**Bylaws of the Board** BB 9240

**CONFERENCE ATTENDANCE**

One technique to provide for professional development of Board members is through conference and workshop attendance. Board members are encouraged to attend conference and workshops based upon the following guidelines:

1. Board members may, within budget limitations, attend conferences and workshops which would benefit them in meeting responsibilities as members of the Board.

2. When conferences or workshops on a particular subject are offered through the State, every effort should be made to attend the session closest to the CCA region.

3. Any Board member desiring to attend an out-of-state conference or workshop for which payment of expenses will be requested shall obtain prior approval of the Board.

4. Payment shall be made for actual and necessary expenses incurred by any Board member who attends a conference or workshop. Policies which set forth guidelines for CCA employees for travel and conference reimbursement shall apply to Board members.

5. Any Board member attending a conference or workshop shall provide an oral or written report to the Board.

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| Bylawadopted: January 21, 1993revised: October 25, 2007revised: January 8, 2024 | **COLLEGE AND CAREER ADVANTAGE**San Juan Capistrano, California |