



ARTICLE VIII | COMMITTEES AND LIAISONS

SERIES 8000

The policies and regulations in this series set a framework for the Illinois ASBO Committees.

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*No adopted policy at present writing.

CONSTITUTIONAL COMMITTEES | AUDITING COMMITTEE

Policy adopted: 11/16/1984
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: XX/XX/XXXX

The Auditing Committee shall be comprised of the Operations/HR Committee of the Board of Directors and Executive Director. The current Treasurer shall serve as Chairperson of the committee.

The committee shall meet at the call of the Treasurer for the purpose listed below:

1. When auditing proposals are to be sought, draft the specifications of services to be rendered, disseminate the specifications to various auditing firms, evaluate the various responses and make a recommendation regarding retainment of an Auditing Firm. The proposal will request a multi-year (3-year) contract with an opt-out clause.
2. Review the audit and management letter.
3. To work with the board and staff when deemed necessary by the Board to bring about necessary changes and improvements in the financial accounting and record keeping of the Association indicated by the "Management Letter" of the Annual audit or from other sources. A copy of the audit report and management letter shall be provided to each member of the Board of Directors.
4. Other duties as may be assigned by the Board of Directors.

CONSTITUTIONAL COMMITTEES | NOMINATING AND ELECTION COMMITTEE

Policy adopted: 09/16/1981
Policy reviewed: 03/01/2012

Policy amended: 09/10/2009
Policy renumbered: XX/XX/XXXX

The Nominating and Election Committee shall be comprised of seven active members. The Immediate Past President shall be a member and serve as Chairperson. The other six members shall be appointed by the President not less than five months prior to the Annual Conference and in accordance with Regulation 8120.1. In the event that any of the six appointed committee members cannot participate, the President may choose an alternate. In addition, the International ASBO Relations Committee will serve as ex officio members.

This committee shall meet at least once, at least sixty (60) days prior to the annual conference, for the purpose of interviewing, selecting and recommending nominees for elective offices and for members of the Board of Directors of the Illinois Association of School Business Officials.

This committee shall be responsible for the establishment of election procedures and the conduct of the annual election.

The applications of the nominated candidates will be disseminated to the membership.

Reference: Illinois ASBO Bylaws
Article VII, Section 2
Calls for Annual Board Approval

ARTICLE VIII – COMMITTEES AND LIAISONS

8120.1

CONSTITUTIONAL COMMITTEES | NOMINATING AND ELECTION COMMITTEE | COMMITTEE

Regulation adopted: 09/16/1981
Regulation reviewed: 03/01/2012

Regulation amended: 03/18/1999
Regulation renumbered: XX/XX/XXXX

In accordance with authority granted the Illinois ASBO Board of Directors in Article VII, Section 2 of the Bylaws, it shall be the policy of the Board to appoint nominating committees as indicated below:

Four members shall be appointed from that region of the state which lies north of the line drawn east to west on the north boundaries of the following counties: Henderson, Warren, Knox, Stark, Peoria, Woodford, Livingston, Ford, and Iroquois.

The remainder of the state shall be divided into two regions, each having one nominating committee member. The division shall be on a line drawn east to west on the north boundaries of the following counties: Calhoun, Greene, Macoupin, Montgomery, Fayette, Effingham, Jasper, and Crawford.

This committee shall have the following duties and responsibilities:

1. Prepare, revise, and recommend "election rules" to the Board of Directors for approval;
2. Recommend a slate of candidates to the President and Executive Director for publication;
3. Prescribe and publish all election procedures;
4. Arrange and provide for all materials, equipment, and space with which to conduct the election;
5. Conduct the election during the annual conference.

A close liaison shall exist between the Committee Chairperson and the Association President in an effort to promote a smooth running election.

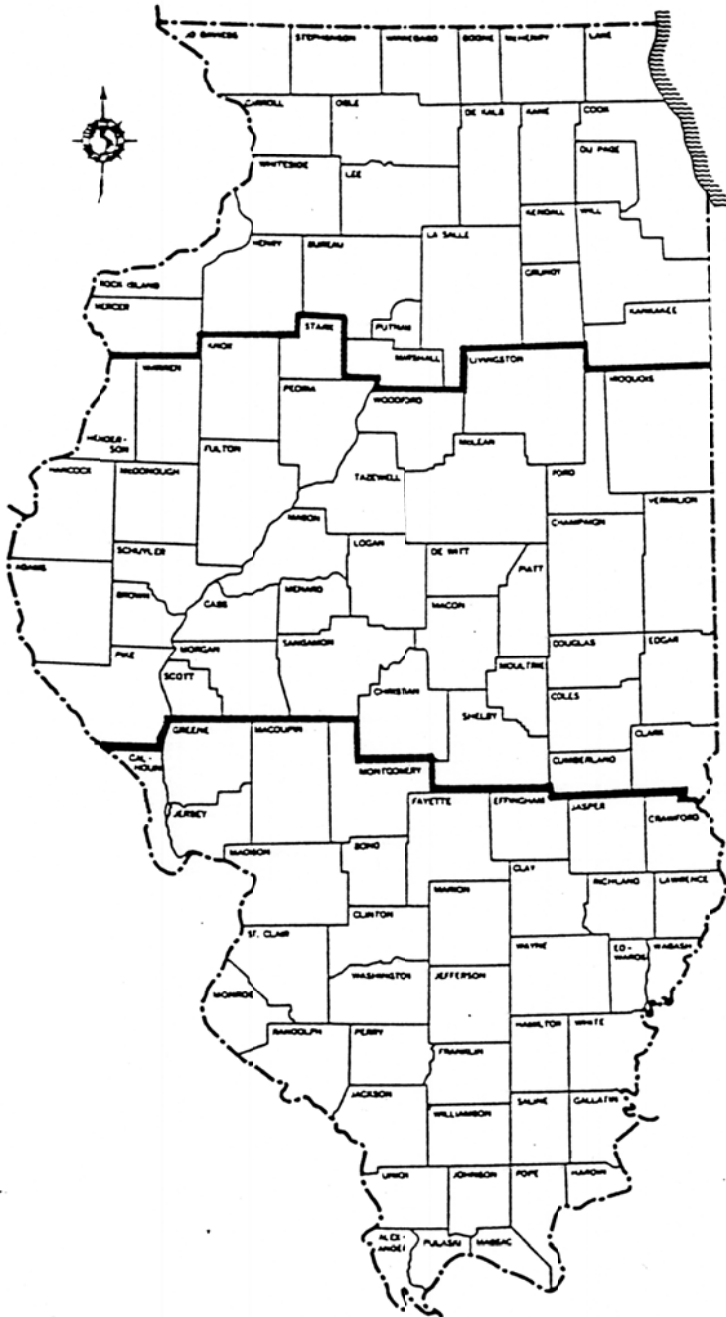
ARTICLE VIII – COMMITTEES AND LIAISONS

8120.2

CONSTITUTIONAL COMMITTEES | NOMINATING AND ELECTION COMMITTEE | REGION MAP

Regulation adopted: 09/16/1981
Regulation reviewed: 03/01/2012

Regulation amended: XX/XX/XXXX
Regulation renumbered: XX/XX/XXXX



REGION I
4 members

REGION II
1 member

REGION III
1 member

Regulation adopted: 11/17/1989
 Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
 Regulation renumbered: XX/XX/XXXX

September	Immediate Past President requests from Illinois ASBO Board suggested Illinois ASBO members to serve on Nominating and Election Committee. As per Board policy, one member from Southern Illinois, one member from Central Illinois, and four members from Northern Illinois.
September/ October	President and Immediate Past President review suggestions submitted by the Board at their September Board Meeting. Immediate Past President contacts suggested members for willingness to serve and communicates those who are willing to serve to the President. President appoints six-member committee and informs Board at the November Board Meeting.
October/ November/	Immediate Past President solicits applications for candidacy from membership through bi-weekly updates and e-mail reminders until December 15.
December/ January	Immediate Past President distributes nominating applications upon request by candidates. Completed applications should be sent by certified mail to the Immediate Past President.
December/ January	President, in conjunction with Immediate Past President, sends official letter of appointment to each appointed member of the Nominating and Election Committee and schedules a meeting for some time between January 16 and January 31st to review applications and to interview board candidates. Once an interview schedule is set, the Immediate Past President notifies each candidate of their interview time and location.
January 16th-31st	Nominating and Election Committee meets to review applications, interview candidates and recommend slate of candidates. If a contest exists at an officer position, interviews of candidates will be required. Immediate Past President informs President and Executive Director of nominated candidates.
March 1-15	Executive Director publicizes nominated candidates.
April 1st	Illinois ASBO members desiring to file and run against committee nominated candidates must deliver a petition with 50 active member signatures to the Immediate Past President prior to April 1st. Members of the Nominating and Election Committee are NOT eligible to file and run against committee nominated candidates.
Prior to Annual Conference	Nominating and Election Committee meet to verify qualifications of applicants who are running against recommended slate of candidates.

Page 2

April/May

If there are no challenges to committee-nominated candidates, Immediate Past President presents slate at Annual Business Meeting.

If there are challenges to committee-nominated candidates Immediate Past President conducts election according to Board Policy at Annual Business Meeting.

