



OAESD EXECUTIVE COMMITTEE OPERATING GUIDELINES (Approved 11/13/04)

These rules must be aligned with the OAESD Constitution and By-Laws. The OAESD Executive Committee approves Operating Guidelines and future changes and/or amendments to Operating Guidelines by majority vote of those Executive Committee members present. The Constitution and By-Laws prevail over guidelines in any perceived conflicts.

These guidelines reflect the change in organizational structure from use of an Executive Director to a self governance model where a Director of Government Affairs may be hired for support of OAESD positions. Some issues not addressed in our Constitution and By-Laws are here for information purposes.

Designation of the OAESD Fiscal Agent:

The fiscal operations of OAESD shall rotate with the presidency. A stipend of \$4,000 ***determined by the Executive Committee*** shall be provided to the business office located in the ESD which houses the Superintendent Section President. Having the fiscal office move with the presidency will enable the President and administrative assistant to be directly involved in receiving all bills and directly authorizing payments on-site

Setting and Preparing Meeting Agendas:

The presiding Section President shall set the agenda in cooperation with the Section President who is not presiding. The agenda shall be sent in advance of the meeting to each Executive Committee member, to each member agency and to any other individuals identified on the agenda for presentation purposes.

The business and administrative office of the Association shall have prepared and distributed the agendas of all Executive Committee and General Association meetings to each Executive Committee member and to each member agency in a timely manner.

Administrative Assistance:

Administrative Assistance will be provided by the Executive Secretary.

An administrative support budget will be provided to the ESD that houses the current Superintendent Section President. The President will in turn designate an individual to be responsible for handling routine OAESD affairs including correspondence and the maintenance of records as well as other routine OAESD business. Through the OPEN network, an OAESD

"mailbox" will be maintained which will be handled through the administrative assistance structure.

Preparation and Distribution of Minutes:

The Superintendent Section President *Executive Secretary* shall have prepared and distributed the minutes of all Executive Committee and General Association meetings to each Executive Committee member and to each member agency in a timely manner.

Fiscal Year:

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

Approved Expenses for Executive and Other Committees:

The Association shall pay only the cost of the meeting room, refreshments and group meals served during the meetings, with all other costs for Executive Committee members related to Executive Committee meetings to be paid by the member ESDs.

Expenses for other committees shall come from their committee budgets.

Preparation and Approval of the Annual Budget:

The President *and Vice-President* of the Superintendent Section shall prepare the proposed budget in collaboration with the Board Section president and shall submit it to the Executive Committee for approval at the *Spring Conference. Fall Meeting.*

The Executive Committee shall approve the budget after modifications are applied as deemed necessary.

Banking and Investment Funds:

The OAESD Fiscal Agent shall act as custodian for the Association funds and shall be responsible for investing Association funds per the policy of the Executive Committee.

Approval of Expenditures and Preparations of Fiscal Reports:

All expenses within the approved budget shall be paid by the OAESD Fiscal Agent and reported at the next regular Executive Committee meeting.

The Executive Committee shall approve expenditures of any funds for services or products, which are not specifically included in the approved budget.

The OAESD Fiscal Agent shall prepare a fiscal report of receipts and expenses and present such report at each Executive Committee meeting.

The OAESD Fiscal Agent shall cause the fiscal audit to be conducted annually and shall promptly submit such report to the Executive Committee when completed but not later than the Fall Meeting.

The OAESD Fiscal Agent shall maintain the checkbook, investment portfolio, and other fiscal records of the Association.

Collection of Membership Dues:

The OAESD Fiscal Agent shall send out dues notices. The OAESD Fiscal Agent shall be responsible for additional follow-up contacts with any ESD still delinquent in its dues.

Committee Affairs

Appointment of Joint Committees:

The Presidents *and Vice President* of each section shall appoint the members of joint committees from their respective sections as provided for in the Bylaws.

The Chair shall appoint members to ad hoc joint committees consistent with the advice of the Executive Committee.

Joint Committee Duties and Responsibilities:

The duties and responsibilities assumed by the other joint committees shall be consistent with the bylaws and with directions established by the Executive Committee.

The Chair shall notify each joint committee chair of any special directions.

Executive Committee Awards:

Association awards shall be made only in accordance with the award plan approved by the Executive Committee.

Any Executive Committee member at any Executive Committee meeting may make proposals for these awards.

Such awards are authorized only upon approval of the Executive Committee.

Site for the Spring Conference:

The Executive Committee shall annually, at the Spring Conference, select the site of the annual conference two years hence.

