

**Delegate Advisory Assembly (DAA)  
of the  
Illinois Association of School Business Officials (Illinois ASBO)**

**Mission of the Elected Delegate Advisory Assembly**

To make recommendations to the Illinois ASBO Board of Directors in regards to issues of public policy and/or legislation involving resource management of education.

**ARTICLE I - Assembly Structure**

- (16) \* Regional Delegates from “active” regional organizations shall be voting elected members (currently there are 16 active Regional Organizations)
- (21) \* Professional Development Committee (PDC) Delegates shall be voting elected members (currently there are 21 active PDCs)
- ( 8) Service Associate Advisory Committee shall be voting Ex-officio members (SAAC)
- (10) Illinois ASBO Board appointed participants at large shall be voting members (no more than 10 appointees)

A member of the Public Policy & Intergovernmental Relations Committee or its successor committee shall be a non-voting Ex-officio member

Illinois ASBO Board shall be non-voting Ex-officio members

Executive Director of IASBO shall be a non-voting Ex-officio member

Illinois ASBO’s Legislative Liaison shall be a non-voting Ex-officio member

Representative from the Illinois Association of Administrators for Special Education (IAASE) shall be a non-voting Ex-officio member

- (55) Total number of voting members shall be no more than 60.

\* Each Regional Organization and Professional Development Committee shall elect an Alternate Delegate along with the voting delegate. All delegates and alternates must be members of Illinois ASBO and continue to be a member in good standing throughout their term.

**Section A. Members of the Delegate Advisory Assembly**

**1. Regional Delegates**

**a.) Election Process for Regional Organizations**

Each Regional Organization shall elect one member from its region to serve as a Delegate for a period of three years. At the same time each regional shall elect one member as an alternate delegate to serve in the absence of the elected delegate.

Elections shall be held at a regularly scheduled meeting no later than October 1<sup>st</sup> of the year the term expires. A member is eligible for election from a regional organization where his/her primary place of employment resides. If they are retired, the regional is where his/her primary residence is located. A list of

members in good standing working in each region shall be forwarded to the Regional Chairpersons by August 1<sup>st</sup> of the year of election by Illinois ASBO's Executive Director. Only the members on the roster are eligible to vote for, or be elected to the Delegate Advisory Assembly. Members may only vote or stand for election in one region.

**b.) Alternate Delegates**

Each region shall elect one alternate delegate. The alternate delegate shall serve for the same term as the elected delegate. In the event that the delegate from a region is not present, the alternate delegate shall have all rights and responsibilities as the elected delegate.

**c.) Filling Vacancies of Regional Organizations**

If prior to the expiration of the term of a delegate a vacancy is declared, the alternate elected from that region shall automatically become the delegate for the remainder of the term. The Regional Organization shall elect from its membership a new alternate delegate to fill out the remainder of the term.

A vacancy is declared by the president of the association when a delegate resigns or when he/she is determined to be ineligible to serve in the current capacity in accordance with Article I, Section B, subsection 3. The Executive Director of the Association shall send a written notice to the regional chairman of the vacancy along with a list of eligible members. At the next regularly scheduled regional meeting the regional organization may elect a new delegate, or at any other meeting held for that specific purpose with at least 30 days notice to all members of the region in whatever form is the current method of notification to members of meetings. Notice of elections shall also be placed on the Illinois ASBO website where regional information is placed. Failure to notice new members or members that transfer within the 30 day period shall not nullify the election of delegates.

**2) Professional Development Committee (PDC) Delegates**

**a.) Election Process for Professional Development Committees**

Each PDC shall elect one member from its committee to serve as a Delegate for a period of three years. At the same time each committee shall elect one member as an alternate delegate to serve in the absence of the elected delegate. Any member of a committee that is a current dues paying member of the associations is eligible to vote, and to be nominated and elected to the Delegate Advisory Assembly either as an Elected Delegate or as an Alternate. Membership of a committee for voting privileges shall be defined as, a member of the associations that has attended at least one committee meeting within one year prior to the election meeting; or a member of the association that has signed up to serve on the committee no less than 30 days prior to the date of the election meeting. Signing up to be a member of the committee, for voting purposes, requires that a member of the association send written notice to the committee chair or to the IASBO staff to request to join the committee. The notice shall be either by written letter, faxed notice, or email communication. The notice shall be received no less than 30 days from the meeting at which an election is held.

