technical systems, and the support of the accurate and secure record keeping of the association. Tech is responsible for the maintenance of and enhancements to the various electronic and technical systems in use by the association. It also monitors new developments in the technology space and proposes implementation where appropriate.

### **15.20 Committee Organization and Operations.**

- A. **Members.** The committee chair shall be appointed by the president, subject to ratification by the board. The chair shall appoint the other members of the committee, including a vice chair. Members may be removed by the chair at any time. The committee shall be comprised of at least three members.
- B. **Meetings.** The chair shall schedule meetings as necessary. In order for there to be an authorized committee meeting, a majority of the members (constituting a quorum) must be present in person or electronically. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
- C. **Minutes and reports.** The committee shall maintain minutes or other records of meetings and activities and provide a copy of its minutes to the CGJA Secretary for inclusion in the next board agenda packet, and report on its actions to the board.
- D. **The chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.**

### **15.30 Responsibilities of the Technology Committee**

- A. **Install and maintain all computer-based systems used by the CGJA. Included are:**
  - Corporate Dropbox – the storage, retrieval, and securing of the association’s records
  - Support tools – search tools and the development of capabilities continually added to the association’s website.
  - Membership and contact database – support and maintain the database holding contact information for members, past members, friends of CGJA, grand juries, and court contacts.
- B. **Monitor technology.** Tech shall continually monitor new developments in the communications and collaboration segments to ensure that the association is always up to date, operating efficiently, and has the highest level of security.

## **16.00 Training Committee (TC)**

### **16.10 Committee Functions and Duties**

The Training Committee (TC), a standing committee, shall be responsible for all aspects of the development and delivery of the CGJA training program curriculum and content to train new grand jurors and alternates, legal advisors, judges, and court personnel. The Training Committee shall be organized into various subcommittees as needed to perform all duties related to its responsibilities.

### **16.20 Committee Organization and Operations**

- A. Members. The president shall appoint, subject to ratification by the board, a committee chair, who shall appoint a vice chair and additional members of the TC, as well as subcommittee chairs as needed. Subcommittee members shall be appointed by the subcommittee chair, subject to approval of the TC chair.
- B. Meetings. The chair of the committee shall schedule meetings as necessary. In order for there to be an authorized committee meeting, a majority of the members of the committee (constituting a quorum) must be present in person or electronically. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
- C. Minutes and reports. The committee shall maintain minutes or other records of meetings and activities, provide a copy of its minutes to the CGJA Secretary for inclusion in the next board agenda packet, and report on its actions to the board.
- D. The committee chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.

### **16.30 Finances**

- A. The Training Committee shall develop a fee schedule and budget for the training program to ensure that the training program is self-supporting, and to accommodate a limited outreach effort at no charge.
- B. The TC will work with the treasurer to create invoices, record payments, and issue receipts for all training seminars and workshops.
- C. The TC shall be responsible for complying with the CGJA payment, reimbursement, and refund policies as described in Section 10.40 and Chapter 19.00.
- D. The TC shall determine those expenses incurred by trainers, guest presenters, and volunteers for which they are entitled to reimbursement. The TC chair shall approve reimbursement requests prior to forwarding them to the treasurer for payment.

### **16.40 Public Relations**

The Training Committee shall provide information publicizing the training program to, but not limited to, the CGJA webmaster and the Grand Jurors' Journal editor, and will provide an annual report to the CGJA Board of Directors describing key aspects of the training program.

**16.50 Curriculum**

The Training Committee shall be responsible for all aspects of the development and delivery of the CGJA training program curriculum, in particular developing training manuals, handouts, and PowerPoint presentations, videos, and other electronic training tools. All written training materials produced by the Training Committee shall be protected by copyright as provided in Chapter 18.00.

**16.60 Program and Workshop Logistics**

The Training Committee shall make all arrangements for the training of grand jurors and alternates to include, but not be limited to:

- A. Two-day seminars at regional locations throughout the state.
- B. On-site training to one or more individual grand juries.
- C. One-day workshops on a specific training course or courses including but not limited to Foreperson Workshops and Report Writing Workshops.
- D. Ancillary electronic training modules.

