1010 - **FSBA EXECUTIVE OFFICERS**

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 least thirty (30) days prior to the FSBA Annual Meeting, as described in Article IX, Section 3 of the FSBA Bylaws to make appointments for Chair and Vice Chair or ~~co-Chairs~~ 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, strategic plan or the FSBA President’s focus area.
5. ~~Executive Officers~~ shall include the Legislative Chair and Vice Chair when discussing state legislative issues and the Federal Relations Committee when discussing federal legislative issues.
6. Collaborate with the Executive Director in planning conferences and establishing meeting agendas.

 G. Coordinate and collaborate to review the Executive Director as required.

Revised:  6/02; 6/04; 6/06; 6/07; 6/10; 6/13

1012 - **POWERS AND DUTIES OF FSBA EXECUTIVE OFFICERS**

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:
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	1. Preside at the business sessions of the FSBA General Membership and Board of Directors' meetings and at meetings of the Executive Officers.
	2. Consult with the FSBA Executive Director in planning meeting agenda.
	3. Present matters to the Board of Directors which may require its attention or consideration.
	4. Be responsible for the orderly conduct of all FSBA business meetings.
	5. Confer with the FSBA Executive Director on crucial matters which may occur between FSBA business meetings.
	6. Assist the Executive Director in selecting meeting dates for the annual FSBA calendar.
	7. Select, in conjunction with the FSBA Executive Director, school board members to serve as representatives on commissions, committees, associations, etc., convened by other organizations.
	8. Represent FSBA in its external relations with state and national organizations and attend conferences, workshops, and meetings sponsored by such organizations.
	9. Serve as spokesperson for FSBA.
	10. Prepare and present a President’s report at each General Membership and Board of Directors’ meeting.
	11. Select a location and assist with the planning of the annual Board of Director’s Retreat.
	12. Determine a “focus area” for his/her term of office.
	13. Meet and collaborate with the Executive Officers at the FSBA Annual Meeting, as described in Article IX, Section 3 of the FSBA Bylaws, to make appointments for Chair and Vice Chair ~~or co-Chairs~~ of standing and ad hoc committees.
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3. The FSBA President Elect shall:
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	1. Serve as the Sergeant at Arms at FSBA conferences and meetings with the responsibility of coordinating the orderly beginning of meetings;
	2. Serve as an ex-officio Trustee for the Florida School Boards Insurance Trust Program;
	3. Accompany the President to a minimum of three (3) non-association meetings to prepare for succession to the Presidency when possible and,
	4. Serve as Chair of the Long Range Planning Committee.
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4. The Vice President shall:
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	1. Serve as Chair of the Policy Committee;
	2. Monitor the attendance of the Board of Directors at each scheduled meeting; and,
	3. Serve as Trustee for the Florida Education Purchasing Consortium if applicable.
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5. The Treasurer shall:
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	1. Serve as the Chair of the Finance Committee; and,
	2. Serve as Trustee for the Florida Education Purchasing Consortium if applicable.

Revised:  6/02; 6/04; 6/07; 6/09; 6/11, 6/15

1015 - **NOMINATION PROCEDURES FOR EXECUTIVE OFFICER POSITIONS**

The following is the orderly process for filling the Executive Officer positions of the Association that shall be followed by the Nominating Committee.

The Nominating Committee shall develop an application form and questionnaire for school board members to apply for an Executive Officer position(s) with FSBA.  This application form and questionnaire shall be completed and submitted by the applicants to the Nominating Committee at the FSBA office by the date established by the Committee Chair.

The Nominating Committee shall announce the due date for submission of applications and questionnaires to FSBA members through the usual channels of communication for the association.

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 other than the solicitation of endorsement letters for the application to the Nominating Committee.
3. The Nominating Committee shall consider in its deliberations whether an applicant for an Executive Officer position has earned the distinction of Certified Board Member (CBM) or any other distinction offered or recognized by the Association.

The Nominating Committee shall meet, review the applications, 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) members for each office to the general membership.~~ The Nominating Committee shall submit a member for each office to the general membership for each position for which there is an applicant.

The Nominating Committee Chair shall select from a question bank a list of at least ten (10) questions which will be asked of each applicant for an Executive Officer’s position during the interview process.  At least fifty percent (50%) of the questions chosen shall be different from those used during the interview process in the previous year.  The questions used each year are to be filed with the FSBA office and given to the new Nominating Committee Chair the following year.

The Past Presidents’ Committee shall prepare the initial bank of questions.

Revisions and changes may be made by the Nominating Committee as necessary.

In order to vote in the selection of individuals for the Executive Officer positions, Nominating Committee members, or alternates, shall have been in attendance for all applicant interviews.

Two (2) alternates shall be selected on a rotating basis from different geographical regions to be present for the interviews in the event one (1) or two (2) committee members fail to attend the meeting of the Nominating Committee.  If all members are present for the interviews, the alternates shall be dismissed.

All deliberations and discussion of the Nominating Committee shall be confidential and not repeated outside the Committee room.

The Nominating Committee Chair shall notify the applicants of the Committee’s decision immediately after the meeting.  The Chair may counsel those candidates who were not selected to provide insight on leadership skills to enhance their future candidacy.

Revised: 6/15

1018 - **INSTALLATION OF FSBA EXECUTIVE OFFICERS**

Newly elected FSBA Executive Officers shall be installed by the FSBA Immediate Past President during the General Membership meeting of the ~~Spring~~ Summer Conference.  Subsequent to the installation ceremony, the newly elected FSBA President shall name his/her committee Chairs in collaboration with the Executive Officers and describe his/her focus area for the ensuing fiscal year.

