

**FLORIDA SCHOOL BOARDS ASSOCIATION**

# **P R O C E D U R E S**

# **M A N U A L**

**2 0 0 9**

## **F O R E W O R D**

This Procedures Manual contains the FSBA Bylaws, amended June 11, 2009, and "The Operating Policies and Procedures Manual for School Board Members" which was formally adopted by the general membership of Florida School Boards Association, Inc. (FSBA) on June 15, 1991. Some policy amendments have occurred since the original adoption date in 1991; revision dates are indicated on the policies.

The pagination of this document differs in each section. Pages of the FSBA Bylaws reflect roman numerals. The policy pages reflect a combination of letters and numbers which are alphabetically and sequentially ordered. The letters (e.g., AEA) identify the policy file under the classification system and the number indicates the sequential order of material within that particular policy file. Divider tabs with an index are provided for Sections A, B, C, D, E, and F to assist in the location of policies.

<b>SAMPLE PAGE</b>	<b>AEA -</b>	<b>10</b>
<b>IDENTIFIER</b>	<b>↓</b>	<b>↓</b>
<b>FOR POLICIES</b>	<b>policy</b>	<b>the sequential file order</b>
		<b>within the policy file</b>

The Bylaws and Procedures Committee is responsible for reviewing and recommending changes to the FSBA Bylaws and Policies and is chaired by the FSBA Vice President. School board members are annually provided an opportunity to submit proposed changes to the FSBA Bylaws and Policies; forms for proposing such changes are mailed with the correspondence to request any recommended amendments. It is a function of the Bylaws and Procedures Committee to review all proposed changes of the FSBA Bylaws or Policies that are submitted and either reject the proposal or to refer it to the Board of Directors for consideration.

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**BYLAWS OF THE  
FLORIDA SCHOOL BOARDS  
ASSOCIATION, INC.**

**ARTICLE I - NAME**

The name of this organization shall be the FLORIDA SCHOOL BOARDS ASSOCIATION, INC. The Association office shall be located in Leon County, Florida.

**ARTICLE II - PURPOSE**

The mission of the Florida School Boards Association (FSBA) is to support and assist school boards in shaping and improving student achievement in Florida by impacting legislation and providing proactive leadership and training through a network of services and information.

Methods to achieve the mission of FSBA are detailed in "The Operating Policies and Procedures Manual for School Board Members."

**ARTICLE III - MEMBERSHIP**

**Section 1. - Active Membership**

Duly qualified members of Florida's county school boards are eligible for membership in the Florida School Boards Association, Inc., upon payment of annual dues by the local county school board. They shall have all privileges normally associated with membership, including the right to hold office, in said organization.

**ARTICLE IV - OFFICERS**

**Section 1. - The Executive Officers of the Association shall be the President, President Elect, Vice President, Treasurer, the Immediate Past President, and Executive Director (Ex-Officio), and shall be referred to as the Executive Officers.**

**Section 2. - All Executive Officers except the Immediate Past President, President, and the Executive Director shall be elected by ballot of a majority of the membership in attendance at the Annual Meeting of the Association. Provided however, a ballot election shall be suspended for an uncontested election and an acclamation or voice vote shall be conducted. Their term of office shall begin at the fiscal year following their election and they shall serve for a period of one year.**

**Section 3. - The Executive Director shall be a full-time employee engaged by the Board of Directors of the Association and shall serve at its discretion. The Executive Officers shall conduct an annual performance evaluation of the Executive Director and shall report its findings to the Board of Directors at the Annual Meeting.**

**ARTICLE V - DUTIES OF OFFICERS**

**Section 1. - The President shall preside at all meetings of the Association and the Board of Directors. He may appoint any Ad Hoc Committees after collaboration with the Executive Officers, and shall attend all functions as are deemed necessary by the office. The President shall declare vacant the office of any Director who misses two (2) consecutive meetings without sufficient reason. The President or his designee shall countersign all checks.**

**Section 2. - The President Elect shall perform the duties of the President in his absence and shall act in an advisory capacity at all times. In case of the death, resignation, or incapacity of the President, the President Elect shall become President for the unexpired portion of the term. If the President Elect has served a term of six (6) months or less, he shall have the option of continued service as President of the Association for the following year. If the**

President Elect has served a term of more than six (6) months, he shall be required to apply for the office of President pursuant to procedures in Article XI, Section 2. The President Elect shall succeed the President at the Annual Meeting without further election. The President Elect shall serve as sergeant at arms at FSBA conferences and meetings with the responsibility of coordinating the orderly beginning of meetings and shall serve as an ex-officio trustee of the Florida School Boards Insurance Trust Program. The President Elect should accompany the President to a minimum of three (3) nonassociation meetings to prepare for succession to the presidency.

**Section 3.** - The Vice President shall serve as the chairman of the Bylaws and Procedures Committee, a member of the Finance Committee, and trustee of the Florida Education Purchasing Consortium, shall monitor the attendance of the Board of Directors at each scheduled meeting, and shall have other duties as assigned by the President.

**Section 4.** - The Treasurer shall act as chairman of the Finance Committee, shall oversee and make budget recommendations to the Board of Directors as approved by the Finance Committee, and shall serve as a trustee of the Florida Education Purchasing Consortium.

**Section 5.** - The Executive Director shall conduct the day-to-day business of the Association office, including the management of all office personnel authorized by the Board of Directors. The Executive Director shall also conduct all other duties as assigned by the Board of Directors, act as Secretary of the Association, and shall be an ex-officio member of all the committees, without vote. The Executive Director or his designee shall countersign all checks. The Executive Officers shall conduct an annual performance evaluation of the

Executive Director and shall report its findings to the Board of Directors at the Annual Meeting.

## **ARTICLE VI - BOARD OF DIRECTORS**

**Section 1.** - The Board of Directors shall be the Executive Officers, a Director from each FSBA district as described herein, and any active member of the Florida School Boards Association serving as an officer or on the Board of Directors of the National School Boards Association or the Southern Region School Boards Association. The chairman of each Standing Committee and subcommittee shall serve, in an ex-officio capacity, and attend all Board of Directors' meetings.

**A.** A Director and Alternate shall be elected from the following FSBA districts by the board members in those districts:

1. Escambia, Santa Rosa
2. Duval
3. Miami-Dade
4. Holmes, Jackson, Okaloosa, Walton, Washington
5. Flagler, Putnam, St. Johns
6. Collier, Glades, Hendry, Monroe
7. Polk
8. Alachua, Bradford, Clay, Union
9. Bay, Calhoun, Franklin, Gulf, Liberty
10. Hillsborough

11. Orange
12. Pinellas
13. Baker, Columbia, Hamilton, Nassau, Suwannee
14. Dixie, Gilchrist, Lafayette, Levy, Taylor
15. DeSoto, Hardee, Manatee
16. Pasco, Sumter
17. Broward
18. Palm Beach
19. Brevard
20. Gadsden, Jefferson, Leon, Madison, Wakulla
21. Highlands, Indian River, Martin, Okeechobee, St. Lucie
22. Lake, Osceola
23. Citrus, Hernando, Marion
24. Charlotte, Sarasota
25. Seminole
26. Lee
27. Volusia

**B. Directors and Alternates will serve for two (2) years. Directors and Alternates from even numbered districts shall be elected in even numbered years, and those from odd numbered districts shall be elected in odd numbered years. Their term of office shall begin at the fiscal year following their election.**

- C. In single county districts, the Director and Alternate shall be elected by majority vote of the district school board, in accordance with the time schedule as outlined.**
- D. In multi-county FSBA districts, the Director and Alternate shall be elected by majority vote of the members of the FSBA district at the Annual Meeting. FSBA encourages equitable rotation among counties.**
- E. Should no Director and Alternate be elected by July 1, the President shall appoint a Director and Alternate from within the FSBA district.**

**Section 2. - The Board of Directors shall meet at least four (4) times a year. Special meetings shall be held on call of the President or a majority of the membership of the Board of Directors.**

**Section 3. - Each newly elected Director and Alternate shall sign a written agreement acknowledging the requirements for meeting attendance and resignation from office as described in Section 4. herein, and shall file the agreement with the Secretary.**

**Section 4. - Each Director who is unable to attend a Board of Directors' meeting shall notify the Alternate to sit and act on his behalf. Each member who is unable to attend a Board of Directors' meeting shall submit written verification to the Secretary two (2) weeks prior to the scheduled meeting unless extenuating circumstances exist. The President shall declare vacant the office of any Director who misses two (2) consecutive meetings without sufficient reason as determined by the Executive Officers. When the President declares a vacancy on the Board of Directors, the Alternate for that FSBA district shall be advanced automatically to the Director's position and a new election shall be conducted in the FSBA district within thirty (30) days to fill the Alternate vacancy created by the succession.**