**16.70 Trainers**

The Training Committee shall be responsible for selecting and training all CGJA trainers, as well as evaluating their performance. All CGJA trainers must be CGJA members in good standing.

**16.80 Training Committee Procedures**

The Training Committee will adopt procedures for performing all of the duties and functions of the committee.

## **17.00 Ad Hoc Committees**

### **17.10 Ad Hoc Financial Review Committee (FRC)**

#### **A. Committee Functions and Duties**

1. The Financial Review Committee (FRC) shall conduct a review of CGJA's financial records on a biennial basis or as directed by the board. The Finance Committee and the treasurer shall cooperate in providing FRC the financial records for revenues and expenses of the association. The FRC chair shall present the report of this review to the board of directors within 120 days of the close of the association's fiscal year.
2. At the direction of the board, instead of conducting the review itself, the FRC shall seek bids for an outside financial review or audit to be conducted and will submit the bids to the board for selection of an outside auditing or accounting firm to review the association records.

#### **B. Committee Organization and Operations**

1. **Members.** The FRC chair and members shall be appointed by the president subject to ratification by the board. There shall be a minimum of three members.
2. **Meetings.** The committee shall meet as needed. A majority of the members of the committee (constituting a quorum) must be present in person or electronically to take action, including action to approve the report of the review described in paragraph A1 above. An affirmative vote of a majority of the members present at any meeting at which a quorum is present shall constitute an act of the committee.
3. **Minutes and reports.** The committee shall provide minutes of its meetings to the CGJA Secretary for inclusion in the next board agenda packet and shall inform the board of its activities.
4. The committee chair shall be responsible for complying with all responsibilities described in Chapter 6.00 of this policy manual.

### **17.20 Ad Hoc Public Education Committee (PEC)**

#### **A. Committee Functions and Duties**

The ad hoc Public Education Committee (PEC) shall promote education about the California grand jury system in California high schools, and adult education programs (such as the Osher Lifelong Learning Institutes) in community colleges, colleges, and universities by developing and publicizing courses about the grand jury system. In counties where there is a CGJA chapter or independent association, PEC shall work and coordinate with each group in undertaking these efforts.

#### **B. Committee Composition**

The president shall appoint a PEC chair, subject to ratification of the board. The chair shall appoint the other members of PEC.

## **18.00 Privacy Policy** **(as posted on the CGJA website)**

A. The California Grand Jurors' Association (CGJA) Privacy Policy covers how we collect, use, disclose, transfer and store your information that you provide to us when you order merchandise, publications or services on our website or submit an application to join CGJA.

### **B. What user information do we collect?**

1. Personal Information – CGJA requires the provision of Personally Identifiable Information (PII) when a person applies for membership to our association or orders merchandise, publications or services. We regard PII as information that someone can use to identify or contact you in person, such as:
  - i) Real name, mailing, billing and shipping addresses, telephone number, email address,
  - ii) As applicable, county of grand jury service and years served and completed on a California grand jury.
2. Financial Data – credit card and other financial account information, expiration date, and verification code.
3. Web Usage Data - no PII is revealed, examined, or captured to recognize visitor data, analyze site traffic, or to mine PII.

### **C. How do we use the information we collect and do we share the information we receive?**

1. Personal information is used for distributing the CGJA Journal, merchandise sales, processing donations, processing CGJA membership applications, and registering persons for CGJA trainings and conferences.
2. CGJA discloses PII only to persons within CGJA and to its service providers that (i) have a need to know that information in order to process it on behalf of CGJA or to provide CGJA products and services, and (ii) have agreed not to disclose it to others.
3. CGJA may maintain links to other websites. This Privacy Policy applies only to CGJA.org and not to other websites accessible from CGJA or that you use to access CGJA, each of which may have privacy policies materially different from this Privacy Policy. If you visit other websites through a link on CGJA's site, CGJA is not responsible for the privacy practices or content of those sites.
4. GJA does not provide PII to third parties for marketing purposes. We reserve the right to disclose your PII as required by law and when we believe that disclosure is necessary to protect the rights, property or safety of CGJA or others, respond to claims and/or to comply with a judicial proceeding, court order, or legal process served on us.
5. You may choose not to provide CGJA with PII or you may turn off cookies in your browser by changing its settings. If you make these decisions, you may continue to use the online services and browse its pages. However, CGJA cannot process orders or registrations without your PII.
6. In the event that CGJA undergoes a business transition such as a merger, acquisition or dissolution, we may not be able to control how your personal information is treated,

transferred, or used. If such an event occurs, your PII may be treated like any other CGJA asset and sold, transferred, or shared with third parties, or used in ways not contemplated or permitted under this Privacy Policy, without notice to you or your consent.

