

Item #11: CCORP CAP Member Bylaws

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CAP Member Bylaws Timeline

- **November 2025 – CAP (Agenda Item #6: Nomination of CAP Chair)** Panel members discussed CAP governance structure, including member term limits and adding a Panel Vice Chairperson .
- **April 2026 – CAP** Present proposed CCORP CAP Member Bylaws document and discuss Member Roles and Responsibilities.
- **November 2026 – CAP** Vote for adoption of Member Bylaws.

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Proposed CAP Member Bylaws

- Modeled after the Hospital Supplier Diversity Commission (HSDC) Member Bylaws.
- CCORP CAP Member Bylaws document will serve as the formal governance guide for the CAP.
- Defines purpose, statutory responsibilities, decision-making processes, membership, and meeting procedures for the CAP.
- Adoption and amendments must occur in a public CAP in accordance with the Bagley Keene Open Meeting Act.

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Proposed Member Appointment Terms

- Panel members shall serve for a minimum term of four (4) years.
- Panel members may be considered for reappointment for one successive four (4) years at the discretion of the Department Director.
- The maximum length of service for membership after the adoption of these bylaws is eight (8) years.

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Proposed Transitional Staggering of Terms for Current CAP members

- Upon adoption of these bylaws, the year(s) of service already completed by current Panel members shall be counted toward fulfillment of the four-year (4) term.
- Staggered term assignments shall be determined at the first CAP meeting held after adoption of these member bylaws for Panel members with more than four years (4) of service.
- Total service time may exceed the maximum eight (8) years permitted for members appointed after the adoption of these bylaws.

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Proposed Terms for Panel Chairperson and Vice Chairperson

- Initial appointments as Panel Chairperson or Panel Vice Chairperson shall serve for a minimum term of two (2) years.
- Panel Chairperson or Panel Vice Chairperson shall be considered for reappointment for additional two-year term(s) at the discretion of the Department Director. The maximum length of service for the Panel Chairperson is four (4) years.

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Proposed Membership Responsibilities

- Panel members must take the Oath of Office and sign Form STD 688 before assuming their duties or participating in CAP business or meetings.
- Panel members are required to maintain regular attendance at CAP meetings and actively contribute to discussions and decision-making business.
- Panel members are subject to the Department's Conflict of Interest Code and must annually complete a Statement of Economic Interests (Form 700).

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Discussion

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Public Comment

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