**Section 5. - The Board of Directors shall elect from the general membership two (2) individuals to serve as at-large members with the Executive Officers on matters related to long range/strategic planning. At-large members shall be elected during the Board of Directors' meeting at the Annual Meeting and shall serve for a two-year term. Prior to electing the at-large members, the FSBA President, or the presiding officer, shall encourage the Board of Directors to examine the current composition of the Executive Officers and to consider issues of diversity, equity, equality, and demographics when casting votes for the at-large members. Nominations to fill the at-large positions shall be accepted from any Director who serves on the Board of Directors or by self-nomination. Each Director may cast two (2) votes during the election of at-large members; each vote shall be cast for a different candidate. In the case of a resignation or vacancy during the term of an at-large member, the Executive Officers shall appoint a member of the Board of Directors to complete the unexpired term of the individual who vacated the position.**

**Section 6. - The business and the corporate powers of the Association shall be managed and directed by the Board of Directors, to wit:**

- A. To transact business of the Association and report such transactions;**
- B. To make recommendations of policy and resolutions to the regular meetings of the Association;**
- C. To establish and staff an Association office;**
- D. To execute such documents as are necessary or appropriate for facilitating the financing of school sites, facilities, buses, equipment, or such other items necessary for school boards,**

**including, but not limited to notes, mortgages, leases, and underwriters' agreements; and,**

- E. To engage in a strategic planning process to establish long range goals in order to achieve the mission of the Association; approve, monitor, and evaluate the annual operational plan developed by the Executive Director to reach the long range goals.**

**Section 7. - The members of the Board of Directors are responsible for communicating with the other members of the district which they represent. The District Director shall establish a liaison with the chairman of each school board in his district.**

**Section 8. - The Board of Directors shall act as the final authority for acceptance or rejection of all committee reports. If a revision to the Bylaws is proposed by the Board of Directors, it will be noted as its recommendation to the membership.**

**Section 9. - The Executive Director shall have the power and responsibility to execute such documents approved by the Board of Directors as are necessary to facilitate the financing for school boards of school sites, facilities, buses, equipment, or such other necessary items, including but not limited to bonds, notes, certificates, mortgages, leases, and purchase contracts relating thereto.**

#### **ARTICLE VII - VACANCIES**

**Section 1. - Vacancies of all executive offices other than the Presidency or the Immediate Past Presidency shall be filled by majority vote of the Board of Directors. The appointment shall be for the unexpired portion of the term.**

**Section 2. - A vacancy on the Board of Directors shall be filled by the Alternate for the FSBA district. School board members in the FSBA district where the vacancy occurs shall elect a new Alternate within thirty (30) days. In the event the FSBA district affected does not elect a replacement, the President shall appoint an Alternate.**

**Section 3. - Vacancy in the office of the President shall be filled by succession as outlined in Article V, Section 2.**

**Section 4. - Vacancy in the office of the Immediate Past President shall be filled by the most immediate past president currently affiliated with the Association.**

**Section 5. - Simultaneous vacancies in the offices of President and President-Elect shall be filled by a vote of the Board of Directors based on the recommendations of the Nominating Committee as defined in Article XI, Section 2., herein.**

#### **ARTICLE VIII - FISCAL YEAR**

**The fiscal year shall be July 1 through June 30.**

#### **ARTICLE IX - MEETINGS**

**Section 1. - There shall be two (2) regular meetings of the membership annually.**

**Section 2. - One (1) meeting of the membership shall be designated as the Joint Conference and shall be scheduled in the Fall.**

**Section 3. - One (1) meeting shall be designated as the Annual Meeting which shall include the election and installation of officers, the receiving of annual reports, and shall be scheduled in the Spring.**

#### **ARTICLE X - DUES**

**The annual dues of the Association shall be established by a majority vote of the members present at the Joint Conference of the Association. Dues are payable on or before July 1 of each fiscal year.**

#### **ARTICLE XI - COMMITTEES**

**Section 1.**

- A. There shall be the following Standing Committees for ongoing action:
  - 1. Finance**
  - 2. Legislative**
  - 3. Board Development**
  - 4. Bylaws and Procedures**
  - 5. Multicultural and Diversity**
  - 6. Past Presidents'.****
- B. Ad hoc committees may be appointed by the President after collaboration with the Executive Officers.**
- C. Compositions, functions and duties of committees, responsibilities of committee chairmen, and the development of the legislative program shall be described in "The Operating Policies and Procedures Manual for School Board Members" except as provided in Section 1.D. herein.**
- D. Each district school board shall designate annually at the organization meeting held pursuant to Section 1001.371, Florida Statutes,**

a member and an alternate to serve on the Legislative Committee as the FSBA legislative liaison, and shall inform the FSBA office of such appointments by the established deadline.

- E. Meetings of Standing Committees shall not be scheduled concurrently.

## Section 2. - Nominating Committee

The Nominating Committee shall be composed of eleven (11) members and shall be chaired by the Immediate Past President. At the Joint Conference, ten (10) members of the Nominating Committee, two (2) from each Regional District, and five (5) alternate members, one (1) from each Regional District, shall be nominated by school board members of their Regional District and elected by the general membership. No individual shall serve consecutive terms. In the event a Nominating Committee member cannot serve, he shall notify the Chairman of the Nominating Committee so the alternate may serve. If neither the Nominating Committee member or alternate can serve, the President shall appoint an individual to serve from that Regional District. The Chairman of the Nominating Committee shall establish a time line for the work of the Nominating Committee which includes the deadline for filing a completed questionnaire and resume in the FSBA office for an Executive Officer position and the date(s) for convening the Nominating Committee to review and interview all candidates. The time line shall be announced and distributed during the Joint Conference. The Nominating Committee shall request persons interested in serving in an Executive Officer's capacity to submit a completed questionnaire and resume to the Committee. A sitting member of the Nominating Committee shall be ineligible to apply for an Executive Officer's position. The Nominating Committee shall meet, review, and interview all candidates.

Individuals applying for a specific office may also be considered for other offices. The Nominating Committee at its discretion may submit two (2) nominees for each office to the general membership.

Regional Districts are as follows:

Region 1: Panhandle - Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, Washington.

Region 2: Crown - Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Marion, Nassau, Putnam, St. Johns, Suwannee, Union.

Region 3: West Central - Charlotte, DeSoto, Glades, Hardee, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, Sarasota.

Region 4: East Central - Brevard, Indian River, Lake, Okeechobee, Orange, Osceola, Seminole, St. Lucie, Sumter, Volusia.

Region 5: South - Broward, Collier, Miami-Dade, Hendry, Martin, Monroe, Palm Beach.

## ARTICLE XII - OPERATING MANUAL

Implementation of these Bylaws shall be set forth and in accordance with "The Operating Policies and Procedures Manual for School Board Members." The general membership, by majority vote, shall approve the Manual and any amendments to the Manual. All proposed revisions shall be

submitted to the Association office thirty (30) days prior to the Bylaws and Procedures Committee meeting. Any emergency amendments to the Manual shall be approved by the Executive Officers until confirmed by the general membership at the subsequent meeting.

#### ARTICLE XIII - QUORUM

Section 1. - The number of members of the Association present and voting at any called meeting of the Association shall constitute a quorum of that body.

Section 2. - A majority of the members of the Board of Directors shall constitute a quorum of that body.

#### ARTICLE XIV - PARLIAMENTARY PROCEDURE

The rules contained in the current edition of *“Roberts Rules of Order, Newly Revised”* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Association may adopt.

#### ARTICLE XV - AMENDMENTS

Section 1. - These Bylaws may be amended by a two-thirds (2/3) vote of the voting members present at any regular meeting provided the proposed amendment has been sent electronically or by regular mail to each member at least thirty (30) days before such regular meeting.

Section 2. - "The Operating Policies and Procedures Manual for School Board Members" may be amended by majority vote of the voting members present at any regular meeting provided the proposed amendment has been sent electronically or by regular mail to each member at least thirty (30) days before such regular meeting.

Section 3. - The review of proposed amendments described under Article XV, Sections 1. and 2., shall be pursuant to the process set forth in "The Operating Policies and Procedures Manual for School Board Members."

#### ARTICLE XVI - NONPARTISAN AND NONPROFIT

The Association shall be nonpartisan and nonprofit.