ARTICLE VIII – COMMITTEES AND LIAISONS

8120.4

CONSTITUTIONAL COMMITTEES | NOMINATING AND ELECTION COMMITTEE | APPLICATION FORM FOR BOARD OF DIRECTORS

Regulation adopted: 11/17/1989
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

Sample Transmittal Letter

Date:

Dear (Candidate's Name):

Thank you for your interest in serving on the Board of Directors of Illinois ASBO. Enclosed is a set of application forms for you to complete. Please note that the Nominating & Election Committee will not consider any other material - i.e., resumes, etc.

Eligible candidates for Directorship can be defined as follows:

- An Active or Life Member
- An Active member for at least the last four Annual Conferences

Please mail your completed application forms and a current photo of yourself electronically or by mail by December 15 to the Immediate Past President.

Sincerely,

Immediate Past President
Illinois ASBO

Position	School District	City/State
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 6. Professional Service: Complete Addendum
- 7. What does this position mean to you?
- 8. What are your highest priorities for improving Illinois ASBO?
- 9. If you feel change and/or a greater emphasis should be placed on certain functions and/or operation of Illinois ASBO, please explain why, how and when such should occur.
- 10. What are your strengths that will benefit you as a Director/Officer?
- 11. Remember to include most recent photo with application.

All answers and comments are correct and true to the best of my knowledge.

Signature

RETURN PETITION BY CERTIFIED MAIL BEFORE DECEMBER 15 TO: Immediate Past President
Illinois ASBO
(add mailing address)

ARTICLE VIII – COMMITTEES AND LIAISONS

8120.5

CONSTITUTIONAL COMMITTEES | NOMINATING AND ELECTION COMMITTEE | OTHER ELECTION INFORMATION

Regulation adopted: 11/16/1984
Regulation reviewed: 03/01/2012

Regulation amended: 09/10/2009
Regulation renumbered: XX/XX/XXXX

In the event of an election, the Executive Director's Office shall provide the Nominating and Election Committee with an alphabetical listing of current Active and Life members eligible to vote in the election, as well as, in each voting area.

The voting table is simply a table; secrecy will be gained only by the voter being by him/herself.

The ballot box will have a slit in the top to allow the insertion of the ballots and will be inspected by the judges to determine that it is empty prior to the election. The ballot box shall be opened only at the conclusion of balloting.

ARTICLE VIII – COMMITTEES AND LIAISONS

8131

CONSTITUTIONAL COMMITTEES | CONSTITUTES A BALLOT ELECTION

Policy adopted: 11/16/1984
Policy reviewed: 03/01/2012

Policy amended: 01/18/1999
Policy renumbered: XX/XX/XXXX

A ballot election is required if the Nominating/Election Committee receives from a member(s) a Petition for Board of Directors form within two weeks after the "slate of candidates" recommended by the Committee has been announced to the membership. The Committee will then verify the qualifications of the new candidate(s) and announce to the membership the candidates and the need for a ballot election at the Annual Conference.

ARTICLE VIII – COMMITTEES AND LIAISONS

8131.1

CONSTITUTIONAL COMMITTEES | CONSTITUTES A BALLOT ELECTION | ELECTION RULES

Regulation adopted: 11/16/1984
Regulation reviewed: 03/01/2012

Regulation amended: 09/10/2009
Regulation renumbered: XX/XX/XXXX

If balloting is necessary for the election of officers or members of the Board of Directors at the Annual Conference of the Illinois Association of School Business Officials, the following rules and regulations shall govern:

1. The Election Committee will provide for paper ballots.
2. Provisions shall be made to allow secret voting.
3. Appropriate ballot boxes shall be used.
4. Day and time of the election shall be the afternoon of the same day as the Annual Business Meeting and shall be from 2:00 p.m. to 4:00 p.m.
5. Nominated candidates shall be listed by office and shall be then listed alphabetically.
6. Space within the meeting facility will be arranged, and the location will be announced at the Annual Conference.
7. All current Illinois ASBO active and life members shall be eligible to vote. Written request for absentee ballots should be sent to Illinois ASBO. Ballots must be received by close of business day on the Friday prior to the Annual Conference in the Illinois ASBO office in DeKalb.
8. Voter affidavits and membership check-off procedures shall be used.
9. Ballots shall be counted immediately upon the closing of the polls.
10. A written notice of the election results shall be delivered to the President immediately upon the completion of the vote tally.

ARTICLE VIII – COMMITTEES AND LIAISONS

8131.2

CONSTITUTIONAL COMMITTEES | CONSTITUTES A BALLOT ELECTION | ASSIGNMENT OF JUDGES

Regulation adopted: 11/16/1984
Regulation reviewed: 03/01/2012

Regulation amended: 06/20/1992
Regulation renumbered: XX/XX/XXXX

VOTING AREA #1

Judge No. 1 will supervise the voters in completing the Affidavit and will check membership printout to determine if the voter is a current member in good standing.

Judge No. 2 will issue the ballot and instruct the voter to proceed to the voting table. Voters should be directed to proceed only after preceding voter is finished.

Judge No. 3 will receive the voted ballot from the voter and deposit the ballot into the ballot box.

VOTING AREA #2

Judge No. 4 same responsibility as Judge No. 1 above.

Judge No. 5 same responsibility as Judge No. 2 above.

Judge No. 6 same responsibility as Judge No. 3 above.

Judge No. 7 is the Chairperson of the Nominating and Election Committee and will be a "floating" judge, lending assistance wherever needed, and shall generally supervise the election process.

ARTICLE VIII – COMMITTEES AND LIAISONS

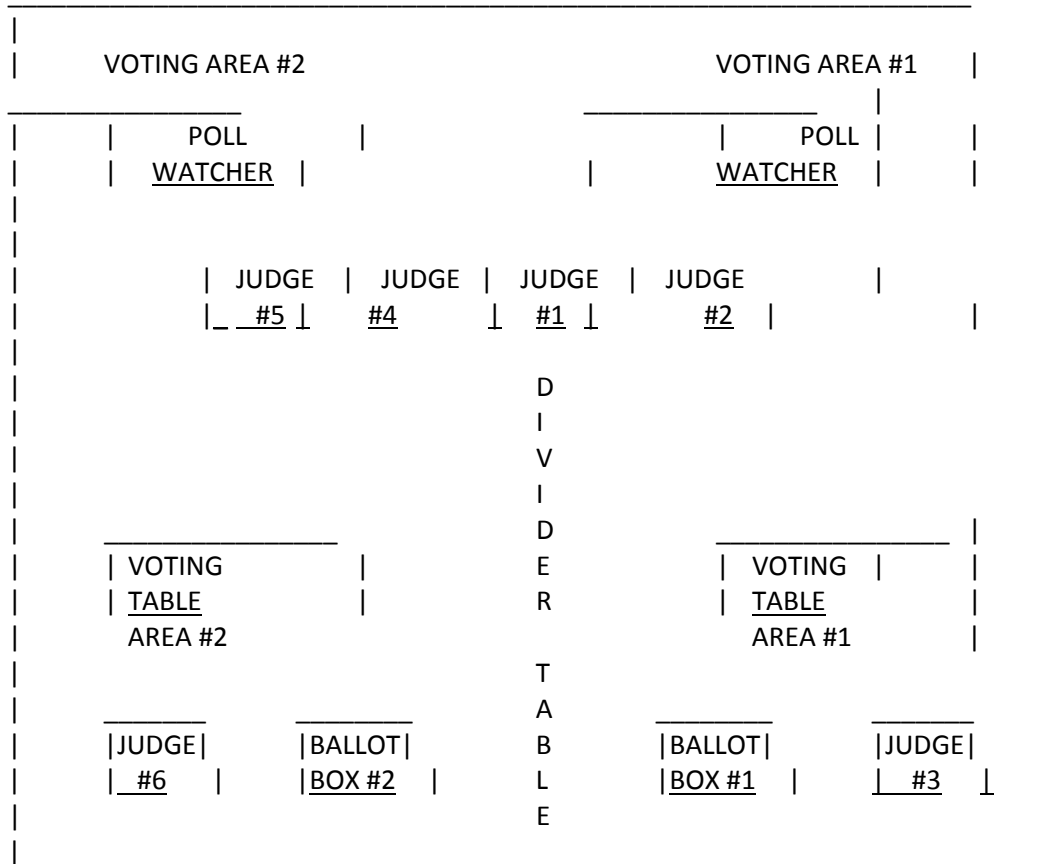
8131.3

CONSTITUTIONAL COMMITTEES | CONSTITUTES A BALLOT ELECTION | VOTING ROOM LAYOUT

Regulation adopted: 11/16/1984
 Regulation reviewed: 03/01/2012

Regulation amended: 06/20/1992
 Regulation renumbered: XX/XX/XXXX

**LAYOUT OF TYPICAL ROOM FOR VOTING PURPOSES
 BASED ON TWO VOTING AREAS**



ARTICLE VIII – COMMITTEES AND LIAISONS

8131.4

CONSTITUTIONAL COMMITTEES | CONSTITUTES A BALLOT ELECTION | PETITION FORM AND AFFIDAVIT

Regulation adopted: 11/16/1984
Regulation reviewed: 03/01/2012

Regulation amended: 09/10/2009
Regulation renumbered: XX/XX/XXXX

Sample Transmittal Letter

Date:

Dear (Petitioner's Name):

Thank you for your interest in serving on the Board of Directors of Illinois ASBO. Enclosed is a set of petition forms for you to complete. Please note that these forms must be returned along with a current photo by April 1. The forms should be forwarded via Certified Mail to:

Immediate Past President
Illinois ASBO
(add mailing address)

Sincerely,

Immediate Past President
Illinois ASBO

ARTICLE VIII – COMMITTEES AND LIAISONS

8131.4a

Constitutional Committees | Constitutes a Ballot Election | Petition Form and Affidavit

Regulation adopted: 11/16/1984
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

PETITION FOR BOARD OF DIRECTORS/OFFICER

We, the undersigned, hereby support the candidacy of:

For _____
in the Illinois Association of School Business Officials to be elected at the Annual Conference held at:

Location: _____ Date: _____

<i>Name of Voter</i>	<i>City of Residence</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Note: 50 Active Member signatures are required)

APPLICATION FOR BOARD OF DIRECTORS/OFFICER MUST BE COMPLETED BY CANDIDATE. RETURN PETITION, COMPLETED APPLICATION AND PHOTO OF CANDIDATE BY CERTIFIED MAIL BEFORE APRIL 1 TO:

IMMEDIATE PAST PRESIDENT, ILLINOIS ASBO
(add mailing address)

ARTICLE VIII – COMMITTEES AND LIAISONS

8140

CONSTITUTIONAL COMMITTEES | BYLAWS COMMITTEE

Policy adopted: 09/16/1981

Policy reviewed: 03/01/2012

Policy amended: 03/21/1996

Policy renumbered: XX/XX/XXXX

Suggested changes or additions to the Bylaws may be proposed at any time to the President or to the Chairperson of the Committee on Bylaws. Such proposals for changes or additions shall be referred to this committee for recommendation.

The Committee must refer all requests, along with the recommendations, to the Board of Directors for action.

Reference: Illinois ASBO Bylaws
Article XI, Sections 1 and 2

ARTICLE VIII – COMMITTEES AND LIAISONS

8150

CONSTITUTIONAL COMMITTEES | SPECIAL COMMITTEES

Policy adopted: 09/16/1981
Policy reviewed: 03/01/2012

Policy amended: 04/30/1987
Policy renumbered: XX/XX/XXXX

The President may appoint such special committees as may be deemed necessary by the Board of Directors to carry out the provisions of the Articles of Incorporation and Bylaws of the Association.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

ARTICLE VIII – COMMITTEES AND LIAISONS

8150.1

CONSTITUTIONAL COMMITTEES | SPECIAL COMMITTEES

Regulation adopted: 09/16/1981
Regulation reviewed: 03/01/2012

Regulation amended: 04/30/1987
Regulation renumbered: XX/XX/XXXX

The Board of Directors of the Association may authorize such special committees as it deems necessary.

A Special Committee shall report recommendations to the Board of Directors for appropriate action.

A Special Committee shall be dissolved when its report is accepted by the Board.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC)

Policy adopted: 09/10/1998
Policy reviewed: 03/01/2012

Policy amended: XX/XX/XXXX
Policy renumbered: 03/18/1999

The purpose of the Service Associates Advisory Committee (SAAC) is to promote the full activity of the Service Associate Members of Illinois ASBO, to ensure that issues relevant to the Service Associates are dialogued and addressed by the Illinois ASBO Board of Directors and to facilitate Service Associate representation on the Illinois ASBO Board of Directors.

ARTICLE VIII – COMMITTEES AND LIAISONS

8160.1

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | RESPONSIBILITIES

Regulation adopted: 09/10/1998

Regulation amended: 09/10/2009

Policy reviewed: 03/01/2012

Regulation renumbered: 03/18/1999

The Service Associate Advisory Committee shall:

- a. hold its regular meeting prior to the regular meeting of the Illinois ASBO Board of Directors or as deemed necessary,
- b. elect one of their members to serve as chairperson of SAAC and as an ex officio member to the Illinois ASBO Board of Directors,
- c. function, when called upon by the Illinois ASBO Executive Director, in evaluating Service Associate membership applications and making recommendation for membership to the Illinois ASBO Board of Directors,
- d. make policy recommendations to the Executive Director on issues involving the schools and the business community serving them, as well as, give input on policies involving Service Associates within Illinois ASBO,
- e. advise and assist the Illinois ASBO staff in developing and carrying out programs and services directed at any or all members of the Association,
- f. advise and assist the staff in developing and carrying out programs or services directed at any or all school districts in the name of Illinois ASBO.

All programs and activities of the SAAC shall be consistent with the purposes and priorities of Illinois ASBO, its mission and purposes, and the purposes of Service Associate membership as stated in Policy 6200. The SAAC shall obtain the concurrence of the Executive Director prior to committing Illinois ASBO to any program, policy position, course of action, or expenditure of resources. The Executive Director may submit such programs etc. to the Illinois ASBO Board of Directors if the Executive Director deems that such programs etc. are not currently covered by policy and administrative rules and regulations.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | COMMITTEE MEMBER
ELIGIBILITY

Policy adopted: 09/10/1998
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: 03/18/1999

The Service Associate Advisory Committee (SAAC) shall consist of 8 elected members:

- 5 Committee Members; 3 year staggered terms
- 1 Vice Chairperson; 1 year term (selected from and service conterminously as a third year committee person)
- 1 Chairperson; 1 year term
- 1 Past Chairperson; 1 year term

The Past President and Executive Director of Illinois ASBO shall serve as ex-officio voting members of the SAAC.

At the Annual Service Associate Business Meeting, held at Illinois ASBO’s Annual Conference, two (2) members are elected by Service Associate members to fill the two (2) expiring positions on the SAAC. The terms begin July 1 and end June 30.

Only Service Associate members in good standing are eligible to serve on the SAAC. No firm may have more than one representative on the SAAC at one time. Previous members of the SAAC are eligible for re-nomination one year after their term has expired unless there are an insufficient number of applications to fill a vacant committee member position or a current SAAC member resigns and a member is nominated to fill out an existing term.

The Illinois ASBO Board of Directors must approve any variable to the normal eligibility for re-nomination.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | OFFICERS

Policy adopted: 09/10/1998

Policy amended: 09/10/2009

Policy reviewed: 03/01/2012

Policy renumbered: 06/16/2000

The SAAC shall consist of three (3) officers:

VICE CHAIRPERSON

The SAAC shall elect one (1) of the current expiring committee members to act as Vice Chairperson.

CHAIRPERSON

Following a one (1) year term as Vice Chairperson, the Vice Chairperson automatically succeeds to Chairperson.

PAST CHAIRPERSON

Following a one (1) year term as Chairperson, the Chairperson automatically succeeds to Past Chairperson.

ARTICLE VIII – COMMITTEES AND LIAISONS

8162.1

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | OFFICERS - VICE
CHAIRPERSON/CHAIRPERSON/PAST CHAIRPERSON

Regulation adopted: 09/10/1998
Regulation reviewed: 03/01/2012

Regulation amended: 09/10/2009
Regulation renumbered: 06/16/2000

VICE CHAIRPERSON (serves one [1] year term):

The Vice Chairperson shall carry out all duties and responsibilities in the absence of the Chairperson and perform other functions that may be assigned by the SAAC and attend all Illinois ASBO Board of Directors meetings.

CHAIRPERSON (serves one [1] year term):

In the event of a vacancy in the Chair, the Vice Chairperson assumes position as Chairperson until the SAAC, at its next meeting, elects one of its members to serve the remainder of the unexpired term.

The Chairperson of the SAAC shall:

- (a) preside at all regular meetings of the SAAC and the Annual Service Associate Business Meeting, except when the Chairperson is unable to preside the Vice Chairperson presides,
- (b) appoint committees necessary to conduct activities of the SAAC,
- (c) serve as an ex officio member of the Illinois ASBO Board of Directors and present to the Board such recommendations for membership and other matters as determined by the SAAC.

PAST CHAIRPERSON (serves one [1] year term)

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | VACANCIES

Policy adopted: 09/10/1998
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: 03/18/1999

Any vacancy on the SAAC may be filled by temporary appointment by the remaining members subject to approval by the Illinois ASBO Board of Directors. When a change in employment causes a firm to have more than one representative on the SAAC at one time, the remaining members of the SAAC shall decide which position becomes vacant. In the event that it cannot be resolved by the SAAC, the determination will be made by the Illinois ASBO Board of Directors.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | EXPENSES

Policy adopted: 09/10/1998
Policy reviewed: 03/01/2012

Policy amended: 09/10/2009
Policy renumbered: 06/16/2000

All out of pocket travel expenses incurred by the SAAC members to attend SAAC meetings and/or carry out SAAC assignments and duties shall be reimbursed by Illinois ASBO. Claims are to be submitted to the Executive Director on a form provided and within 90 days of such travel.