**D. How to update personally identifiable information**

1. You may update your PII by filling out the form at <http://cgja.org/contact>.

**E. How secure is the personal information we collect?**

1. We strive to make certain that our servers and connections incorporate the latest encryption and security devices. We have implemented physical, electronic, and managerial procedures to safeguard and secure the information we collect. Secure servers transmit credit card, financial and personal information. Documents are delivered to you via the United States Postal Service or email. Unfortunately, no data transmission is guaranteed to be 100% secure and we therefore cannot guarantee the security of information you transmit to or from the CGJA website, or through the use of our services, and you provide this information at your own risk. ACCORDINGLY, WE DISCLAIM LIABILITY FOR THE THEFT, LOSS, OR INTERCEPTION OF, OR UNAUTHORIZED ACCESS OR DAMAGE TO, YOUR DATA OR COMMUNICATIONS BY USING THE CGJA WEBSITE AND OUR SERVICES. YOU ACKNOWLEDGE THAT YOU UNDERSTAND AND ASSUME THESE RISKS.
2. IF YOU BELIEVE YOUR PRIVACY HAS BEEN BREACHED THROUGH USE OF OUR WEBSITE OR OTHER SERVICES PLEASE CONTACT US IMMEDIATELY AT <http://cgja.org/contact>.

**F. Privacy Policy Changes**

1. Although most changes are likely to be minor, CGJA may change its Privacy Policy from time to time, and at CGJA's sole discretion. CGJA encourages visitors to frequently check this page for any changes to its Privacy Policy. Your continued use of this website after any change in this Privacy Policy will constitute your acceptance of such change.

Revised - January 28, 2014

## 19.00 Publications Policy

- A. **Goals.** CGJA's publication activity is based on its Articles of Incorporation, which state that among the association's purposes is "To provide the general public with information and educational materials ... that help increase public awareness of the valuable role the grand jury plays in our democratic system of government." (Article II.B)
- B. **Authority.** Documents that represent CGJA positions such as advocacy positions or publications posted online, through the mail, or in The Journal must have formal board approval. Others may be produced and approved by the responsible committee.
- C. **Recognition.** Documents that are the products of groups or individuals outside CGJA can be identified as information on matters of interest to CGJA without necessarily having CGJA's endorsement. When such documents are identified, the lack of endorsement should be made clear and the board shall be advised of the reference to the document as a matter of information.
- D. **Costs.** Publication and distribution expenses shall not exceed the revenue expected from such publications except as provided in this policy without prior board authorization. Projected revenues and expenses must provide for free publication distribution as described in F.7 and F.8 below.
- E. **Copyright.** All publications produced by CGJA shall be protected by copyright©.
- F. **Processes:**
  - 1. Committees that develop publications (other than the Training Committee) shall submit those publications to the board for approval prior to their distribution in whatever format.
  - 2. The board may develop templates for standardizing publication formats. Documents posted on the website for downloading must be in Adobe Acrobat (in .pdf or some other unalterable format) to prevent tampering.
  - 3. Each committee must establish enough stock at the first printing of the document to achieve a cost that reflects cost recovery through revenue. Each committee must maintain a running inventory of the publication and should restock when low cost opportunities arise.
  - 4. It is acceptable to have the same document available for purchase as well as being available for free downloading from the CGJA website.
  - 5. Publications will be offered for sale at training seminars and the annual conference. The responsible committee will make the necessary arrangements in coordination with the Training and Annual Conference committees.
  - 6. The retail price for each publication shall be determined based on the cost of its current reproduction in order to cover postage, handling, and obsolescence.
  - 7. Each committee may provide free copies of publications in response to inquiries by the media, legislative staff, the governor's office, the Judicial Council, or others in immediate, legitimate need of the information. The committee should request copies of

the news articles, reports, legislation, etc. for which the information is being gathered. The committee may also provide free copies of all publications to the University of California Institute of Governmental Studies archive for preservation in perpetuity.