#### ARTICLE XVII - INDEMNIFICATION

Any person made or threatened to be made a party to any action or proceeding, whether civil or criminal, by reason of the fact that he is or was a director, officer, or employee of the Corporation (or serves or served any other corporation or other entity or organization in any capacity at the request of the Corporation while he was a director, officer, or employee of the Corporation) shall be and hereby is indemnified by the Corporation against all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of any such action or proceeding, or any appeal therein, to the full extent permitted and in the manner prescribed by law. In the case of the indemnification of a person who is or was an employee (rather than a director or an officer) of the Corporation, such indemnification shall be, unless otherwise provided by law, to the same extent permitted and in the manner prescribed by the provisions of the Florida Not-For-Profit Corporation Law for the indemnification of directors or, where not inconsistent therewith, the Florida General Corporation Law.

#### ARTICLE XVIII - GENDER

All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identity of the party or parties may require.

**ARTICLE XIX - DISTRIBUTION OF SURPLUS ON LIQUIDATION**

In the event of liquidation, dissolution or other discontinuance of the business and operation of the Corporation, no surplus remaining after payment of the just debts and liabilities of the Corporation shall be distributed to or among the members of the Corporation, but after making provision for the distribution for payment of all the liabilities of the Corporation, the remaining assets shall be distributed to the organization or organizations described in Sections 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986, as amended, as the Board of Directors of the Corporation shall consider most nearly meets the objectives and purposes of the Corporation.

**ARTICLE XX - ALL OTHER MATTERS**

Any matter not covered by the Bylaws shall be governed by the Florida Not-For-Profit Corporation laws as such laws shall now or hereafter exist.

**ADOPTION OF BYLAWS**

The foregoing were adopted as the Bylaws of this Corporation on June 11, 2009.

*Georgia "Joy" Bowen*

PRESIDENT

**SECTION A: FOUNDATIONS AND BASIC COMMITMENTS**

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AB	Function of Florida School Boards Association (FSBA)
AE	Long Range/Strategic Planning Belief Statements of the Association
AEA	Board Development Activities
AEAA	Registration Deadlines and Refunds Exhibitor Criteria
AEB	Legal Information and Services Approval of Legal Action
AEE	Publications
AEF	The Legislative Platforms
AEJ	Florida School Boards Insurance Trust Program
AEJA	Florida Education Purchasing Consortium
AGA	FSBA President's Award FSBA Legislative Awards

**ASSOCIATION GOVERNANCE STRUCTURE**

**FILE: AB**

**TITLE: Function of Florida School Boards Association (FSBA)**

**POLICY:**

The mission of FSBA shall be achieved when school board members collectively:

- (1) Impact legislation and public policymaking on public education.
- (2) Demonstrate proactive leadership on public education issues by:
  - (a) Developing leadership potential within FSBA;
  - (b) Providing for the hiring and retaining of professional, competent, and appropriate FSBA staff members;
  - (c) Engaging in a long range/strategic planning process;
  - (d) Developing a cooperative spirit and linkages with professional and lay groups concerned with education; and,
  - (e) Cooperating with and participating in the National School Boards Association (NSBA) and the Southern Region School Boards Association.
- (3) Recognize and recommend inservice training opportunities which enhance the professional growth and competence of school board members.

(4) Establish an organization in which all school boards, regardless of population or location, are afforded equal representation and participation opportunities to jointly engage in seeking solutions to the challenges of public education.

(5) Create opportunities for networking, role modeling, camaraderie, and sharing ideas.

(6) Encourage responsive internal and external communications to:

- (a) Inform and respond to school board members on issues and concerns;
- (b) Promote communication with the educational community;
- (c) Distribute information to identified groups; and,
- (d) Enhance FSBA's image.

(7) Endorse the collection of information and research pertaining to public education issues and problems to establish a resource center and clearinghouse.

(8) Identify cost effective services which are designed to meet the needs of individual school boards to:

- (a) Facilitate activities which assist the financing of school districts;
- (b) Offer onsite technical assistance; and,
- (c) Provide professional consultant services.

**Adopted: 6/91**

**Revised: 6/06**

**ASSOCIATION GOALS AND OBJECTIVES**

**FILE: AE**

**TITLE: Long Range/Strategic Planning**

**POLICY:**

A long range/strategic planning process shall be established and implemented to focus on the utilization of financial and human resources in achieving FSBA's purpose and functions. The Executive Officers shall monitor the FSBA vision, mission, and strategic directions and recommend any modifications to the Board of Directors for approval.

**Adopted: 6/91**

**Revised: 6/00; 6/06**

**ASSOCIATION GOALS AND OBJECTIVES**

**FILE: AE**

**TITLE: Belief Statements of the Association**

**POLICY:**

Members of the Florida School Boards Association share the following beliefs concerning educational theory and practice. We believe:

- (1) Children/Students should be the center of educational efforts.
- (2) Children will learn with proper expectations and resources.
- (3) Children must be motivated to become active learners and education should be focused on designated outcomes.
- (4) Children must be prepared to live, learn, work, and communicate in a multicultural and diverse society.
- (5) Educational systems should develop and must make available programs that enable each child to learn and develop at his/her maximum potential.
- (6) Florida's system of education requires effective legislative participation in order to exercise school boards' constitutional right to control, manage, and operate school districts.
- (7) Legislative decisions concerning the education and welfare of young people can best be made with informed input from stakeholders.

(8) Training and communication are essential for organizational change and individual growth.

(9) Education is a dynamic process with a commitment to make systemic changes to meet the evolving needs of society.

(10) The federal and state governments and the Department of Education should provide adequate resources to support local school boards' responsibility to their community.

(11) Education must build community-wide partnerships. It takes a whole village to raise a child. It doesn't matter who gets credit as long as the job gets done.

Adopted: 6/94

Revised: 6/07

**ASSOCIATION ORIENTATION AND TRAINING SERVICES**

**FILE: AEA**

**TITLE: Board Development Activities**

**POLICY:**

FSBA shall provide workshops, conferences, and programs including the Board Development Program to assist school board members in the efficient and effective performance of their duties.

**Adopted: 6/91**

**WORKSHOPS, CONFERENCES, AND  
CONVENTIONS**

**FILE: AEAA**

**TITLE: Registration Deadlines and Refunds**

**POLICY:**

Registration procedures and deadlines shall be established for all conferences, workshops, conventions, training events, and orientations sponsored by FSBA and shall be advertised on registration materials. A cancellation deadline date may also be established and appropriately advertised to allow persons who have preregistered to cancel the reservation and to receive a full refund of the registration fee. Such cancellations for refunds shall be submitted in writing or by telephoning the FSBA office.

**Adopted: 6/91**

**WORKSHOPS, CONFERENCES, AND  
CONVENTIONS**

**FILE: AEAA**

**TITLE: Exhibitor Criteria**

**POLICY:**

The FSBA Executive Director may establish guidelines for exhibitors at each FSBA annual conference. These guidelines shall include, but not be limited to, registration fees and deadlines, dates and times for assembling and dismantling booths, time schedules for the exhibition hall, and standards/criteria for exhibiting.

**Adopted: 6/91**

**Revised: 6/07**

**TITLE: Legal Information and Services**

**POLICY:**

**(1) FSBA shall provide information and consultant services to school board members, administrators, school board attorneys, and others about legal problems and issues facing school districts. FSBA may employ a general counsel to provide legal services to the Association and its members.**

**(2) FSBA's legal services provided to individual school districts shall be advisory only and shall not be intended to supplant the services of legal counsel employed by the districts. Legal services shall be available as a resource for school board members to be informed about court cases and statutes affecting the daily operation of school districts. Workshops pertaining to legal matters shall be conducted upon request.**

**(3) The general counsel shall conduct FSBA corporate and business matters, serve as legal counsel for lawsuits of direct concern, and prepare and file amicus curiae briefs in which FSBA enters with other parties.**

**Adopted: 6/91**

**TITLE: Approval of Legal Action**

**POLICY:**

**All lawsuits to be brought by FSBA and all appearances by amicus curiae shall be unanimously approved by the Executive Officers and subsequently presented to the Board of Directors for approval. Provided, however, under emergency conditions, approval may be secured by a teleconference with the Executive Officers.**

**Adopted: 6/91**

**ASSOCIATION PUBLICATIONS**

**FILE: AEE**

**TITLE: Publications**

**POLICY:**

The Board of Directors delegates to the Executive Director the responsibility for publishing and distributing materials which are deemed necessary for FSBA. Such publications shall be within budgetary limitations. The Executive Director may establish charges, when deemed appropriate, for published materials which are requested by other organizations or individuals.

**Adopted: 6/91**

**AEE-1**

**ASSOCIATION LEGISLATIVE SERVICES**

**FILE: AEF**

**TITLE: The Legislative Platforms**

**POLICY:**

**(1) Definitions -**

(a) The Legislative Platform Committee shall be composed of the FSBA Executive Officers, Legislative Chairman and Vice Chairman or Co-Chairmen, and Chairman and Vice Chairman of any Legislative Subcommittee which may be appointed by the FSBA Executive Officers.