**b.) Alternate Delegates**

Each PDC shall elect one alternate delegate. The alternate delegate shall serve for the same term as the elected delegate. In the event that the delegate from a PDC is not present, the alternate delegate shall have all rights and responsibilities as the elected delegate.

**c.) Filling Vacancies of PDCs**

If prior to the expiration of the term of a delegate a vacancy is declared, the alternate elected from that PDC shall automatically become the delegate for the remainder of the term. The PDC shall elect from its membership a new alternate delegate to fill out the remainder of the term.

A vacancy is declared by the president of the association when a delegate resigns or when he/she is determined to be ineligible to serve in the current capacity in accordance with Article I, Section B, subsection 3. The Executive Director of the Association shall send a written notice to the regional chairman of the vacancy along with a list of eligible members. At the next regularly scheduled PDC meeting the committee may elect a new delegate, or at any other meeting held for that specific purpose with at least 30 days notice to all members of the committee in whatever form is the current method of notification to members of meetings. Notice of elections shall also be placed on the Illinois ASBO website where PDC

information is placed. Failure to notify new members or members that transfer within the 30 day period shall not nullify the election of delegates.

**3. Illinois ASBO Board Appointed Participants At Large (Appointees)**

The Board of Directors of the Association shall appoint ten (10) members of the Association, for one year terms, to the Delegate Advisory Assembly. The Board shall take into consideration, areas under represented and areas of expertise of special importance into their appointment decisions. Appointees shall be voting members.

Terms: November 1 through October 31 of the following year.

**4. Service Associate Advisory Committee Members**

All members of the Service Associate Advisory Committee (SAAC) shall be voting Ex-officio members of the Delegate Advisory Assembly with all the rights as such.

**5. Illinois ASBO Board of Directors**

All members of the Illinois ASBO Board of Directors shall be non-voting Ex-officio members of the Delegate Advisory Assembly with all the rights as such.

**6. Public Policy and Intergovernmental Relations Professional Development Committee**

A member of the Public Policy and Intergovernmental Relations Professional Development Committee or any successor committee shall be a non-voting Ex-officio member of the Delegate Advisory Assembly with all the rights as such.

**7. Executive Director of Illinois ASBO**

The Executive Director of Illinois ASBO shall be a non-voting Ex-officio member of the Delegate Advisory Assembly with all the rights as such.

**8. Legislative Liaison of Illinois ASBO**

Illinois ASBO's Legislative Liaison shall be a non-voting Ex-officio member of the Delegate Advisory Assembly with all the rights as such.

**Section B. Terms for Elected Delegates**

**1.) General Terms of Service**

Delegates' terms begin November 1<sup>st</sup> following their election and end October 31<sup>st</sup> as noted in their term. Delegates elected from regional organizations & professional development committees shall serve a term no less than 3 years, except for terms commencing in the year 2004 where a drawing determined the number of years for the first terms to establish staggered terms.

**2.) Eligibility of Service**

Delegate positions are considered vacant when one of the following occurs: 1) A delegate resigns his/her seat, 2) A delegate no longer works in the region they are elected in, 3) A delegate is no longer a member of the professional development committee they were elected by, 4) A delegate is no longer a member of the association, 5) a delegate misses 3 consecutive scheduled assemblies. Members are responsible for notifying the chair of the Delegate Advisory Assembly of such changes.

**Article II - Voting Rights of the Delegate Advisory Assembly**

The following members shall have one vote on all matters brought before the assembly: Regional delegates, Professional Development Committee delegates, SAAC delegates, and Illinois ASBO Board Appointed delegates. Absentee balloting shall not be allowed. In the absences of an elected delegate from a Professional Development Committee or a Regional Organization the alternate delegate elected from that PDC or Regional Organization shall have the right to vote on all matters before the Assembly.

## **Article III - Management of the Delegate Advisory Assembly**

### **1.) Chairperson**

The Chairperson shall be non-voting.

Term: The Term of the Chairperson shall be for 2 years.