Exception: Travel reimbursement will not be made for meetings held in conjunction with the Annual Conference of the Illinois Association of School Business Officials.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | REGULAR MEETINGS

Policy adopted: 09/10/1998

Policy amended: 04/19/2012

Policy reviewed: 03/01/2012

Policy renumbered: 03/18/1999

The SAAC shall hold regular meetings, such meetings being held approximately two (2) weeks before the September, November, January and April regular meetings of the Board of Directors.

Other meetings may be called by the Chairperson or the SAAC as deemed necessary.

QUORUM

A quorum exists when four SAAC members and the Past President or Executive Director are present.

MAJORITY REQUIRED FOR ACTION

A majority vote of those members present and voting shall be sufficient to carry a motion or for acting upon Service Associate Membership applications.

ARTICLE VIII – COMMITTEES AND LIAISONS

8166

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | ANNUAL SERVICE ASSOCIATE BUSINESS MEETING

Policy adopted: 09/10/1998
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: 03/18/1999

The Annual Service Associate Business Meeting shall be held in conjunction with the Annual Conference of the Illinois Association of School Business Officials. Each Service Associate member shall have one vote on any question coming before the membership.

AGENDA

The agenda for the Annual Service Associate Business Meeting shall include: 1) the affirmation of members to the Service Associate Advisory Committee, 2) any issues brought before the membership by the Service Associate Advisory Committee, and 3) any appropriate issues raised from the floor by a member.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | EXECUTIVE MEETING

Policy adopted: 09/10/1998
Policy reviewed: 03/01/2012

Policy amended: 09/10/2009
Policy renumbered: 03/18/1999

A meeting of the SAAC shall occur immediately following the Annual Service Associate Business Meeting. The purpose of this meeting is to establish the next meeting dates and location. Newly elected members of the SAAC shall attend this meeting and have voting rights.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | NOMINATING COMMITTEE

Policy adopted: 09/10/1998
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: 06/16/2000

The SAAC shall recommend to the Board of Directors, a list of Service Associate members, no fewer than 8, to be considered for appointment to the SAAC Nominating Committee. The Nominating Committee shall be made up of six (6) Service Associate members: the two (2) members of the SAAC completing the second year of their terms and three members recommended to the Board of Directors by the SAAC.

The SAAC shall establish its own criteria for recommending Nominating Committee members, taking product line, geography, tenure in the Association, etc., into consideration.

At the Service Associate Annual Business Meeting, the Nominating Committee shall recommend a slate of candidates to fill the two (2) expiring terms on the SAAC, as well as a candidate to fill the remainder of any unexpired terms created by a vacancy.

ARTICLE VIII – COMMITTEES AND LIAISONS

8168.1

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | NOMINATING COMMITTEE |
NOMINATING PROCESS/CRITERIA

Regulation adopted: 03/18/1999
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: 06/16/2000

The nominating process for the SAAC is an open process, i.e. every Service Associate is notified of the nomination process by the Executive Director including deadlines and every Service Associate can self-nominate.

The Nominating Committee will meet and declare “nominations closed” based on all completed nomination petitions received by the deadline.

The Nominating Committee shall slate two (2) qualified candidates and present the candidates to the SAAC for acceptance. The SAAC Chairperson then presents the candidates to the Illinois ASBO Board for their approval. The slate of candidates is announced to the membership via the Bi-weekly e-mail.

Affirmation takes place at the Annual Service Associate Business Meeting. Because nominations have been “closed,” no nominations from the floor or write-in candidates will be accepted.

NOMINATING CRITERIA

Although the nominating committee is charged with establishing its own criteria for selection of candidates, the SAAC nominating committee shall attempt to slate candidates who will provide a potential balance to the committee in terms of:

- longevity of membership
- geographic region
- service to the Association
- diversity of company (product and service)

ARTICLE VIII – COMMITTEES AND LIAISONS

8168.2

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | NOMINATING COMMITTEE |
CALENDAR

Regulation adopted: 03/18/1998
Policy reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: 06/16/2000

- SEPT The two members of the SAAC completing the second year of their terms request from the committee suggested Service Associate members to serve on Nominating Committee. As per board policy, the committee will consist of 2 SAAC committee members and 4 Service Associate members plus the Executive Director.

- SEPT/OCT The two members of the SAAC completing the second year of their terms and the Executive Director of the Association review suggestions submitted by the committee at their September board meeting. The Executive Director contacts suggested members for willingness to serve and communicates those who are willing to serve to the Chairperson of the SAAC. The Chairperson selects six member nominating committee and informs the SAAC at their November meeting. The Board of Directors confirms the members of the SAAC Nominating Committee at the November meeting.

- OCT/NOV/
DEC The Executive Director solicits applications for candidacy from Service Associate membership through the Bi-weekly e-mail with a deadline date of December 15.

- DEC/JAN The Executive Director, in conjunction with the Chairperson of the SAAC, sends official communication of appointment to each appointed member of the Nominating Committee and schedules a meeting for some time between January 1 and March 1 to review committee candidates.

- JANUARY At the January Board of Directors Meeting, the Board of Directors reviews the SAAC applicants and provides input for the SAAC Nominating Committee.

- FEBRUARY SAAC Nominating Committee meets and interviews SAAC candidates, as well as recommends a slate of candidates to the Board of Directors and makes policy recommendations for the nominating process.

- MARCH At the March Board of Directors Meeting, the Board of Directors approves the SAAC candidates slated for the SAAC ballot.

- BY APR 1 Executive Director publicizes nominated candidates.

- APR/MAY The SAAC Chairperson conducts vote of affirmation according to board policy at the Annual Service Associate Business Meeting.

ARTICLE VIII – COMMITTEES AND LIAISONS

8168.3

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | NOMINATING COMMITTEE |
APPLICATION FORM FOR SERVICE ASSOCIATE ADVISORY COMMITTEE

Regulation adopted: 03/18/1999
Policy reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: 06/16/2001

Sample Transmittal Letter

Date:

Dear (Candidate's Name):

Thank you for your interest in applying for the Service Associate Advisory Committee (SAAC). The SAAC is considered the voice of Illinois ASBO Service Associate members, making sure relevant issues are dialogued and brought before the Board of Directors.

Being a member of the SAAC allows you to voice the issues that impact you most as a Service Associate. Over three years of service, SAAC members commit to attend half-day meetings five to six times a year.

SAAC participation is a natural extension of the professional service you already provide to school districts, whether as an exhibitor or seminar presenter. Therefore, we will take into account your service to Illinois ASBO in considering your application.

I hope you are excited about this potential opportunity to shape relationships with your fellow Service Associate partners as well as Illinois ASBO Leadership. We look forward to getting to know you and what value you can add to the SAAC.

Please mail your completed application form and a current photo of yourself by December 15 to:

Illinois ASBO Executive Director
NIU, IA 103
108 Carroll Avenue
DeKalb, Illinois 60115

Sincerely,

Executive Director
Illinois ASBO

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | APPLICATION FORM FOR SERVICE ASSOCIATE ADVISORY COMMITTEE

Regulation adopted: 03/18/1999
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: 06/16/2001

Service Associate Advisory Committee Application Form

Please complete the following questions and submit, along with a photo of yourself, via e-mail or mail to the address below by December 15.

Date _____

Candidate Name _____

Firm _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

1. What is the nature of your company and your expertise?
2. What is the length of time you have been with the above company?
3. Why are you interested in serving on the Service Associate Advisory Committee (SAAC)?

4. What do you view the role of the SAAC being?

5. What are some similarities and differences between school business officials and Service Associates, and their relationship to Illinois ASBO?

6. Are you able to meet for a half day every other month (5-6 times per year)?

Yes No

7. Do you understand that this is a 3-year position?

Yes No

8. What are 2 or 3 things you would like to see changed about Illinois ASBO's way of serving Service Associate members?

9. What do you view as the most important reason for being a Service Associate member of Illinois ASBO?

10. Professional Service to Illinois ASBO

a. During the past three years, list the professional development committees you have served on:

b. During the past three years, list the seminars and/or conference presentations you have given:

c. Other

11. Professional Service to ASBO International

d. During the past three years, list the professional development committees you have served on:

e. During the past three years, list the seminars and/or conference presentations you have given:

f. Other

**12. Have you attended any of the following conferences, within the past 3 years?
("x" those that apply)**

Conference	2011	2010	2013
Illinois ASBO Annual Conference & Exhibits			
IASB/IASA/Illinois ASBO Joint Conference			
ASBO International Annual Meeting & Exhibits			

13. Do you attend regional organizational meetings?

Yes No

14. What other associations are you currently involved in (please do not use acronyms)?

15. List three Service Associates that you work with.

- 1.
- 2.
- 3.

**16. Would you be able to interview in person with the SAAC Nominating Committee on _____
at _____ in _____ (time TBD)? Be sure to reserve the date!**

Yes No

I agree to abide by Illinois ASBO's Code of Ethics.