(b) The Legislative Committee shall be composed of the Legislative Platform Committee and a legislative liaison from each district school board. The legislative liaison shall be designated annually pursuant to Article XI of the FSBA Bylaws.

(c) The Legislative Platforms as referred to herein shall consist of the state and federal legislative platforms and continuing issues of concern.

**(2) Time Line - Specific dates and deadlines for developing the FSBA Legislative Platforms process shall be determined by the Legislative Committee Chairman or Co-Chairmen in consultation with the Executive Officers and FSBA staff. The time line shall be published by the first week of July of each fiscal year. The term "published time line" as used herein shall refer to all dates and deadlines set forth for developing the FSBA Legislative Platforms.**

**(3) Procedure for Submitting and Reviewing Legislative Proposals -**

**AEF-1**

(a) Step 1 - Legislative proposal forms shall be mailed to the general membership by the FSBA office as required by the published time line.

(b) Step 2 - The deadline for submission of legislative proposals in the FSBA office shall be as specified in the published time line. Any legislative proposal received after this date may only be presented during the Legislative Platform adoption meeting as detailed in Subsection (4)(b) herein.

(c) Step 3 - The Legislative Platform Committee shall receive copies from the FSBA office of all legislative proposals submitted by the established deadline. The Legislative Platform Committee shall be responsible for reviewing each legislative proposal and completing the criteria matrix developed by the FSBA office. An acceptable legislative proposal shall satisfy at a minimum the following criteria; it shall:

1. address an issue of statewide concern that has a positive impact on all sixty-seven (67) school districts or, conversely, has a negative impact on all sixty-seven (67) school districts; and,
2. be consistent with FSBA's vision, mission, strategic directions, and positions.

The Legislative Platform Committee shall return the criteria matrix to the FSBA office by the date prescribed in the published time line.

(d) Step 4 - In accordance with the published time line, the FSBA office shall provide to the Legislative Committee a summary of all legislative proposals accepted by the Legislative Platform Committee.

(e) Step 5 - The Legislative Committee shall consider and evaluate the summary of legislative proposals. The Legislative Committee shall offer amendments, deletions, and corrections, shall identify legislative priorities, and shall finalize the proposed FSBA Legislative Platforms by the date specified in the published time line.

**(4) Adoption of the FSBA Legislative Platforms -**

(a) Step 1 - The FSBA office shall mail copies of the proposed FSBA Legislative Platforms to the general membership as required by the published time line.

(b) Step 2 - The Legislative Committee shall meet for the purposes of:

1. voting on each proposed issue included on the FSBA Legislative Platforms;
2. considering any new legislative proposals; and,
3. adopting the final FSBA Legislative Platforms.

The general membership shall be invited to attend this meeting, provided however, only the members of the Legislative Committee who are in attendance shall be permitted to vote on the FSBA Legislative Platforms. Adoption of the FSBA Legislative Platforms shall require a two-thirds (2/3) vote of the Legislative Committee members who are present.

(c) Step 3 - The FSBA Legislative Platforms shall be mailed to the general membership subsequent to adoption.

(d) Modifications to the Adopted FSBA Legislative Platforms - Any changes to the adopted FSBA Legislative Platforms shall require a seventy-five percent (75%) vote during the general membership meeting at the Annual Joint Conference.

(5) Training - Members of the Legislative Committee shall have an opportunity to engage in advocacy training.

Adopted: 6/91

Revised: 6/04; 6/07; 06/08

ASSOCIATION INSURANCE SERVICES

FILE: AEJ

TITLE: Florida School Boards Insurance Trust Program

POLICY:

The FSBA Board of Directors shall establish the Florida School Boards Insurance Trust (FSBIT) to provide school districts an opportunity to participate in an insurance program which allows self-insuring of property/casualty exposures and which offers other services as deemed appropriate by the FSBA Board of Directors and the FSBIT Board of Trustees. A Board of Trustees for program administration shall be selected annually pursuant to the FSBIT Bylaws. Trustees shall include a school board member from each participating school district, one (1) school district superintendent, one (1) risk manager, the FSBA President Elect as an ex-officio trustee, and a school board member appointed by the FSBA Board of Directors to serve a three (3) year term. The FSBA Risk Manager shall serve as an ex-officio member of the FSBIT Board of Trustees. The Chairman of the Trustees shall be elected annually by the FSBIT Trustees.

Adopted: 6/91

Revised: 6/09

**ASSOCIATION BUYING SERVICES**

**FILE: AEJA**

**TITLE: Florida Education Purchasing Consortium**

**POLICY:**

The Board of Directors of Florida School Boards Association (FSBA) shall establish the Florida Education Purchasing Consortium to provide school districts and public entities an opportunity to jointly participate in a cooperative purchasing program to maximize savings on the purchase of materials and services. The Consortium shall be governed by a Board of Trustees. The Bylaws of the Florida Education Purchasing Consortium shall include, but not be limited to, the powers, duties, appointment process, composition, and term of office for members of the Board of Trustees. The FSBA Vice President and Treasurer shall serve as members of the Board of Trustees.

**Adopted: 6/09**

**RECOGNITION FOR ACCOMPLISHMENT**

**FILE: AGA**

**TITLE: FSBA President's Award**

**POLICY:**

The FSBA President shall develop and establish criteria and procedures for presenting an annual FSBA President's Award. The award shall recognize a school board member(s) or other individual(s) who has made outstanding and significant contributions to education and FSBA at both the state and local levels. The recipient(s) shall be selected by the FSBA President and shall be appropriately recognized at the FSBA Spring Conference.

**Adopted: 6/91**

**Revised: 6/97**

**RECOGNITION FOR ACCOMPLISHMENT**

**FILE: AGA**

**TITLE: FSBA Legislative Awards**

**POLICY:**

FSBA shall annually recognize Florida legislators who are proactive with the FSBA State Legislative Platform during the Legislative Session. The awards shall be presented to recipients by the school board in each legislator's district or during the FSBA Spring Conference. The FSBA Legislative Chairman and the Executive Director shall be responsible for directing and coordinating the selection process.

**Adopted: 6/91**

**Revised: 6/97; 6/98**

**SECTION B: ASSOCIATION GOVERNANCE AND OPERATIONS**

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<b>BB</b>	<b>Installation of FSBA Executive Officers</b>
<b>BBA</b>	<b>Powers and Duties of FSBA Executive Officers</b>
<b>BC</b>	<b>FSBA Executive Officers</b>
<b>BE</b>	<b>Geographical Regions for Board of Directors' Representation</b>
	<b>Board of Directors' Member Elected as FSBA Officer</b>
<b>BEA</b>	<b>Reduction of FSBA Staff</b>
	<b>Resolutions</b>
<b>BEB</b>	<b>Application Procedures for FSBA Officers</b>
<b>BEF</b>	<b>School Board Member Standards</b>
<b>BFD</b>	<b>Smoking Prohibited</b>
<b>BFDG</b>	<b>Association Minutes</b>
<b>BG</b>	<b>Beverage Service at Receptions</b>
<b>BGD</b>	<b>Reimbursement of Travel Expenses</b>
<b>BGE</b>	<b>School Board Member Insurance</b>
	<b>Board of Directors' Insurance</b>
<b>BH</b>	<b>Standing Committees</b>
	<b>Ad Hoc Committees</b>

**SECTION B: ASSOCIATION GOVERNANCE AND OPERATIONS (continued)**

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<b>BMBC</b>	<b>Agenda for FSBA Business Meetings</b>
<b>BN</b>	<b>Policy Adoption and Amendment</b>
<b>BO</b>	<b>Membership in Other Organizations</b>
<b>BQA</b>	<b>Use of Association Name, Insignia, and Slogan</b>

**ASSOCIATION OFFICERS**

**FILE: BB**

**TITLE: Installation of FSBA Executive Officers**

**POLICY:**

Newly elected FSBA Executive Officers shall be installed by the FSBA Immediate Past President during the general membership meeting of the Spring Conference. Subsequent to the installation ceremony, the newly elected FSBA President shall name his/her committee chairmen in collaboration with the Executive Officers and describe his/her theme for the ensuing fiscal year.

**Adopted: 6/91**

**Revised: 6/97; 6/07**

**OFFICERS' POWERS AND DUTIES**

**FILE: BBA**

**TITLE: Powers and Duties of FSBA Executive Officers**

**POLICY:**

(1) The powers and duties of FSBA Executive Officers shall include, but not be limited to, those prescribed in the FSBA Bylaws and herein.

(2) The FSBA President shall:

(a) Preside at the business sessions of the FSBA general membership and Board of Directors' meetings and at meetings of the Executive Officers.

