

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

**ARTICLE XI – COMMITTEES**

**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 in the fall, 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. To be eligible, committee members must have been a member of FSBA for two (2) year at the time of election to the nominating committee and no individual shall serve consecutive terms. In the event a Nominating Committee member cannot serve, he/she shall notify the Chair of the Nominating Committee and the alternate so the alternate may serve. If neither the Nominating Committee member nor alternate can serve, the President shall appoint an individual to serve from that Regional District.

The Chair 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 résumé in the FSBA office for an Executive Officer position and for convening the Nominating Committee to review the applications and interview all candidates.

The work of the Nominating Committee shall be concluded at least thirty (30) days prior to the Annual Meeting to allow the FSBA office to send written notification to the general membership of nominees for the Executive Officer positions. The time line shall be announced and distributed during the Joint Conference in the fall. The Nominating Committee shall request persons interested in serving in an Executive Officer's capacity to submit a completed questionnaire and résumé 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.

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.

Revised 6/17

Revised 6/14/18

Revised 6/14/19

Revised 12/19

**FLORIDA SCHOOL BOARDS ASSOCIATION, INC.**  
**POLICY MANUAL**

**POLICY 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.

- A. 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.
- B. 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.
- C. 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.

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; 12/19