The President-Elect of the Superintendent Section shall be responsible for securing the site selected by the Executive Committee, if available and within the budget, and shall be authorized to sign such papers as necessary to this task. If such site is not available, the matter shall be brought back to the next Executive Committee meeting so that the Executive Committee may select an alternate site.

New Member Orientation:

The President and Vice-President will be responsible for providing new member orientation in conjunction with the OAESD Spring Conference.

Superintendent Orientation - The President of the Superintendents' Section will be responsible for conducting a new ESD Superintendent orientation program. This orientation program will be held in conjunction with the OAESD spring conference. The actual conduct of the orientation program may be delegated to another ESD Superintendent.

Board Member Orientation - The President of the Boards' Section will be responsible for conducting new ESD Board member orientation. This orientation program will be held in conjunction with the OAESD spring conference. The actual conduct of the orientation program may be delegated to another ESD Board member. Support from the Superintendent side of the Association would also be available upon request.

Election of Officers:

Nominations & Elections - This shall be the responsibility of the Past Presidents who will collect nominations, oversee the election process, and assure that a full slate of officers and executive committee members exists at all times.

The Section Past Presidents **and Past Vice-President** shall prepare and distribute the ballots for contested elections, receive the completed ballots, and shall tabulate and report the results to the Executive Committee, which shall determine and declare the winners. If the Past President is absent, the Section President will assume elections duties.

Elections will be won by a majority of votes of those present in the section or zone. A run off election of the top two candidates will determine the election in the event of a three-way or more election in which no one receives 50% plus one of the vote of those present.

Amendment of the Constitution and Bylaws:

The Executive Committee shall determine when a proposed amendment shall be submitted to the membership and when such determination is made, shall inform the Section Presidents.

The **President** Executive Committee Chair shall, when directed by the Executive Committee, submit the proposed amendments to the membership in accordance with the Association's constitution.

The **President** Executive Committee Chair shall collect the ballots, tabulate and report the vote count to the Executive Committee, which shall declare the results.

Executive Committee Goals:

The President **and Vice-President** s of the two sections shall annually be responsible for submitting goals, prior to the first meeting of the year, to the Executive Committee for its consideration.

Prior to, or at the time of the first meeting of the year, any member may submit proposed goals to the Executive Committee for its consideration.

In concert with the Association's constitution and bylaws, the goals approved by the Executive Committee shall guide the committee except that additional direction may be given by a general vote of the Association membership at any general meeting.

Other Committees:

Legislative Committee: Legislative platforms will be developed by the OAESD Legislative Committee and shall frame the basis of the OAESD presence in Legislative circles. Whenever possible, the platform will be coordinated with OSBA and COSA objectives.

Legislative Representation: Individual members will be expected to represent OAESD at hearings and other Legislative events whenever they are called upon to share their particular expertise.

Retirees: The Past Presidents will also be responsible for the development of a network of retirees so that their expertise and involvement with OAESD is not lost. OAESD will want to help assure that retirees are invited to the Spring Conference and other major events.

OPEN: The Oregon Public Education Network is a project of OAESD. The Executive Committee will approve all official actions of OPEN.

Major Professional Assistance:

A Director of Governmental Relations will be hired and report to the Legislative Committee and Executive Committee to perform jobs and tasks as assigned that represent legislative and policy interests of OAESD. **The Executive Secretary shall report to the President and perform jobs and tasks as assigned.** The Executive Committee will determine the position, job descriptions and salaries.

Executive Committee Liaison to Supporting Organizations:

The President **and Vice-President shall appoint a member to serve as the** of the Superintendent's Section shall serve as liaison to with the Association of Education Service Agencies.

The **Vice-President** Board Section President or his designee will serve as Liaison to the Oregon School Boards Association.

The **President** or designee will serve as Liaison to the Confederation of School Administrators.

OAESD shall develop a plan for developing liaison relationships with other organizations and agencies. The management of the liaisons will be a responsibility of the section **President and Vice-President** presidents who have the responsibility for making the appointments as well. To date, that list includes:

- Oregon School Boards Association
- Confederation Of Oregon School Administrators
- Oregon Small Schools Association
- Oregon Department of Education
- State Board of Education
- School Funding Coalition
- Oregon Association of School Business Officers

- Association of Education Service Agencies

(Changes submitted by the OAESD Constitution Revision Committee: Chair Paul Zastrow, Rick Howell, Jim Mabbott.)