(b) Consult with the FSBA Executive Director in planning meeting agenda.

(c) Present matters to the Board of Directors which may require its attention or consideration.

(d) Be responsible for the orderly conduct of all FSBA business meetings.

(e) Confer with the FSBA Executive Director on crucial matters which may occur between FSBA business meetings.

(f) Assist the Executive Director in selecting meeting dates for the annual FSBA calendar.

(g) Select, in conjunction with the FSBA Executive Director, school board members to serve as representatives on commissions, committees, associations, etc., convened by other organizations.

(h) Represent FSBA in its external relations with state and national organizations and attend conferences, workshops, and meetings sponsored by such organizations.

(i) Serve as spokesperson for FSBA.

(j) Prepare and present a President's report at each general membership and Board of Director's meeting.

(k) Select a location and assist with the planning of the annual Board of Director's Retreat.

(l) Determine a "focus area" for his/her term of office.

(m) Meet and collaborate with the Executive Officers at the FSBA Annual Meeting, as described in Article IX, Section 3., of the FSBA Bylaws, or during the National School Boards Association's Southern Region Meeting to make appointments for chairman and vice chairman or co-chairman of standing and ad hoc committees.

(3) The FSBA President Elect shall:

(a) Serve as the sergeant at arms at FSBA conferences and meetings with the responsibility of coordinating the orderly beginning of meetings;

(b) Serve as an ex-officio trustee for the Florida School Boards Insurance Trust Program; and,

(c) Accompany the President to a minimum of three (3) non-association meetings to prepare for succession to the presidency.

(4) The Vice President shall:

- (a) Serve as chairman of the Bylaws and Procedures Committee;
- (b) Monitor the attendance of the Board of Directors at each scheduled meeting; and,
- (c) Serve as trustee for the Florida Education Purchasing Consortium.

(5) The Treasurer shall:

- (a) Serve as the Chairman of the Finance Committee and
- (b) Serve as trustee for the Florida Education Purchasing Consortium.

Adopted: 6/91

Revised: 6/02; 6/04; 6/07; 6/09

## EXECUTIVE OFFICERS

FILE: BC

TITLE: FSBA Executive Officers

POLICY:

The FSBA Executive Officers shall be responsible for facilitating the work of the Board of Directors and the Association. The Executive Officers shall:

- (1) Convene upon the FSBA President or Executive Director's request for the purpose of discussing FSBA business matters or other vital issues, formulating recommendations, and providing directions to the FSBA staff.
- (2) Meet and collaborate at the FSBA Annual Meeting, as described in Article IX, Section 3., of the FSBA Bylaws, or during the National School Boards Association's Southern Region Meeting to make appointments for chairman and vice chairman or co-chairmen of standing and ad hoc committees.
- (3) Direct and monitor the long range/strategic planning process.
- (4) Review specific goals and objectives for each standing and ad hoc committee for the purpose of identifying future activities and targeting new goals and objectives to align with FSBA's long range/strategic planning directions, goals, and action items. The goals and objectives of standing committees shall align with FSBA's mission and vision or the FSBA President's focus area.

(5) Executive Officers shall include the Legislative Chairman and Vice Chairman when discussing legislative issues

(6) Collaborate with the Executive Director in planning conferences and establishing meeting agendas.

Adopted: 6/91

Revised: 6/02; 6/04; 6/06; 6/07

BC-2

## BOARD OF DIRECTORS

FILE: BE

TITLE: Geographical Regions for Board of Directors' Representation

POLICY:

(1) The twenty-seven (27) geographical regions which are established in the FSBA Bylaws for determining representation for the Board of Directors shall be examined every ten (10) years, effective the 1992-93 fiscal year and thereafter, by a special committee appointed by the FSBA President. The committee shall formulate recommendations and present its findings on the number and configuration of the geographical regions to the Board of Directors after considering, but not limited to, the following factors:

- (a) The United States Census data;
- (b) Student enrollment data and projections;
- (c) FSBA dues assessments; and,
- (d) Contiguous school districts. Provided, however, no more than five (5) contiguous school districts may be placed in a region for representation on the Board of Directors.

(2) A school district with an enrollment of more than sixty thousand (60,000) students shall be designated as a single county district for representation on the Board of Directors. This requirement shall not apply to any school district which was designated as a single county district on the Board of Directors on or before July 1, 1992.

Adopted: 6/91

Revised: 6/93; 6/98; 12/03

BE-1

**BOARD OF DIRECTORS**

**FILE: BE**

**TITLE: Board of Directors' Member Elected as FSBA Officer**

**POLICY:**

FSBA Officers shall be considered as "at large" representatives on the Board of Directors. When a member of the Board of Directors is elected as a FSBA Officer, a new director shall immediately be selected for the district(s) in accordance with procedures in the FSBA Bylaws.

**Adopted: 6/91**

**BOARD POWERS AND DUTIES**

**FILE: BEA**

**TITLE: Reduction of FSBA Staff**

**POLICY:**

The FSBA Board of Directors in consultation with the FSBA Executive Director may abolish a staff position or reduce the number of personnel for financial or reorganization reasons. Every effort shall be made to reassign any affected employee to another position for which he/she is qualified.

**Adopted: 6/91**

**BOARD POWERS AND DUTIES**

**FILE: BEA**

**TITLE: Resolutions**

**POLICY:**

Resolutions sponsored solely by FSBA or joint resolutions in conjunction with other organizations shall be presented to the Board of Directors for approval. A majority vote of the Board of Directors shall be required for adoption of a resolution. The FSBA sponsor of the resolution, or a spokesperson, shall be available at the Board of Directors' meeting to answer any questions concerning the resolution.

**Adopted: 6/91**

**BOARD ELECTIONS**

**FILE: BEB**

**TITLE: Application Procedures for FSBA Officers**

**POLICY:**

The Nominating Committee shall develop an application form for school board members to apply for an executive officer position(s) with FSBA. Procedures for filing the application form and resume shall be pursuant to the FSBA Bylaws.

(1) The application process may be reopened to the general membership for a time certain period if no applications are received for an executive officer position(s). The same application procedures shall be followed during this extension.

(2) A candidate who applies for an executive officer position(s) shall not solicit the support and endorsement of board members on the Nominating Committee for the position and shall not engage the services of other school board members to promote their candidacy for the position.

**Adopted: 6/91**

**Revised: 6/01**

**BOARD MEMBER ETHICS**

**FILE: BEF**

**TITLE: School Board Member Standards**

**POLICY:**

The FSBA general membership shall adopt "Standards for School Board Members Boardsmanship." The standards shall include principles to guide school board members in educational and ethical conduct during their term(s) of office.

**Adopted: 6/91**

**ASSOCIATION MEETING PROCEDURES**

**FILE: BFD**

**TITLE: Smoking Prohibited**

**POLICY:**

(1) Smoking shall be prohibited at all FSBA functions. Functions as used herein shall mean Board of Directors, general membership, and committee meetings of FSBA; and, workshops, training events, conferences, and conventions sponsored by FSBA. No smoking signs may be prominently displayed at FSBA functions.

(2) Smoking shall be prohibited in the FSBA office.

**Adopted: 6/91**

**Revised: 6/93; 6/98**

**ASSOCIATION MEETING PROCEDURES**

**FILE: BFDG**

**TITLE: Association Minutes**

**POLICY:**

The Executive Director shall be responsible for recording the official minutes of each general membership and Board of Directors' meeting. A written copy of the minutes shall be distributed by the Executive Director prior to the next scheduled general membership or Board of Directors' meeting and posted on the FSBA website; official action on the minutes shall occur during these meetings.

(1) The minutes for each meeting shall include, but not be limited to:

- (a) The name, date, place, and time of the meeting;
- (b) Roll call and declaration of a quorum;
- (c) Approval of the minutes from the preceding meeting;
- (d) A record of all actions taken by the Board of Directors including the motion, adopted amend-ments to the motion, and the record of the vote;
- (e) A summary of any reports presented by Committee Chairmen, the FSBA President, FSBA Executive Director, and FSBA staff members;
- (f) The name of all persons who address the Board of Directors and the general membership and an overview of their remarks;

(g) An explanation of old and new business proceedings; and,

(h) The record of adjournment.

(2) Any modifications or corrections of the minutes, as prescribed by the Board of Directors or general membership, shall be duly recorded.

(3) The official minutes shall be maintained in the FSBA office in the Executive Director's custody and shall be accessible to school board members who visit the FSBA office during work hours.

**Adopted: 6/91**

**Revised: 6/07**

**BOARD MEMBER SERVICES**

**FILE: BG**

**TITLE: Beverage Service at Receptions**

**POLICY:**

Beverage service at FSBA receptions may be provided by a corporate or business sponsorship(s), however, a fee shall be assessed for beverage service when a corporate or business sponsorship is not secured.