Revised:  6/97; 6/07

1030 - **RE-CONSTITUING GEOGRAPHICAL REGIONS FOR BOARD OF DIRECTORS' REPRESENTATION**

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 the Long Range Planning committee.  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:

1. The United States Census data;
2. Student enrollment data and projections;
3. FSBA dues assessments; and,
4. 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.

~~A school district with an enrollment of more than sixty thousand (60,000) students~~ The twelve (12) school districts with the largest student enrollment shall be designated as a single county district for representation on the Board of Directors.  ~~This requirement shall not apply to any school district that was designated as a single county district on the Board of Directors on or before July 1, 1992.~~

Revised:  6/93; 6/98; 12/03; 6/15

1050 - **AGENDA FOR FSBA BUSINESS MEETINGS**

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)~~ seven (7) 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~~ on the Association’s electronic communication platform~~.~~

Revised:  6/07; 6/15

1052 - **ASSOCIATION MINUTES**

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:
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	1. The name, date, place, and time of the meeting;
	2. Roll call and declaration of a quorum;
	3. Approval of the minutes from the preceding meeting;
	4. A record of all actions taken by the Board of Directors including the motion, adopted amendments to the motion, and the record of the vote;
	5. A summary of any reports presented by Committee Chairs, the FSBA President, FSBA Executive Director, and FSBA staff members;
	6. The name of all persons who address the Board of Directors and the general membership and an overview of their remarks;
	7. An explanation of old and new business proceedings; and,
	8. 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.~~ on the Association’s communication platform.

Revised:  6/07

1065 - **POLICY ADOPTION AND AMENDMENT**

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 an electronic manual with all approved amendments posted within 30 days of approval on the FSBA website and other communication outlets used by the association.
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. The vote of the general membership determines the official adoption of the policy going forward

Revised 6/13

3015 - **POWERS AND DUTIES OF THE EXECUTIVE DIRECTOR**

The Executive Director, as secretary and executive officer of the Florida School Boards Association (Association), shall have the responsibility for the administration and management of the Association.

The Executive Director shall enforce the policies and procedures of the Association.

The Executive Director shall provide direction for and the supervision and evaluation of the Association’s staff.

Additionally, the Executive Director shall:

1. exercise general oversight over the Association in order to determine problems and needs, and recommend improvements.
2. advise and counsel with the Executive Officers, the Board of Directors, and/or the general membership on all educational matters, including ending ~~legislation~~, litigation and make recommendations to the Executive Officers for action regarding such matters as should be acted upon.
3. recommend to the Executive Officers such policies as the Executive Director considers necessary for the Association's more efficient operation.
4. recommend the employment of staff and the assignment of their regular duties.
5. require that all policies of the Association are properly observed by the Association staff.
6. delegate authority to staff in any matters, when it becomes expedient to do so, and assume full responsibility for the execution and satisfactory completion of the delegated activities.
7. 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.

Revised: 6/15

3020 - **EVALUATION OF THE EXECUTIVE DIRECTOR**

The Executive Director's performance shall be evaluated annually in order to assist both the Executive Officers and the Executive Director in the proper discharge of their responsibilities and to enable the Executive Officers to provide the Association with the best possible leadership.

The annual evaluation shall be conducted no later than March 31st or at least 90 days prior to contract expiration.

Such evaluation shall include the performance of the powers and duties of the Executive Director, progress achieved towards the goals of the Association, and the working relationship between the Executive Director and the Executive Officers, the Board of Directors, and the general membership.

The evaluation shall reflect the Executive Director’s self-evaluation, as well as the assessment of the Executive Officers. The evaluation results shall be discussed with the Executive Director and subsequently reported to the Board of Directors.

The process and coordination for of the evaluation of the Executive Director shall be the responsibility of the FSBA President.

Revised 6/14/19

6030 - **ADVERTISING IN FSBA PUBLICATIONS**

The Florida School Boards Association (FSBA) may accept and solicit advertising for its publications.

Advertising rates shall be established by ~~the~~ FSBA ~~Finance Committee~~ staff 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.

Revised:  6/97; 6/98

~~6100 -~~**~~BEVERAGE SERVICE AT RECEPTIONS~~**

~~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.~~

7120 - **FLORIDA SCHOOL BOARDS ASSOCIATION ~~WEBSITE~~ ELECTRONIC COMMUNICATIONS**

1. The following disclaimer shall appear on the FSBA website:  Florida School Boards Association (FSBA) does not endorse any organization that can be accessed through links on the FSBA website.  The expressed purpose of such links is to provide assistance for internet users in their search for information.  FSBA takes no responsibility for the operation or content of these links.  Such links shall not be construed as an exclusive list of organizations on specific topics.
2. The listing of links shall be at the sole discretion of FSBA.  The following criteria shall be considered when adding a link to the FSBA website:
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	1. The content of the information being accessed is well written and designed, meets FSBA standards, and serves the interest of the membership;
	2. The content being linked is posted with permission and attributed to its owner and clearly explains that the link leads to another organization’s information and website;
	3. The source document and website content being linked are compatible with and complementary to FSBA’s website; and,
	4. The organization sponsoring the website is reputable and the content of the website does not violate or offend any FSBA bylaws, policies, procedures, or ethics.
	​
3. ~~Links to all organizations on the FSBA website shall be approved annually by the Board of Directors during the Joint Conference~~

7320 - **ENDORSEMENTS**

~~FSBA shall not endorse any political candidate, product, or service.~~ As an organization representing nonpartisan Constitutional Officers, FSBA shall not endorse any political candidate.

7510 - **FSBA LESIGLATIVE AWARDS**

FSBA may annually recognize Florida legislators who are proactive with the FSBA 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 or at an event of the legislator’s choice The FSBA Legislative Subcommittee Chair and the Executive Director shall be responsible for directing and coordinating the selection process.

Revised:  6/97; 6/98; 6/14