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**Consortia Report on Governance Compliance of Rules and Procedures**

*Download and save this Word document, open it and fill in the various fields, print the completed form, sign, scan and email to the AEBG inbox: aebg@cccco.edu.*

Consortium Name:

Fiscal Agent or Fiscal Coordinator:

Consortium Point Person (or person submitting this document):

Name:   
Consortium Role:

E-Mail:

1. Have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member?

[Enter or Paste Information Here]

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? How will the available funds be reported and evaluated?

[Enter or Paste Information Here]

3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?

[Enter or Paste Information Here]

4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?

[Enter or Paste Information Here]

5. What will be the relative voting power of each member?

e.g. 1 member = 1 vote

e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

e.g. Other (e.g., votes proportionate to adult students served)

[Enter or Paste Information Here]

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or ⅔ of votes

e.g. by consensus

[Enter or Paste Information Here]

7. How did you arrive at that decision-making model?

[Enter or Paste Information Here]

8. How will proposed decisions be considered in open, properly noticed public meetings of the

consortium at which members of the public may comment?

[Enter or Paste Information Here]

9. Describe how will you provide the public with adequate notice of a proposed decision and

consider any comments submitted by members of the public?

[Enter or Paste Information Here]

10. Describe how comments submitted by members of the public will be distributed publicly.

[Enter or Paste Information Here]

11. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

[Enter or Paste Information Here]

12. How will you determine approval of a distribution schedule pursuant to Section 84913?

[Enter or Paste Information Here]

13. Has the consortium A) designated a member to serve as the fund administrator to receive and  
distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule?

[Enter or Paste Information Here]

14. How will members join, leave, or be dismissed from the consortium?

[Enter or Paste Information Here]

15. Does the consortium have a formal document detailing its working beyond the questionnaire?

(Please provide a link)

[Enter or Paste Information Here]

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

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Date:

Signature Box:

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Consortia Member: Email:

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