**Adopted: 6/94**

**BG-1**

**BOARD MEMBER COMPENSATION AND EXPENSES**

**FILE: BGD**

**TITLE: Reimbursement of Travel Expenses**

**POLICY:**

(1) The FSBA Executive Director shall appropriate funds in the annual budget for:

(a) Travel expenses incurred by the FSBA President; Legislative Chairman; Executive Officers; the Chairman of the Federal Relations Network (FRN) and designated representatives for FRN who are conducting FSBA business relative to federal legislative issues; and, committee chairman, co-chairmen, or committee representative(s) as determined appropriate by the FSBA President or Board of Directors.

(b) Food and lodging for directors and invited participants who attend the Board of Directors' Retreat.

(2) Travel expenses as used herein shall include travel, lodging, food, gratuities, registration fees, tolls, taxies, etc.

(3) School board members who are eligible to receive reimbursement for travel expenses shall submit original receipts to the FSBA office with the prescribed FSBA travel form.

**Adopted: 6/91**

**Revised: 12/91; 6/98**

**BGD-1**

**BOARD MEMBER INSURANCE**

**FILE: BGE**

**TITLE: School Board Member Insurance**

**POLICY:**

FSBA may provide accidental death and dismemberment (AD&D) insurance at no charge for all school board members. This coverage shall apply when school board members are performing duties specifically related to the position. AD&D insurance shall be available only to FSBA members.

**Adopted: 6/91**

**BOARD MEMBER INSURANCE**

**FILE: BGE**

**TITLE: Board of Directors' Insurance**

**POLICY:**

FSBA may provide at no charge errors and omissions insurance to protect members of its Board of Directors individually and collectively for claims filed against them as a result of membership on the Board of Directors.

**Adopted: 6/91**

**BOARD COMMITTEES AND ADVISORS**

**FILE: BH**

**TITLE: Standing Committees**

**POLICY:**

(1) The FSBA Bylaws shall establish standing committees for ongoing action. The FSBA Executive Officers shall meet and collaborate at the FSBA Annual Meeting, as described in Article IX, Section 3., of the FSBA Bylaws, or during the National School Boards Association's Southern Region Meeting to make appointments for chairman and vice chairman or co-chairmen to serve a one-year term except as provided herein. In making the selections, the Executive Officers shall take into consideration the time commitment that is required for chairing a committee.

(a) The FSBA Treasurer shall serve as the Finance Committee Chairman.

(b) The FSBA Vice President shall serve as the Bylaws and Procedures Committee Chairman and shall monitor the attendance of the Board of Directors at each scheduled meeting.

(2) The Executive Officers shall review annual goals and objectives for each standing committee. These goals and objectives shall align with FSBA's mission and vision or the FSBA President's focus area.

(3) These membership provisions shall apply for standing committees:

(a) The FSBA Vice President shall serve on the Finance Committee.

(b) Membership and selection of the Legislative Committee shall be pursuant to Article XI of the FSBA Bylaws.

**BH-1**

(c) Past presidents who are active with FSBA shall compose and serve continuously on the Past Presidents' Committee.

(4) Responsibilities of standing committees shall include, but not be limited to, the following:

(a) The Finance Committee shall monitor the financial operation and budgetary process of FSBA.

(b) The Legislative Committee shall coordinate a systematic process to develop equitable and responsive legislative platforms for FSBA and shall pursue legislative changes consistent with the adopted FSBA legislative platforms. Two (2) subcommittees shall be permanently established for the Legislative Committee:

1. The Advocacy Subcommittee shall explore strategies and ways of strengthening FSBA's advocacy role in public education and shall keep advocacy in the forefront of public education. This Subcommittee shall be chaired by the vice-chairman of the Legislative Committee.

2. The Federal Relations Network Subcommittee shall explore and coordinate programs, legislation, and activities between FSBA and federal agencies and elected officials. The FSBA President shall appoint the chairman of this Subcommittee after consultation with the Chairman of the Legislative Committee.

(c) The Board Development Committee shall plan, guide, and monitor the implementation of the Board Development Programs.

**BH-2**

(d) The Bylaws and Procedures Committee shall assist in the review, development, and revision of the FSBA Bylaws and Operating Procedures and facilitate the adoption process of any proposed changes.

(e) The Multicultural and Diversity Committee shall sensitize and cultivate positive images and attitudes among school board members on multicultural education issues and recommend to the Board of Directors program topics for workshops and conferences.

(f) The Past Presidents' Committee shall serve in an advisory capacity to the Executive Officers on issues of governance, seek ways and strategies to advance the FSBA President's focus area, recruit leaders for FSBA, and perform other duties as assigned by the FSBA President.

(5) Responsibilities of each committee chairman or co-chairmen shall include:

- (a) Chairing all committee meetings;
- (b) Establishing an action plan and time line for accomplishing annual goals and objectives;
- (c) Submitting the committee's annual goals, objectives, action plan, and time line to the Executive Officers by November 1 for review;
- (d) Convening the committee to accomplish annual goals and objectives;
- (e) Attending the Board of Directors' meetings as an ex-officio member;
- (f) Writing and presenting committee reports/ minutes to the Board of Directors and general membership;

(g) Preparing an annual written report for inclusion in the committee's procedure book which shall include, but not be limited to, a list of the committee members, identification of specific goals and objectives reviewed by the Executive Officers, the committee's action plan and time line, a schedule of all committee meeting dates, minutes, a record of all individuals in attendance at each committee meeting, and achievements of the committee. The annual written report shall be delivered to the Board of Directors' meeting at the Annual Spring Conference; and,

(h) Maintaining and forwarding the committee's procedure book and all committee materials to the person who is designated as the successor for the next fiscal year.

(6) The FSBA President may designate a Committee Day(s) during the fiscal year to convene all or certain standing committees.

(7) Legislative Subcommittee chairmen shall attend Board of Directors' meetings as ex-officio members.

Adopted: 6/91

Revised: 12/91; 6/93; 6/96; 6/98; 6/00; 6/02; 6/03; 6/04; 6/06; 6/07; 6/08; 6/09

**BOARD COMMITTEES AND ADVISORS**

**FILE: BH**

**TITLE: Ad Hoc Committees**

**POLICY:**

(1) Ad hoc committees may be established by the Executive Officers to explore topics or issues of interest to the general membership or FSBA President. Such committees shall be convened for the period of time required to accomplish the assigned goals and objectives. An ad hoc committee shall automatically dissolve when the final committee report is accepted by the Board of Directors.

(2) The FSBA Executive Officers shall meet and collaborate at the FSBA Annual Meeting, as described in Article IX, Section 3., of the FSBA Bylaws, or during the National School Boards Association's Southern Region Meeting to make appointments for chairman and vice chairman or co-chairmen to serve a one-year term. In making the selections, the Executive Officers shall take into consideration the time commitment that is required for chairing a committee.

(3) Committee chairmen or co-chairmen shall be responsible for:

- (a) Chairing all committee meetings;
- (b) Establishing an action plan and time line for accomplishing annual goals and objectives;
- (c) Convening the committee to accomplish annual goals and objectives;
- (d) Attending the Board of Directors' meetings as an ex-officio member;

(e) Writing and presenting committee reports/minutes to the Board of Directors and general membership;

(f) Preparing an annual written report for inclusion in the ad hoc committees' procedure book. The annual written report shall include, but not be limited to, a list of the committee members, identification of specific goals and objectives reviewed by the Executive Officers, the committee's action plan and time line, a schedule of all committee meeting dates, minutes, and achievements of the committee; and,

(g) Forwarding all committee materials, reports, and minutes to the FSBA President or to the person who is designated as the successor if the ad hoc committee is reconvened for the next fiscal year.

(4) The FSBA President may designate a Committee Day(s) during the fiscal year to convene ad hoc committees.

**Adopted: 6/91**

**Revised: 6/93; 6/96; 6/98; 6/02; 6/04; 6/07**

**TITLE:** Agenda for FSBA Business Meetings

**POLICY:**

The FSBA President and Executive Director shall prepare an agenda for Board of Directors' and general membership meetings. School board members may submit items for the agenda. Agenda items shall be mailed to the FSBA office at least twenty (20) calendar days prior to the scheduled meeting. Provided, however, emergency items may be added to an agenda at the FSBA President's discretion.

(1) A copy of the agenda shall be distributed to each Board of Director five (5) days prior to a Board of Directors' meeting.

(2) Copies of the agenda for a general membership meeting shall be included in each school board member's registration packet.