#### Designation and Duties of Chairperson:

- a.) The Chairperson shall establish the agenda for the meetings in consultation with the Assembly leadership, which will include the President of the Association, the Executive Director, the Legislative Liaison of the Association and the Vice Chairperson of the Assembly.
- b.) If the Chairperson desires to continue as Chairperson beyond his/her 2 year term, the Chairperson must apply for the Vice Chairperson position.

### **2.) Vice Chairperson**

The Vice Chairperson position shall be non voting. If a delegate, must resign as delegate.

Term: The Term of the Vice Chairperson shall be for 2 years.

#### Designation of Duties:

- a.) The Vice Chairperson is expected to attend all Assembly meetings as well as the management meeting held several weeks prior to each Assembly meeting.
- b.) The Vice Chairperson shall chair the Assembly in the event the chair is unable to do so and to assist in the management of the Assembly as needed.
- c.) The Vice Chairperson may also be called on to chair committees established by the Assembly as the Assembly sees fit.
- d.) Vice Chairperson automatically succeeds to the Chairperson position, which is a 2 year term also.

#### Nominating Process of Vice Chairperson:

- a.) From the Illinois ASBO Executive Director (or his designee), an Application for Vice Chairperson will be sent to all Illinois ASBO members on December 1st prior to the expiring term of the current Vice Chairperson with a deadline date of January 15th.
- b.) Prior to January 15th, the Illinois ASBO Board will establish a nominating committee composed of 2 Illinois ASBO Board members, 1 Delegate from a PDC, 1 Delegate from a Regional, 1 Delegate from the SAAC, 1 Member from the Public Policy Committee or that Committee's Chair, Illinois ASBO Executive Director, Illinois ASBO Legislative Liaison, and Chairperson of the Assembly.
- c.) The nominating committee will recommend up to three nominees for Assembly Vice Chairperson to the Illinois ASBO Board of Directors for confirmation at the January Illinois ASBO Board Meeting.
- d.) The Illinois ASBO Board will review the recommendation and take action to confirm or not confirm each nominee for potential selection by the Assembly.
- e.) At the February meeting of the Assembly, votes to choose an Assembly Vice Chairperson from the list of confirmed nominees will take place. In the event of a tie, additional ballots will be taken until one nominee is elected to serve as the Assembly Vice Chairperson effective July 1.

- 3.) **Parliamentarian**  
The President of Illinois ASBO shall serve as Parliamentarian for the Assembly.
- 4.) **Recording Secretary**  
Such requirements for a recording secretary and other such needs shall be taken care of by the office of the Executive Director.

#### **Article IV - Rules of the Delegate Advisory Assembly**

- 1.) The Delegate Advisory Assembly shall create a structure and rules of conduct to facilitate its business to allow all members of the Assembly an equal voice and debate on all matters heard.
- 2.) Meetings shall be conducted according to the most recent version of Robert's Rules of Order unless the Delegate Advisory Assembly by 2/3 votes adopts other rules.
- 3.) Quorum shall exist when 15 members are present for a scheduled meeting with a pre published agenda.
- 4.) The Assembly shall meet at least twice within 12 months. Other meetings may be called by the Board of Directors of the Association or by 30+ members of the Delegate Advisory Assembly.
- 5.) The Assembly may recommend to the Board of Directors of Illinois ASBO the establishment of an internal committee structure, policies and procedures as it sees necessary to manage its business. The Board of Directors of Illinois ASBO must act on all recommendations, i.e., approve, disapprove, or return for further consideration. Any positions held within the Delegate Assembly are not transferable by office.
- 6.) Alternate Delegates shall receive all of the same communications and information in the same manner as Delegates and may attend Assembly meetings but vote and participate only when the Delegate for whom they were elected to represent is not in attendance.

#### **Article V - Other Participants**

The Assembly meetings shall be open to all members of the Association. Its meetings and minutes shall be posted on the Illinois ASBO website in a specific place for such items. Executive directors, and officers of other partners of the Association, such as the members of the Management Alliance, shall be invited to attend the meetings of the Assembly. The Executive Director and the President of Illinois ASBO may invite additional people whose presence would assist the Assembly in its work.

#### **Article VI - Amendments**

This document may be amended by the Board of Directors of Illinois ASBO or by majority vote of the membership of Illinois ASBO at its annual meeting.