

## COUNCIL POLICIES

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**CACC**  
Policy Manual

*Policy Number: 1.1*  
*Subject: Council Membership*

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**Purpose:**

Defines the qualifications for council membership. Because the council is a subsidiary organization of APIC and made up of local chapters in the state of California, an individual must be a representative from one of the 12 California chapters.

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**Scope:**

Applies to all member chapters.

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**Policy:**

1. Each of the official California APIC chapters is eligible for membership in CACC.
  2. Only participating chapters may vote.
  3. To be an active member, the individual chapter must contribute an annual fee. Which is determined by CACC members at the **fourth** quarterly meeting for the following year.
  4. Each chapter may send as many members as it chooses to attend the regularly scheduled CACC meetings, however, only two (2) representatives per chapter, and designated by the chapter, may vote at a CACC meeting, (Exception Voting on budgetary issues is outlined in section 7 below)
  5. If a CACC officer is the only person in attendance, at a regular CACC meeting, from a chapter, then they may vote as a voting chapter member on any actions decided on. The officer will not be acting as an officer of CACC for the vote.
  6. When only one representative from a chapter is present, that representative may cast the chapter's two votes.
  7. **When voting on Budget and Dues**
    - A. Each participating chapter will have a proportionate number of votes for approval of the annual budget and approval of changes in chapter dues
    - B. The proportion of votes allocated to each chapter for the purpose of approval of annual budget and approval of changes in chapter dues are determined by the methods outlined in Section 3 D of the [By laws](#)
    - C. Each chapter will designate one (1) of their representatives as a proxy holder. The proxy holder will cast the chapter's votes for approval **or disapproval** of the annual budget and changes to chapter dues
  8. No proxy votes are accepted for absent chapters
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