**Adopted:** 6/91

**Revised:** 6/07

**TITLE:** Policy Adoption and Amendment

**POLICY:**

(1) Written policies shall be established and adopted to serve as guidelines for the operation of FSBA. Proposed policies and policy amendments or repeals shall originate from school board members or the Executive Director. A written copy of any proposed policy, policy amendment, or rationale for policy repeal shall be submitted to the FSBA office. A majority vote of the general membership shall be required to adopt, amend, or repeal a policy. These policies shall be published in a manual with periodic updates and copies shall be distributed to each school board office and to FSBA Officers, Board of Directors, and committee chairmen.

(2) Emergency policies or policy amendments may be adopted by the Executive Officers, provided, however, such action shall be approved by majority vote of the general membership at a subsequent meeting.

**Adopted:** 6/91

**ASSOCIATION MEMBERSHIPS**

**FILE: BO**

**TITLE: Membership in Other Organizations**

**POLICY:**

The Executive Director may approve the affiliation and authorization of payment for membership fees/ dues for FSBA or staff representatives in local, state, or national organizations provided the membership in the organization contributes positively to FSBA's objectives.

**Adopted: 6/91**

**BO-1**

**ASSOCIATION NAME OR INSIGNIA**

**FILE: BQA**

**TITLE: Use of Association Name, Insignia, and Slogan**

**POLICY:**

(1) The name, insignia, or slogan of the Association may be used on any Association publication, document, or promotional device.

(2) Use of the name or insignia by any other organization or individual shall require prior approval by the Executive Director in consultation with the FSBA President or the Board of Directors.

**Adopted: 6/91**

**BQA-1**

## SECTION C: ASSOCIATION ADMINISTRATION

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CB	Nondiscriminatory Practices
	Responsibility for Staff Hiring
	Dismissal or Suspension of FSBA Employees
CBB	Employment of the Executive Director
CQ	FSBA Insurance Programs

EXECUTIVE DIRECTOR

FILE: CB

TITLE: Nondiscriminatory Practices

POLICY:

FSBA shall be committed to equal opportunity in recruitment, selection, and promotion of all personnel. The Executive Director shall use nondiscriminatory practices in employment and in employee rights regarding race, sex, age, religion, marital status, handicap, creed, or national origin.

Adopted: 6/91

TITLE: Responsibility for Staff Hiring

POLICY:

The FSBA Board of Directors authorizes the FSBA Executive Director to employ all full-time, part-time, and temporary personnel for approved positions within the limits of the annual operating budget. The Executive Director shall be responsible for establishing application procedures, screening applicants, conducting interviews, and hiring the best qualified candidates.

Adopted: 6/91

TITLE: Dismissal or Suspension of FSBA Employees

POLICY:

(1) An FSBA employee may be dismissed or suspended without pay at the Executive Director's discretion. Examples of causes which are sufficient for dismissal or suspension are as follows:

- (a) Neglect of duty;
- (b) Incompetency or inefficiency;
- (c) Absence without leave or failure to report after authorized leave has expired;
- (d) Conduct unbecoming to a professional employee;
- (e) Conviction of a criminal act;
- (f) Performance not consistent with objectives established for the position; and,
- (g) Other reasons that would deter the employee from fulfilling his/her job responsibilities.

(2) Prior to dismissal or suspension, the FSBA employee shall be informed of his/her unsatisfactory behavior or job performance and shall be given an opportunity to correct the problem(s) within a specified period of time. The Executive Director shall confer with the FSBA employee with respect to specific areas of unsatisfactory behavior or performance and

provide assistance in correcting such deficiencies within a reasonable, prescribed period of time. If the problems are not corrected within the period of time established by the Executive Director, the FSBA employee may be suspended or dismissed.

Adopted: 6/91

## APPOINTMENT OF EXECUTIVE DIRECTOR

FILE: CBB

TITLE: Employment of the Executive Director

### POLICY:

The Board of Directors shall appoint an Executive Director to operate and manage FSBA and shall vest in him/her the necessary authority and provide appropriate personnel to perform such duties. The Executive Director shall be given a two-year contract.

(1) The Executive Officers shall evaluate the performance of the Executive Director in accordance with written standards and criteria adopted by the Board of Directors.

(2) An evaluation as described in Subsection (1) herein shall be conducted at least thirty (30) days, but no more than ninety (90) days, prior to the expiration date of the contract renewal. The evaluation results shall be discussed with the Executive Director and subsequently reported to the Board of Directors.

(3) Upon termination, resignation, or retirement of the Executive Director, the Executive Officers shall be responsible for determining and coordinating the process and the timeline for selecting a replacement.

Adopted: 6/91

Revised: 6/08

**INSURANCE MANAGEMENT**

**FILE: CQ**

**SECTION D: FISCAL MANAGEMENT**

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**TITLE: FSBA Insurance Programs**

**POLICY:**

The Board of Directors shall maintain an adequate insurance program covering FSBA property, vehicles, and employees who perform official duties for the Association.

(1) The insurance program shall be administered by the FSBA Executive Director who shall make every effort to obtain insurance at the best available rate, consistent with required coverage and service.

(2) General liability and errors and omissions insurance shall be provided to protect staff members individually and collectively for claims filed against them as a result of their employment with the Association.

(3) Life and health insurance programs and other benefit programs for employees may be authorized.

**Adopted: 6/91**

<b>DB</b>	<b>Annual Operating Budget</b>
<b>DC</b>	<b>Borrowing Authority</b>
<b>DE</b>	<b>Collection of FSBA Dues</b>
<b>DFAA</b>	<b>Investment of Surplus Funds</b>
<b>DGA</b>	<b>Authorized Signatures</b>
<b>DH</b>	<b>Bonded Employees</b>
<b>DI</b>	<b>Fiscal Accounting</b>
<b>DIC</b>	<b>Financial Reports and Statements</b>
<b>DIE</b>	<b>FSBA Annual Audit</b>
<b>DL</b>	<b>FSBA Salary Schedule</b>
<b>DLC</b>	<b>Reimbursing Staff Expenses</b>

**ANNUAL OPERATING BUDGET**

**FILE: DB**

**TITLE: Annual Operating Budget**

**POLICY:**

(1) The Board of Directors and general membership shall approve the annual budget which constitutes the financial plan for operating FSBA. The annual budget shall be prepared by the FSBA Executive Director and presented to the Board of Directors and general membership by the FSBA Treasurer. The adopted budget shall serve as a guide for the Board of Directors, Finance Committee, and the FSBA Executive Director in expending all funds.

(2) The FSBA Executive Director shall have the authority to expend funds within the adopted budget as necessary for the proper functioning of FSBA.

(3) Approval of any expenses exceeding the total adopted budget must be approved by the Executive Officers.

**Adopted: 6/91**

**Revised: 6/07**

**BORROWING AUTHORITY/LIMITATIONS**

**FILE: DC**

**TITLE: Borrowing Authority**

**POLICY:**

(1) The Board of Directors authorizes the Executive Director to negotiate short term loans in such amounts as may be required when current cash balances are insufficient to meet anticipated obligations. The Executive Director shall execute all documents necessary or incidental to the borrowing of funds.

(2) Any loan involving the mortgaging of real estate shall be approved by the Board of Directors.

**Adopted: 6/91**

**REVENUES FROM MEMBERS**

**FILE: DE**

**TITLE: Collection of FSBA Dues**

**POLICY:**

(1) The FSBA Office shall send a dues payment notice to each school board at least three (3) months prior to June 30 of each fiscal year. The dues schedule shall be adopted annually by the general membership as prescribed in the FSBA Bylaws. A dues reminder may be sent to appropriate school boards prior to June 30.

(2) A notice of dues nonpayment shall be sent to any delinquent school boards by August 1 of each fiscal year. A second notice shall be issued by September 1 to advise that nonpayment shall result in cessation of FSBA services effective October 1.

(a) Services shall be continued if a school board submits a check by October 1 or files a letter of intent to pay the current dues for the fiscal year as soon as practicable.

(b) A school board that does not renew its FSBA membership for the current fiscal year shall be billed for all services provided by FSBA.

**Adopted: 6/91**

**Revised: 6/07**

**USE OF SURPLUS FUNDS**

**FILE: DFAA**

**TITLE: Investment of Surplus Funds**

**POLICY:**

The FSBA Executive Director shall be authorized to invest any surplus cash balances in any FSBA account. The nature of such investments shall be at the Executive Director's discretion. The Executive Director shall report annually all FSBA investments to the Board of Directors.

**Adopted: 6/91**

**Revised: 6/07**

**AUTHORIZED SIGNATURES**

**FILE: DGA**

**TITLE: Authorized Signatures**

**POLICY:**

All checks, drafts, and orders for the payment of money shall be signed by the FSBA President and the Executive Director.