Signature of Applicant

Date

E-mail or mail your completed application form and photo by December 15 to:

Julie Warner, Admin. Dir. for HR
 Illinois ASBO
 Northern Illinois University (IA-103)
 108 Carroll Ave.
 DeKalb, IL 60115-2829
 T: (815) 753-9366 | F: (815) 516-5759 | E: jwarner@iasbo.org

To be completed by Illinois ASBO Staff	Service Associate Member Since:
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ARTICLE VIII – COMMITTEES AND LIAISONS

8230

COMMITTEES FOR THE BOARD OF DIRECTORS | POLICY COMMITTEE

Policy adopted: 07/14/1982

Policy reviewed: 03/01/2012

Policy amended: 03/18/1999

Policy renumbered: XX/XX/XXXX

The Policy Committee is comprised of the Board of Directors and the Executive Director and is chaired by the President Elect. This Committee is responsible for the process of the identification and development of Policy statements of the Association and shall review the entire Policy Manual over a three year period. The selection of the specific sections will be done in simple rotation unless stipulated by the President Elect.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

ARTICLE VIII – COMMITTEES AND LIAISONS

8230.1

COMMITTEES FOR THE BOARD OF DIRECTORS | BOARD OF DIRECTOR'S POLICY MANUAL COMMITTEE

Regulation adopted: 07/14/1982
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

Each year at the September Board Meeting the three new members of the Board of Directors will be given specific assignments to review three selected sections (one per Director) of the Policy Manual.

Each policy series will first be reviewed by the appropriate staff team designated by the Executive Director, and will then be forwarded to the appropriate Board member for their review.

After approval is given by Illinois ASBO's Board of Directors, the policy series will be posted to Illinois ASBO's Web site.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

ARTICLE VIII – COMMITTEES AND LIAISONS

8380

LIAISONS FOR THE BOARD OF DIRECTORS | PROFESSIONAL EDUCATIONAL ORGANIZATIONS

Policy adopted: 04/06/1989

Policy reviewed: 03/01/2012

Policy amended: 03/18/1999

Policy renumbered: XX/XX/XXXX

Illinois ASBO will maintain an ongoing program of cooperative services with other Illinois professional educational organizations to promote effective management practices in public and private school.

ARTICLE VIII – COMMITTEES AND LIAISONS

8380.1

LIAISONS FOR THE BOARD OF DIRECTORS | PROFESSIONAL EDUCATIONAL ORGANIZATIONS

Regulation adopted: 04/06/1989
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

Illinois ASBO will have an ongoing goal of planning cooperative services with other professional educational organizations such as the Illinois Computing Educators (ICE), Illinois Chief Technology Officers Association, Illinois Principals' Association, Illinois Association of School Personnel Administrators, Illinois Pupil Transportation, Illinois Association of School Food Services Directors, Illinois Association of School Administrators, Illinois Association of School Boards, Illinois High School Association, Wisconsin ASBO, etc.

Programs of cooperative services will include such activities as:

1. Planning and conducting joint workshops and in-service training programs.
2. Providing presenters for workshops or annual meetings conducted by other professional educational associations.
3. Requesting other professional associations to present workshops for Illinois ASBO.
4. Requesting other professional associations to provide presenters at Illinois ASBO workshops or annual conferences.
5. Promoting effective legislation for Illinois public schools through joint efforts with other associations.
6. Conducting other joint activities which are consistent with the goals and objectives of Illinois ASBO.

Illinois ASBO will offer an Honorary membership to staff members of other Illinois educational professional organizations. Such memberships would be non-voting. Honorary members would receive monthly newsletters and the Illinois ASBO Journal of School Business Management.

It will be the responsibility of the Illinois ASBO staff to actively promote cooperative efforts with other professional educational associations.

ANNUAL CONFERENCE COMMITTEES | RESOLUTIONS COMMITTEE

Policy adopted: 09/16/1981
Policy reviewed: 03/01/2012

Policy amended: 09/10/2009
Policy renumbered: XX/XX/XXXX

1. Resolutions shall be developed and disseminated prior to each annual conference.
2. Resolutions suggested by any member of the Association shall present such resolutions in writing to the Executive Director.
3. No resolutions shall be accepted from the floor at any session of the annual conference.
4. All resolutions shall indicate the suggested distribution of the resolution if accepted and approved by the membership. It shall become the responsibility of the Executive Director to make such distribution of approved resolutions as is directed in the resolution.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

SPECIAL ASSIGNMENTS

Policy adopted: 09/16/1981
Policy reviewed: 03/01/2012

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

The President of the Association may, from time to time, make Special Assignments to investigate and make recommendations on particular problems.

Board members shall be considered ex-officio members of such assignments. One board member will normally be designated as board representative to each such "Special Assignment" established by the President.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

PROFESSIONAL DEVELOPMENT COMMITTEES

Policy adopted: 09/16/1981
Policy reviewed: 05/17/2013

Policy amended: 01/18/1996
Policy renumbered: XX/XX/XXXX

The Association recognizes the importance of Professional Development committees and their value to school business management and the enhancement of the Association.

In addition, the Association recognizes the need to prepare future Association leadership by providing a means whereby members may make substantive contributions.

Therefore, the Association shall annually establish a series of committees to facilitate Association goals.

Reference: Illinois ASBO Bylaws
Article VII, Section 3

PROFESSIONAL DEVELOPMENT COMMITTEES

Regulation adopted: 09/16/1981

Regulation viewed: 05/17/2013

Regulation amended: 04/19/2012

Regulation renumbered: XX/XX/XXXX

In accordance with the Board of Directors' policy, the following committees are established as Professional Development Committees:

1. Ancillary Services (AS) Committees
 - a. Food Service
 - b. Risk Management
 - c. Transportation
2. Educational Enterprise (EE) Committees
 - a. Public Policy & Intergovernmental Relations
 - b. Legal Issues
3. Facility Management (FM) Committees
 - a. Planning & Construction
 - b. Maintenance & Operations
 - c. Facilities Designation Program
 - d. Real Estate Management
4. Financial Resource Management (FRM) Committees
 - a. Principles of School Finance
 - b. Budgeting & Financial Planning
 - c. Accounting, Auditing & Reporting
 - d. Cash Management, Investments & Debt Management
 - e. Special Education: Administration & Finance
5. Human Resource Management (HRM) Committees
 - a. Human Resource Management
 - b. Leadership Development
6. Information Management (IM) Committee
 - a. Technology
7. Materials & Services Management (MSM) Committees
 - a. Purchasing
8. Sustainability Committee
 - a. Sustainability

PROFESSIONAL DEVELOPMENT COMMITTEES | ACTIVITIES - EDUCATIONAL SURVEYS AND QUESTIONNAIRES

Policy adopted: 12/08/1993
Policy reviewed: 05/17/2013

Policy amended: 04/19/2012
Policy renumbered: XX/XX/XXXX

Professional Development Committees are encouraged to provide relevant information and data for the membership of the organization. On occasion, a survey of the membership or other segments of the educational and business communities by a Professional Development Committee may be desirable. Professional Development Committees shall adhere to the following procedures when conducting and distributing the results of surveys and questionnaires:

1. Surveys and questionnaires shall reflect the goals and objectives of the organization.
2. Surveys and questionnaires shall be designed to insure a high degree of reliability and validity.
3. All surveys and questionnaires shall be submitted to the Executive Director and/or the Assistant Executive Director for approval prior to distribution.
4. Results shall be reviewed with the Executive Director and the Assistant Executive Director prior to distribution to the membership.
5. Distribution of results to outside organizations or individuals, under such conditions, shall be approved by the Board of Directors.

ARTICLE VIII – COMMITTEES AND LIAISONS

8620

PROFESSIONAL DEVELOPMENT COMMITTEES | EXPENSE REIMBURSEMENTS

Policy adopted: 06/14/2013
Policy reviewed: XX/XX/XXXX

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

Expense reimbursement to committee members for official PDC travel, excluding the annual conference, will follow Illinois ASBO’s travel reimbursement policy.

PROFESSIONAL DEVELOPMENT COMMITTEES | MATERIAL DEVELOPMENT

Policy adopted: 06/14/2013
Policy reviewed: XX/XX/XXXX

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

In the event that an individual serves on a Professional Development Committee, all products generated by the PDC become sole property of Illinois ASBO and no member of the PDC may use the project deliverables and intellectual properties or any other works of the group to derive personal gain.

Project deliverables and intellectual properties are defined as, but not limited to, the following: audio and/or video, articles, white papers and Power Point presentations.

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE MEMBERS

Policy adopted: 06/04/1991

Policy reviewed: 05/17/2013

Policy amended: 06/14/2013

Policy renumbered: 06/14/2013

The Illinois ASBO Board of Directors believes in and supports the active involvement of its members and Service Associates as Professional Development Committee members. All committees serve to benefit the greatest number of Illinois ASBO member's possible and to advance the school business management profession.

ARTICLE VIII – COMMITTEES AND LIAISONS

8640.1

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE MEMBERS

Regulation adopted: 04/06/1991
Regulation reviewed: 05/17/2013

Regulation amended: 06/14/2013
Regulation renumbered: 06/14/2013

Members are appointed to specific Professional Development Committees upon request and/or by recommendation because of their interest, experience or expertise in the Committee's identified specialty area and are responsible for assuming and completing assignments relative to Committee activities in accordance with the Association's Bylaws, policies and guidelines. Such appointments are made after consultation between the Professional Development Committee Chairperson and the Assistant Executive Director.