8. A copy of any publication shall be provided at no cost to any director who requires the document in pursuit of his or her duties.
9. Any committee that wishes to provide free copies of a publication to support an activity shall be charged the cost of the document.
10. All monies received from the sales of publications will be forwarded to the treasurer. The treasurer will pay all bills for the costs of publication and distribution.
11. The following copyright statement shall appear on all new CGJA publications and shall be added to existing publications as reprints occur, with the exception of training documents:

"Copyright or © (year) by the California Grand Jurors' Association. Permission is granted to copy and distribute this document for non-commercial use as long as attribution to the association is given."
12. Exceptions to these procedures must be approved by the board of directors.



## 20.00 Refund Policy

- A. The California Grand Jurors' Association (CGJA) will consider and process refund requests on a case-by-case basis for the types of transactions listed below.
- B. Merchandise:
  - 1. A full refund, excluding any shipping costs, will be issued, or at the customer's request, replacement of the product will be offered for non-delivery of merchandise or defective merchandise, or if the product received is substantially not as described. The person requesting a refund must submit a claim for any of these reasons to CGJA within 14 days after CGJA's shipment date.
  - 2. The Public Relations Committee Chair will approve or disallow merchandise refund and replacement requests and the treasurer will disburse a check to the customer within 14 days of approval of the request for a refund.
- C. Donations:

A restricted donation may be refunded, upon the treasurer's approval, in the event the donor wishes to retract the gift based on a good faith determination that the donor's restrictions are not being met by CGJA. The refund must be requested in writing within 360 days of the date of the donation, and must allow CGJA a minimum of 30 days to correct any misuse of the donation. Unrestricted donations shall not be refunded.
- D. Training seminars and workshops:
  - 1. Participant cancellations – refunds are allowed for cancellations received up to five business days before the event. Cancellations received after this period will not be eligible for a refund.
  - 2. Transfers – registrations are transferable from one participant to another within an organization upon approval of the Training Committee Chair. The TC chair may also approve the transfer of a registration payment from one event to another. The registrant should contact [cgjatraining@cgja.org](mailto:cgjatraining@cgja.org) to cancel, transfer, or inquire about refunds.
  - 3. No Shows – CGJA will not issue a refund to a registrant who does not attend a training event and has not timely cancelled in advance.
  - 4. Event Cancellations – In the event the Training Committee cancels or reschedules a training event, the registrant has the option of transferring the registration to another event of the same subject, or receiving a refund. The Training Committee will contact the registrant to discuss options.
  - 5. Post-Event Refund Requests – CGJA will not issue refunds after the event has occurred.
- E. Annual Conferences:
  - 1. Participant Cancellations – CGJA will issue a full refund for cancellations before the hotel/meal (food) contractual deadline (which is usually about a week before the conference). CGJA will issue a partial refund of the registration fee (excluding the meal

order portion), if it is received after the hotel/meal deadline, and five business days before the event.

2. No shows – no refund will be issued to a registrant who does not attend an event and has not cancelled in advance.
3. Post-event refund requests – no refunds will be issued after the event has occurred.