(1) A facsimile stamp may be used in lieu of the original signature of the FSBA President. Provided, however, only the FSBA Executive Director or designee as defined in Subsection (2) herein shall be authorized to use the facsimile stamp of the FSBA President in combination with his or her original signature.

(2) The FSBA Executive Director may authorize other FSBA staff members who are bonded in accordance with the policy entitled "Bonded Employees and Officers" (File: DH) to sign checks, drafts, and orders under emergency conditions.

**Adopted: 6/91**

**Revised: 6/07**

**BONDED EMPLOYEES AND OFFICERS**

**FILE: DH**

**TITLE: Bonded Employees**

**POLICY:**

Each FSBA staff member who is responsible for handling or expending FSBA funds shall be placed under a blanket fidelity bond in the amount of at least \$400,000. The bond shall be executed by a surety company authorized to conduct business in Florida.

**Adopted: 6/91**

**Revised: 6/97**

**FISCAL ACCOUNTING AND REPORTING**

**FILE: DI**

**TITLE: Fiscal Accounting**

**POLICY:**

(1) All funds which are collected shall be deposited within five (5) working days in the designated depository by the FSBA Executive Director or designee.

(2) The FSBA Executive Director or designee shall maintain an accurate record of financial accounts by cost centers, utilizing and conforming with generally accepted accounting principles.

**Adopted: 6/91**

**Revised: 6/07**

**FINANCIAL REPORTS AND STATEMENTS**

**FILE: DIC**

**TITLE: Financial Reports and Statements**

**POLICY:**

The FSBA Executive Director shall prepare quarterly financial statements showing receipts and disbursements as related to the current annual operating budget and shall present them to the Finance Committee and the Board of Directors. The FSBA Executive Director may propose budgetary amendments for approval by the Finance Committee and Board of Directors when the quarterly financial statements are reviewed.

**Adopted: 6/91**

**AUDITS****FILE: DIE****TITLE: FSBA Annual Audit****POLICY:**

An independent auditor shall be selected and notified each June to conduct an audit of all funds and accounts of FSBA at the close of the fiscal year. The audit shall be initiated subsequent to receiving the final bank statements for the fiscal year. The audit shall be concluded and a final written report prepared and submitted to the Executive Director at least two (2) weeks prior to the Board of Directors' meeting in September. Upon receipt of the audit, the FSBA Executive Director shall immediately send a certified copy to the FSBA President and Treasurer. Each member of the Board of Directors shall be provided a certified copy of the audit prior to the September meeting.

**Adopted: 6/91****PAYROLL PROCEDURES****FILE: DL****TITLE: FSBA Salary Schedule****POLICY:**

(1) The beginning salary range for each FSBA position shall be established by the FSBA Board of Directors in consultation with the FSBA Executive Director. The beginning salary for any new FSBA employee shall be determined by the Executive Director and shall be within the beginning salary range established by the FSBA Board of Directors.

(2) The annual salary of FSBA staff members shall be approved by the Board of Directors based on the FSBA Executive Director and Finance Committee's recommendations. Salary increases may be considered during preparation of the annual operating budget.

(3) Salary warrants shall be distributed to FSBA employees on the first (1st) of each month. Provided, however, when the first (1st) falls on a Saturday, Sunday, or holiday, the salary warrant shall be distributed the last working day prior to the first (1st).

**Adopted: 6/91****Revised: 6/97**

**EXPENSE REIMBURSEMENT**

**FILE: DLC**

**SECTION E: PUBLIC AND GOVERNMENTAL  
RELATIONS**

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**TITLE: Reimbursing Staff Expenses**

**POLICY:**

FSBA staff members shall be reimbursed for expenses incurred while performing their job functions. The FSBA Executive Director shall appropriate funds in the annual operating budget for reimbursing expenses of FSBA staff members and shall develop procedures for authorizing, documenting, and approving expense reimbursements.

**Adopted: 6/91**

<b>EB</b>	<b>Education Polls</b>
<b>EBC</b>	<b>Media Spokespersons</b>
<b>EI</b>	<b>Use of FSBA Mailing Lists</b>
<b>EIA</b>	<b>Endorsements</b>
<b>EJ</b>	<b>Advertising in FSBA Publications</b>
<b>ENA</b>	<b>Local Governmental Relations</b>
<b>ENC</b>	<b>State Governmental Relations</b>
<b>END</b>	<b>Federal Governmental Relations</b>

**PUBLIC INFORMATION PROGRAMS**

**FILE: EB**

**TITLE: Education Polls**

**POLICY:**

The results of education polls commissioned or conducted by FSBA shall be distributed to all school board members or school board chairmen prior to releasing the information to the news media.

**Adopted: 6/91**

**NEWS MEDIA RELATIONS**

**FILE: EBC**

**TITLE: Media Spokespersons**

**POLICY:**

The FSBA President and the FSBA Executive Director or designee shall be considered the official media spokespersons for FSBA. The FSBA President may designate an Executive Officer or a committee chairman to serve as a spokesperson when deemed appropriate.

**Adopted: 6/91**

**Revised: 6/97**

**PUBLIC SOLICITATIONS THROUGH THE  
ASSOCIATION**

**FILE: EI**

**TITLE: Use of FSBA Mailing Lists**

**POLICY:**

The Board of Directors authorizes the Executive Director to release FSBA mailing lists of school board members to educational organizations or nonprofit corporations provided the materials to be distributed are deemed suitable and of interest to school board members. A fee, as determined by the Executive Director, may be required of the organization requesting the mailing lists.

**Adopted: 6/91**

**Revised: 12/91**

**ASSOCIATION ENDORSEMENTS**

**FILE: EIA**

**TITLE: Endorsements**

**POLICY:**

FSBA shall not endorse any political candidate, product, or service.

**Adopted: 6/91**

**ADVERTISING THROUGH ASSOCIATION MEDIA**      **FILE: EJ**

**TITLE:** Advertising in FSBA Publications

**POLICY:**

FSBA may accept and solicit advertising for its publications. Advertising rates shall be established by the FSBA Finance Committee and may be adjusted periodically for consistency with the prevailing market rates. FSBA reserves the right to withhold any advertising which is judged by the Executive Director to be in conflict with FSBA's mission, beliefs, and standards.

**Adopted:** 6/91

**Revised:** 6/97; 6/98

**RELATIONS WITH LOCAL/COUNTY  
GOVERNMENTAL AUTHORITIES**      **FILE: ENA**

**TITLE:** Local Governmental Relations

**POLICY:**

FSBA shall work closely with organizations representing local governmental entities on issues of mutual concern and interest.

**Adopted:** 6/91

**RELATIONS WITH STATE GOVERNMENTAL  
AUTHORITIES**

**FILE: ENC**

**TITLE: State Governmental Relations**

**POLICY:**

**FSBA shall develop and maintain the closest possible working relationship with appropriate state officials to explain the impact of proposed Florida Statutes and State Board of Education Rules, to propose legislation for the benefit of school districts, and to encourage modification or repeal of Florida Statutes or State Board of Education Rules which are detrimental to public schools.**

**Adopted: 6/91**

**RELATIONS WITH FEDERAL GOVERNMENTAL  
AUTHORITIES**

**FILE: END**

**TITLE: Federal Governmental Relations**

**POLICY:**

**FSBA shall participate in the Federal Relations Network (FRN) with the National School Boards Association (NSBA) to represent the interests of local school boards before federal governmental agencies including the United States Congress.**

**Adopted: 6/91**

## SECTION F: AGENCY RELATIONS

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- FJ Working with Other Organizations
- FK Cooperative Efforts with Other State School Board Associations

## RELATIONS WITH PROFESSIONAL ORGANIZATIONS AND UNIONS

FILE: FJ

TITLE: Working with Other Organizations

POLICY:

FSBA may cooperate with, but shall remain independent of all other organizations, individuals, and agencies. The FSBA President and Executive Director shall be encouraged to meet with other groups interested in public education when they believe the best interests of FSBA are served.

(1) FSBA Executive Officers and staff members may represent FSBA upon the President or Executive Director's request.

(2) Cooperation with other professional organizations shall be decided on an issue-by-issue basis.

Adopted: 6/91

**RELATIONS WITH OTHER STATE SCHOOL BOARD ASSOCIATIONS**      **FILE: FK**

**TITLE:** Cooperative Efforts with Other State School Board Associations

**POLICY:**

FSBA shall cooperate whenever possible with other state school board associations in matters of common concern or interest. The Board of Directors shall approve any cooperative programs or joint activities of FSBA with other state school board associations after determining the desirability and feasibility of such ventures and ensuring that the best interests of FSBA are being served.

**Adopted:** 6/91