Any qualified member can seek appointment to a Professional Development Committee by completing an Application for Professional Development Committee Membership Form and forwarding it to Illinois ASBO Headquarters or by asking to join a PDC at any one of the PDC Meetings of the Whole. Every effort will be made to appoint a member to the Professional Development Committee of his/her choice.

Professional Development Committee member appointments become effective at any point during the calendar year, and may last for as long as the member remains in good standing. Members may serve on only one Professional Development Committee at any given time and will work under the direction of the Committee's Chair and Vice Chair. Opportunities and recognition in the association's publications, website and database are based on the active participation of the member in assisting the PDC to achieve its goals and objectives. If the board of directors deems that a member does not uphold Illinois ASBO's Code of Ethics, he or she may be removed from the committee prior to the end of his or her term if deemed necessary by the board liaison, chair, vice chair or large group of committee members.

In addition to members, Service Associates may also serve on Professional Development Committees as resource persons. To be considered for appointment as a vendor representative to a Professional Development Committee, one must be a current Service Associate member of the Association; must be employed by a firm providing products and/or services to the school field; have his/her firm's support for and approval of the appointment; and must have demonstrated expertise and recognizable skills in the Committee's specialty area. Vendor representatives may qualify for Vice Chairperson positions but may not serve as Chairperson, unless the Chairmanship goes unfilled.

Applicable Editorial Advisory Board positions will be filled by PDC members and appointed by the Executive Director upon the recommendation of the Assistant Executive Director.

PROFESSIONAL DEVELOPMENT COMMITTEES | LIAISON ROLES

Policy adopted: 06/14/2013
Policy reviewed: XX/XX/XXXX

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

BOARD LIAISON

A member of the board of directors serves on each Professional Development Committee as a board liaison. The role of the board liaison is to:

1. Report on PDC activities to the board of directors and advocate for the PDC to ensure the board is apprised of current issues from the committee.
2. Serve as a resource for the PDC.
3. Identify and recommend to the board of directors leadership succession at the chair and vice chair levels within the PDC.
4. Update the PDC on the association's strategic plan.
5. Work with the PDC to meet the needs of the greater membership.
6. Actively attend the quarterly PDC meetings of the whole.

STAFF LIAISON

A member of the Illinois ASBO headquarters staff supports the PDC. The staff support role includes, but is not limited to, the following:

1. Maintain contact with the PDC chair and vice chair throughout the year.
2. Work with the chair to confirm membership and to identify the PDC members named in the annual conference program and on the website.
3. Assist the PDC in planning seminars and breakout sessions.
4. Maintain the speaker resource web page for conferences.
5. Promote committee membership.
6. Post committee meeting agendas and minutes on the association web site.
7. Provide seminar and breakout session evaluations to the PDC chair, vice chair, board liaison, presenters and moderators of the presentation in a timely and efficient manner.
8. Support the PDC meetings of the whole.

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE CHAIRPERSONS

Policy adopted: 09/16/1981
Policy reviewed: 05/17/2013

Policy amended: 06/14/2013
Policy renumbered: 06/14/2013

The Illinois ASBO Board of Directors believes that a Professional Development Committee can function more effectively with a well-defined role for its leader.

Therefore, a list of job responsibilities for the Professional Development Committee Chairpersons shall be formulated as an administrative regulation.

A Professional Development Committee Chair shall be a currently employed voting Active member*. Should a Chair cease to be employed, that person has until the end of the second fiscal year (June 30th) following the beginning of unemployment to obtain employment or that person must forfeit the Chair position. A Professional Development Committee Chair should encourage leadership in the Professional Development Committee by working with the board liaison to cultivate a Vice Chair to assume some of the responsibilities.

The Board of Directors reserves the right to appoint and remove Professional Development Committee Chair when it deems doing so is in the best interests of the membership and/or the Association.

Reference: Professional Development Committees' Manual of Operations
*See Policy 6100 for definition of Voting Membership categories: Active and Past President.

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE CHAIRPERSONS

Regulation adopted: 09/16/1981
Regulation reviewed: 05/17/2013

Regulation amended: 06/14/2013
Regulation renumbered: 06/14/2013

Professional Development Committee Chairs shall be directly responsible to the Assistant Executive Director. In addition, a designated member of the Board of Directors shall act as liaison to their assigned committee(s).

APPOINTMENT PROCESS

The Illinois ASBO Board of Directors will make Professional Development Committee Chair and Vice Chair appointments. Terms will last three years, and operate on a staggered basis so not all leadership roles need to be filled at any one time. Leadership terms will begin at the annual meeting and expire after the third year of service. A PDC leader may apply for a second consecutive three year term. Chairs may be approved to serve in a leadership role for two terms but must wait three years before serving again as a committee chair or vice chair. They may, however, continue on the committee as members. Interim appointments may be made at any time to fill unexpected vacancies.

The Illinois ASBO Board of Directors will engage with their assigned PDCs to get to know the members of the PDC and identify leadership succession. When a term is about to expire, the Director will work with the PDC members to identify and recommend new leadership for the committee. The Director will take into account the candidate's recognized leadership and technical expertise in the committee's interest area(s), his or her previous involvement with the PDC, recommendations of committee members, contributions to the PDC, and overall committee and membership feedback. Individuals being considered for a leadership role must have at least one year on the PDC before serving in a leadership capacity. The Director will recommend to the Board of Directors both a chair and vice chair for their assigned committee. The Board of Directors shall take action to appoint all committee chairs and vice chairs at a regularly scheduled meetings. *(Note: The Board may waive these requirements if necessary in the best interest of Illinois ASBO.)*

In the event that an untimely resignation or dismissal of a chair or vice chair occurs between meetings of the Board of Directors, the Executive Director and/or the Assistant Executive Director may make an interim assignment that will be terminated upon Board appointment of a permanent chair or vice chair.

DUTIES AND RESPONSIBILITIES

1. Prepare objectives to accomplish goals as determined by the Board of Directors;
2. Plan and hold a minimum of two meetings of their committee per year. Meetings may be face-to-face or virtual, but must include a minimum of four committee members and at least one of the following: the chair, vice chair or board liaison;
3. Create agendas to aid in the facilitation of the committee meeting;
4. Compile minutes or a list of decisions made and action items and be distributed to the PDC members and to the staff liaison for posting on the association's web site (can be done by the PDC Chair or a committee member assigned by the Chair);

5. Recruit committee members with whom the Chair can effectively work and who will actively pursue committee objectives;
6. Recommend to the Board Liaison the appointment of a Vice Chair from the Committee membership and assign duties and responsibilities as deemed appropriate;
7. Plan programs for the annual conference and preside at the sectional meetings of their respective committees;
8. Propose, endorse, and sponsor onsite and online seminars in accordance with approved guidelines (cf. Article VII - 7200);
9. Provide input for proposed or pending legislation;
10. Provide items for the *Update* magazine and *The Journal of School Business Management*;
11. Assist the Association by reviewing certain research as to its validity, reliability, and practicality of application including books, masters' theses, doctoral dissertations, special papers, independent studies, etc.

In implementing the above, there will be no Illinois ASBO commitment of funds without pre-approval by the Board of Directors and/or the Executive Director.

There shall be at least one meeting of the Board of Directors at which time goals will be discussed with Committee Chairpersons. It is extremely important that Chairpersons make every attempt to attend this meeting so that they may have input on these goals. In this way, Committee Chairpersons can write and execute committee objectives more effectively.

ARTICLE VIII – COMMITTEES AND LIAISONS

8760

DELEGATE ADVISORY ASSEMBLY

Policy adopted: 01/25/2007
Policy reviewed: 03/01/2012

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

The Association recognizes the importance to provide a structure for members to debate and discuss legislative issues that may result in an Association endorsed position.

Therefore, the Association shall establish the Delegate Advisory Assembly (DAA).

ARTICLE VIII – COMMITTEES AND LIAISONS

8760.1

DELEGATE ADVISORY ASSEMBLY | MISSION STATEMENT

Regulation adopted: 01/25/2007
Regulation reviewed: 03/01/2012

Regulation amended: XX/XX/XXXX
Regulation renumbered: XX/XX/XXXX

The mission of the Delegate Advisory Assembly (DAA) is 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.

Reference: DAA Governance

ARTICLE VIII – COMMITTEES AND LIAISONS

8760.2

DELEGATE ADVISORY ASSEMBLY | MEMBERS

Regulation adopted: 01/25/2007
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

Members of the Delegate Advisory Assembly shall be:

- (21) * Regional Delegates from “active” regional organizations shall be voting elected members (currently there are 21 active Regional Organizations).
- (19) * Professional Development Committee (PDC) Delegates shall be voting elected members (currently there are 19 active PDCs).
- (8) Service Associate Advisory Committee Delegates 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 Illinois ASBO 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.

Reference: DAA Governance, Article I

ARTICLE VIII – COMMITTEES AND LIAISONS

8760.2a

DELEGATE ADVISORY ASSEMBLY | MEMBERS | ELECTION PROCESS: REGIONAL ORGANIZATIONS

Regulation adopted: 01/25/2007
Regulation reviewed: 03/01/2012

Regulation amended: 09/10/2009
Regulation renumbered: XX/XX/XXXX

DELEGATES

Each Regional Organization shall elect one member from its region to serve as a Delegate for a period of two 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 1st 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 retired, 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 1st 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.