## 21.00 Communications Policy and Matrix

### CGJA Outside Communications

Communication Item	Originator	CGJA Unit Review	CGJA Info to Board	CGJA Unit Approval	Sent Via	Sent to*	Sent by	Current Policy
Grand Jurors' Journal – print copy	PRC	Internal PRC	N/A	PRC	USPS bulk mail	BD, ME, AA, FR, GJ, CT (unless say no)	PRC (editor)	14.30
Grand Jurors' Journal – electronic	PRC	Internal PRC	Automatic, on release	PRC	Email marketing software (EMS)	IM, IMF, BD automatic; ME, AA, FR, GJ, CT as requested	PRC (editor)	14.30
Grand Jury News or eBlasts	President	Board review	N/A	President	EMS	ME, AA, IM, FR, GJ, CT; or as needed	PRC (editor)	14.30
Press Release	Any Committee	Requires coordination with PRC	24 hrs in advance if substantive	PRC	Mainly email; EMS capability	Media as required	PRC (chair)	14.10C
Website posting	PRC, based on input from others	Internal PRC	None	PRC/originating committee	Website	N/A	PRC (webmaster)	14.40
Correspondence on legislative matters	LLRC	Board	N/A	Board or designee	Email (normally)	Targeted designee	President	11.50
Correspondence on other sensitive matters	Any	Board	N/A	Board or designee	Email (normally)	Targeted designee	President	11.50
Routine Message to Chapters	Any	Orig comm/MRC/ PRC	See footnote**	MRC	EMS	Chapter/Assn. presidents	MRC (chair)	12.10A
Non-Routine Message to Chapters	Any	Orig comm/MRC/ PRC	24 hrs in advance	MRC	EMS	Chapter/Assn. presidents	MRC (chair)	12.10A

Communication Item	Originator	CGJA Unit Review	CGJA Info to Board	CGJA Unit Approval	Sent Via	Sent to*	Sent by	Current Policy
Response to Chapters	MRC or president	Internal MRC	On release	MRC	Email	Inquirer	MRC (chair)	12.10A
“Best Practice” Responses	LLRC	Internal LLRC	On release, then to trainers	LLRC	Email	Inquirer	LLRC (chair)	11.30
Routine committee or officers correspondence	Chair/officer	Internal	As appropriate	Chair/officer	Email or USPS	As required	Chair/officer	
Welcome to New Members	MRC	Internal MRC/PRC	See footnote **	MRC	EMS	ME, AA	MRC (signed by president)	12.10
Renewal Acknowledgement	MRC	Internal MRC/PRC	See footnote **	MRC	EMS	ME, AA	MRC (chair)	12.10
Membership Recruitment	MRC	Board (see footnote**)	N/A	MRC	EMS	IM, IMF, FM	MRC (chair)	12.10
Other Communication to Introductory Members	MRC or TC	MRC on TC; TC on MRC	See footnote **	MRC or TC; Board approval required if more than every 3 months	EMS	IM	MRC or TC (chairs)	
Annual Ballot	NEC	Board	N/A	Board	USPS	ME	NEC	13.40
Annual Conference Publicity	ACC	ACC/MRC/PRC	On release	ACC	EMS	ME, AA, FR, GJ, CT, IM	PRC	7.10A
Publications	Any	Originating committee/PRC	N/A	Board	USPS, in person, on line	As requested	PRC (normally)	18.000

\* **Sent to Key** (7th column): **AA** (Associate Members), **BD** (Board Members), **CH** (Chapters), **CO** (Counties), **CT** (Courts), **FM** (Former Members), **FR** (Friends), **GJ** (Grand Juries), **IM** (Introductory Members), **IMF** (Introductory Members Former – up to 2 years), **ME** (Active Members)

\*\* Board members will review any communication that is a form letter prior to initial release or after major revisions (24 hours in advance).

## **22.00 Policy on Responses to Inquiries**

- A. Inquiries to directors, officers, or others. Any time someone contacts a CGJA officer, director, committee chair, or committee member seeking information regarding grand jury practices, grand jury law, or other general information about the California grand jury system, the person receiving the inquiry shall immediately respond to the inquirer that their inquiry is being forwarded to the appropriate party for response, and shall then forward the inquiry to either the LLRC Chair, the TC Chair, or the PRC Chair (or all three if appropriate). If the inquiry has to do with CGJA as an organization, the person receiving the inquiry shall either respond or forward the inquiry to the appropriate committee chair or officer. All such communications shall be copied to the CGJA Directors if substantive in nature.
- B. Inquiries to CGJA Trainers. A CGJA Trainer may respond to inquiries from grand jurors if the response is something generally covered within that trainer's expertise and can be answered by pointing to supporting information in the current CGJA Training Manual, CGJA Foreperson and Pro Tem Workshop Manual, or CGJA Report Writing Workshop Manual. All such responses must be copied to both the TC Chair and the LLRC Chair in case they wish to respond further.
- If the inquiry cannot easily be answered by reference to the training materials, the Trainer shall forward the inquiry to both the TC Chair and the LLRC Chair, who will coordinate the response.