ALTERNATES TO THE 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.

FILLING VACANCIES

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 Web site 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.

TERMS

Delegates' terms begin November 1st following their election and end October 31st as noted in their term. Delegates elected from regional organizations shall serve a term no less than two (2) 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.

Reference: DAA Governance, Article I

ARTICLE VIII – COMMITTEES AND LIAISONS

8760.2b

DELEGATE ADVISORY ASSEMBLY | MEMBERS | ELECTION PROCESS: PROFESSIONAL DEVELOPMENT COMMITTEES

Regulation adopted: 01/25/2007
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

DELEGATES

Each Professional Development Committee (PDC) shall elect one member from its committee to serve as a Delegate for a period of two 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 Illinois ASBO 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.

ALTERNATES TO THE 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.

FILLING VACANCIES

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, and 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 Web site 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.

TERMS

Delegates' terms begin November 1 following their election and end October 31 as noted in their term. Delegates elected from professional development committees shall serve a term no less than two (2) 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.

Reference: DAA Governance, Article I

ARTICLE VIII – COMMITTEES AND LIAISONS

8760.3

DELEGATE ADVISORY ASSEMBLY | MEMBERS | AT-LARGE APPOINTEES

Regulation adopted: 01/25/2007
Regulation reviewed: 03/01/2012

Regulation amended: XX/XX/XXXX
Regulation renumbered: XX/XX/XXXX

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.

Reference: DAA Governance, Article I

ARTICLE VIII – COMMITTEES AND LIAISONS

8760.4

DELEGATE ADVISORY ASSEMBLY | MEMBERS | EX-OFFICIO MEMBERS

Regulation adopted: 01/25/2007
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

VOTING: EX-OFFICIO 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.

NON VOTING: EX-OFFICIO MEMBERS

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.

A member of the Public Policy & 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.

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

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

Reference: DAA Governance, Article I

DELEGATE ADVISORY ASSEMBLY | ELIGIBILITY OF SERVICE

Policy adopted: 01/25/2007
Policy reviewed: 03/01/2012

Policy amended: 09/10/2009
Policy renumbered: XX/XX/XXXX

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 three (3) consecutive scheduled assemblies.

Members are responsible for notifying the chair of the Delegate Advisory Assembly of such changes.

Reference: DAA Governance, Article I

ARTICLE VIII – COMMITTEES AND LIAISONS

8766

DELEGATE ADVISORY ASSEMBLY | VOTING RIGHTS

Policy adopted: 01/25/2007
Policy reviewed: 03/01/2012

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

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 Appointee delegates. Absentee balloting shall not be allowed. In the absences of an elected delegate from a Professional Development Committee (PDC) 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.

Reference: DAA Governance, Article II

Policy adopted: 01/25/2007
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: XX/XX/XXXX

CHAIRPERSON

The Chairperson shall be non-voting.

Term

The Term of the Chairperson shall be for two (2) years.

Designation and Duties

- 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 two (2) year term, the Chairperson must apply for the Vice Chairperson position.

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 two (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 October 1 prior to the expiring term of the current Vice Chairperson with a deadline date of December 15. (Election takes place in odd year and the Chair assumes role in the spring of the even year.)
- b. The Illinois ASBO Board will review the recommendation and take action to confirm or not confirm each nominee for potential selection by the Assembly, ahead of the Spring Meeting.
- c. At the spring meeting of the Assembly, a vote will be taken to choose an Assembly Vice Chairperson from the list of confirmed nominees. In the event of a tie, additional ballots will be taken until one nominee is elected to serve as the Assembly Vice Chairperson.

PARLIAMENTARIAN

The President of Illinois ASBO shall serve as Parliamentarian for the Assembly.

RECORDING SECRETARY

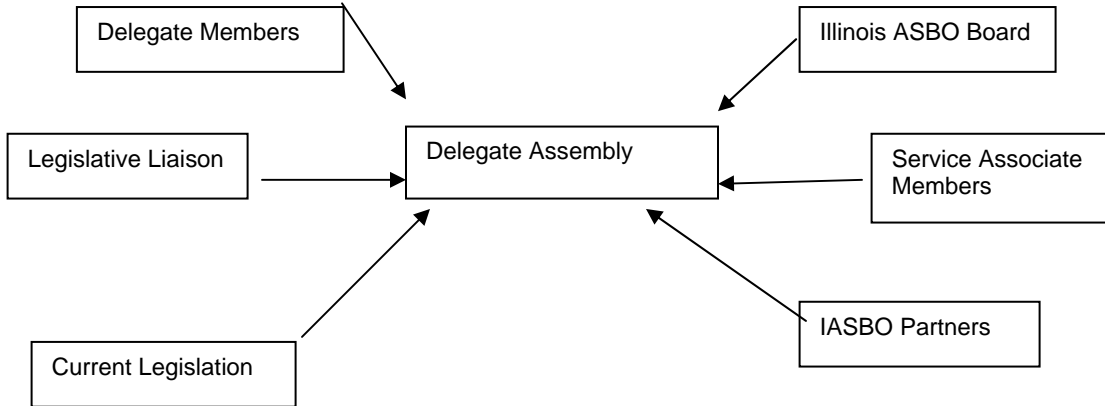
Such requirements for a recording secretary and other such needs shall be taken care of by the Office of the Executive Director.

Reference: DAA Governance, Article III

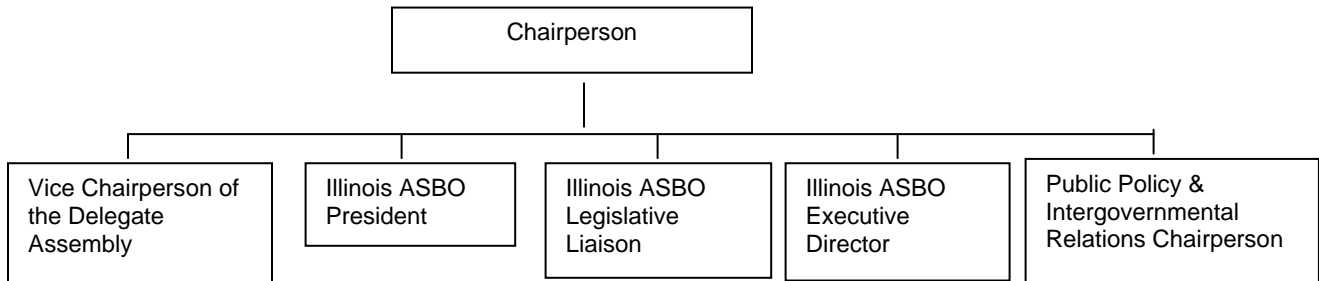
Regulation adopted: 01/25/2007
Regulation reviewed: 03/01/2012

Regulation amended: XX/XX/XXXX
Regulation renumbered: XX/XX/XXXX

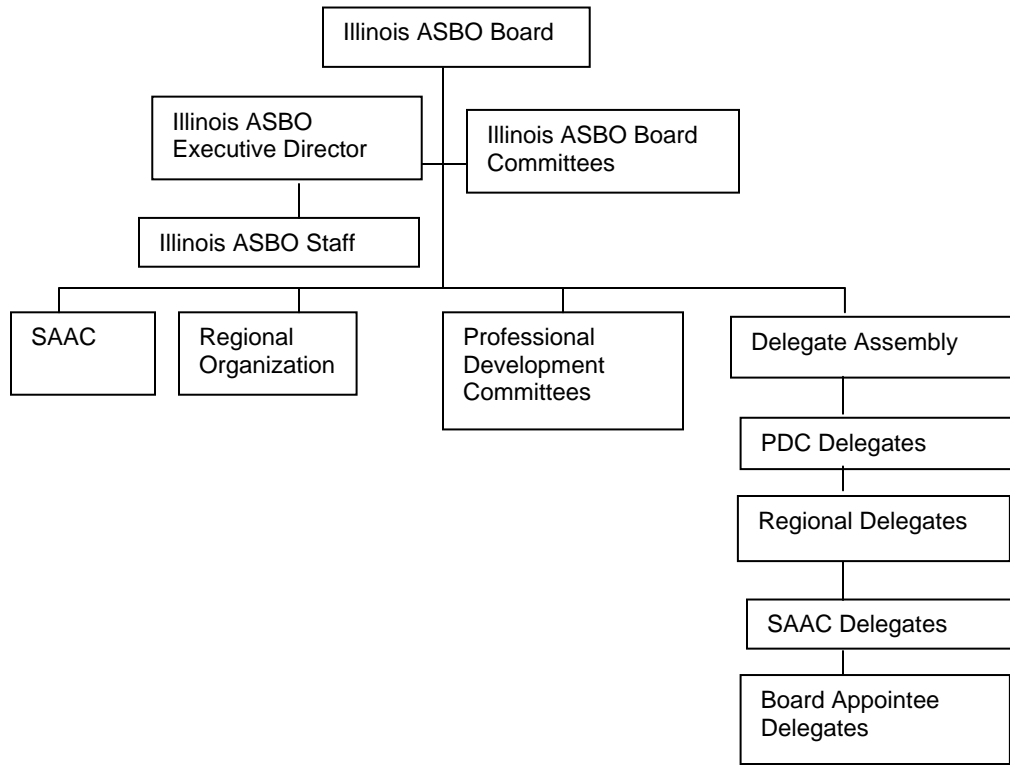
Flowchart depicts how ideas/agenda items will come to the DAA:



Delegate Assembly Management: *responsible for setting agenda*

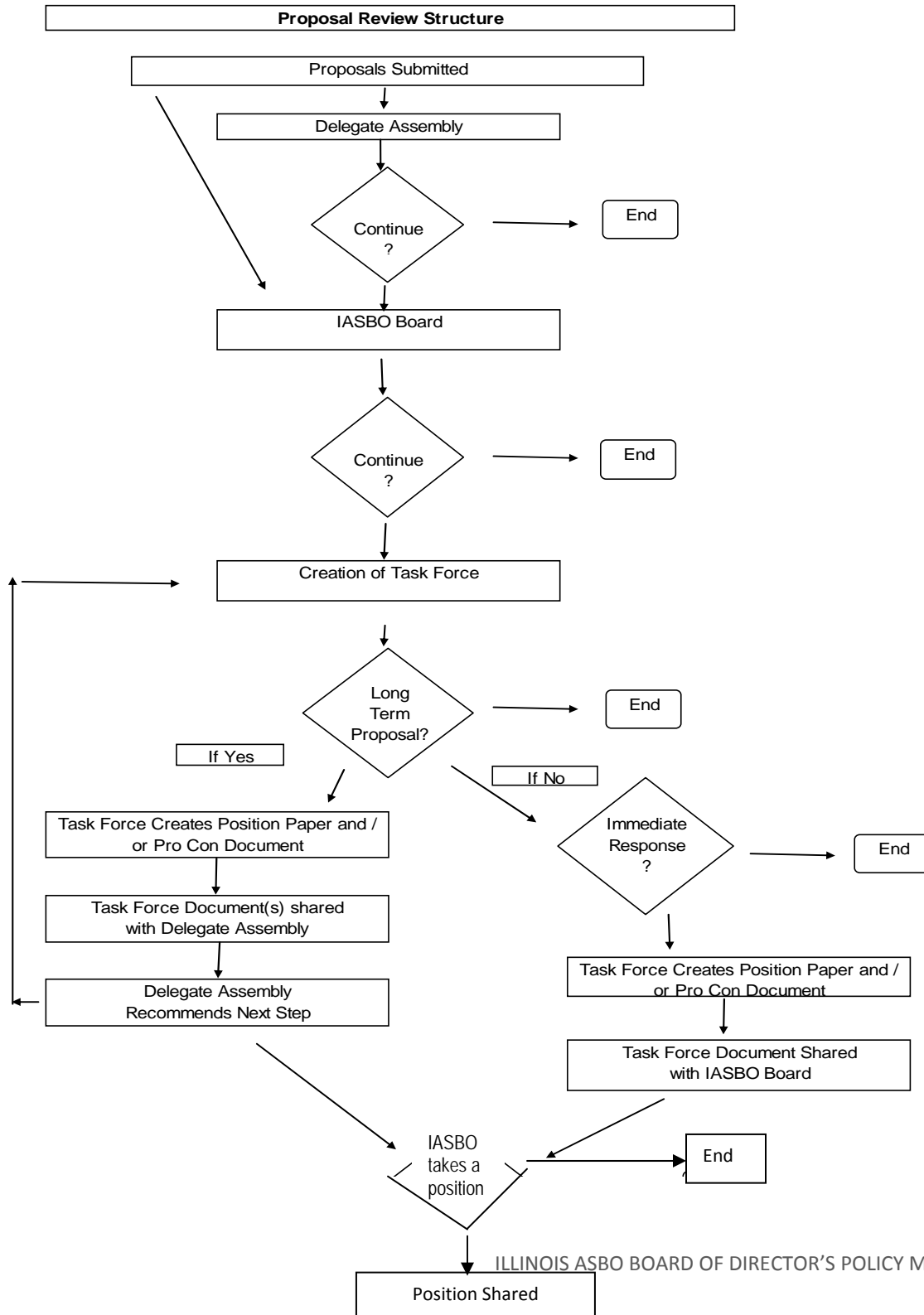


Where Does the Delegate Assembly Fit in the Association's Structure



Regulation adopted: 01/25/2007
 Regulation reviewed: 03/01/2012

Regulation amended: XX/XX/XXXX
 Regulation renumbered: XX/XX/XXXX



Policy adopted: 01/25/2007
Policy reviewed: 03/01/2012

Policy amended: 09/10/2009
Policy renumbered: XX/XX/XXXX

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 and 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.

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 Web site 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.

AMENDMENTS TO THE GOVERNANCE

The governance document may be amended by the Board of Directors of Illinois ASBO or by majority vote of the membership of Illinois ASBO at the Annual Conference.

Reference: DAA Governance, Article IV

ASBO INTERNATIONAL RELATIONS

Policy adopted: 01/16/1985
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: XX/XX/XXXX

The Illinois ASBO Board of Directors actively supports involvement of its members in ASBO election matters including the election of officers and directors. To facilitate this member involvement, the Board of Directors establishes annually an ASBO International Relations Steering Committee to coordinate, educate and communicate regarding the ASBO Elections. The President-Elect shall name the Chairperson of this Committee.

The Board will annually budget an amount to the campaign fund (Professional Development Fund) from the general revenue of the Association.

The ASBO Political Action Committee of Illinois ASBO shall be composed of Past Presidents of Illinois ASBO designated by the President Elect, the current officers of Illinois ASBO (Immediate Past President, President, President Elect, and Treasurer), the Executive Director and any Past Presidents of ASBO who currently reside in Illinois and are active in the State Association.

ARTICLE VIII – COMMITTEES AND LIAISONS

8800.1

ASBO INTERNATIONAL RELATIONS

Regulation adopted: 01/16/1985
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

The ASBO International Relations Committee of Illinois ASBO shall have a chairperson, vice-chairperson and a secretary.

The chairperson shall be appointed by the President for a one (1) year term. A chairperson may succeed himself or herself.

A vice-chairperson shall be appointed by the President for a one (1) year term (and may be reappointed).

The secretary shall be the Executive Director. All funds for political activities shall be received and expended through the Illinois ASBO Office.

The committee shall create such sub-committees or liaisons as it deems necessary to carry out its purposes. These might include but are not limited to:

1. Campaign Finance
2. Publicity
3. Campaign Planning/Action
4. Voter Turn Out
5. Regional Liaisons

REGIONAL ORGANIZATIONS

Policy adopted: 11/16/1990
Policy reviewed: 03/01/2012

Policy amended: 04/19/2012
Policy renumbered: XX/XX/XXXX

Illinois ASBO recognizes the importance of regional organizations and their value to school business management and the enhancement of the Association.

The Association also recognizes the need and encourages all Illinois ASBO members and nonmembers to meet within one or more regional groups to discuss school business management issues that may be pertinent to their specific geographic area or to the state as a whole.

In addition, the Association recognizes that regional organizations support the goals and objectives of the Association.

Therefore, the Association shall establish a series of criteria by which a regional group must meet in order to be recognized by the Association.

Members of the Illinois ASBO Board of Directors will serve as a liaison to Regional Organizations.

ARTICLE VIII – COMMITTEES AND LIAISONS

8900.1

REGIONAL ORGANIZATIONS | CRITERIA FOR THE FORMATION OF A REGIONAL ORGANIZATION

Regulation adopted: 11/16/1990
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

In accordance with the Illinois ASBO Board of Directors' policy, the following criteria are established in order for a regional organization formed after July 1, 1990, to receive recognition by the Association.

1. The regional organization shall have met for a minimum of one year and had conducted a minimum of four meetings during that period.
2. The regional organization shall have elected or appointed a chairperson/president to serve the regional organization.
3. The regional organization shall have a membership of at least five (5) Illinois Association of School Business Officials members.
4. The regional organization shall continue to schedule a minimum of one meeting per quarter during a fiscal year (July 1 through June 30).
5. The regional organization shall add the Illinois ASBO Liaison to its mailing list and share upcoming meeting announcements, agendas and other information shared through its organization.
6. The regional organization shall add the Illinois ASBO Executive Director and Assistant Executive Director to its mailing list and share upcoming meeting announcements, agendas and other information shared through its organization.

ARTICLE VIII – COMMITTEES AND LIAISONS

8900.2

REGIONAL ORGANIZATIONS | RECOGNIZED REGIONAL ORGANIZATIONS

Regulation adopted: 11/16/2006
Regulation reviewed: 03/01/2012

Regulation amended: 04/19/2012
Regulation renumbered: XX/XX/XXXX

The following Regional Organizations are recognized by the Association:

- Central Illinois Valley
- East Central
- Egyptian
- Fox River Valley
- Illinois Valley
- Lake County Schools Facilities Managers
- McHenry County
- Mississippi Valley
- NIRT-BA/Special Education
- North Central Illinois Facility Professionals
- North Shore Elementary
- Northeastern
- Northwest Suburban
- Quad-Cities
- South East
- South Suburban
- Southwest (SWASBO)
- West Central
- West Cook
- Western
- Will County (Three Rivers)