



Delegate Assembly 2013

WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION

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2013 Resolution Committee

Director Area:	School District:	Member:
1	Stanwood/Camano	Ken Christoferson
2	Northshore	Janet Quinn
2	Bellevue	Chris Marks
3	Vacant	Vacant
4	Central Kitsap	Bruce Richards, Chair
5	Shelton	Sue McCausland
6	Battle Ground	John Idsinga
7	Wenatchee	Jesus Hernandez
8	Sunnyside	Michelle Perry
9	Columbia	Glenda Dashiell
10	Pullman	Susan Weed
11	Richland	Mary Guay



Resolution Committee Report

During the Washington State School Directors' Annual Conference in Bellevue, **November 21 through 24, 2013**, delegates from each school board will meet in a Delegate Assembly to take action on official positions of the Association. Those action items are presented in this handbook as suggested resolutions.

The WSSDA Bylaws provide that:

- There shall be a Delegate Assembly consisting of one voting member from each school board in the state. The Assembly shall meet in conjunction with the Annual Conference. (Association Meeting, Delegate Assemblies, Article XI (2)(A))
- The Delegate Assembly shall establish the Association's Permanent Positions and the annual dues; amend the Bylaws; and may conduct such other business as may properly come before it. (Association Meeting, Delegate Assemblies, Article XI (2)(B))
- Special meeting of the Delegate Assembly may be called by the Board of Directors or by the delegates at any Delegate Assembly. (Association Meeting, Delegate Assemblies, Article XI (2)(C))
- Any proposed amendment to the Bylaws must be submitted to the Board of Directors no later than ninety (90) days prior to the Delegate Assembly. The amendment must be submitted by:
 1. At least five school boards that have taken formal board action to recommend the amendment; or,
 2. A majority of members of the Board of Directors of the Association.The Board of Directors shall review and refer all proposed amendments to the Delegate Assembly with recommendations. (Amendments, Article XV (1))
- Bylaws may be amended at the Delegate Assembly by a two-thirds vote of the delegates present, provided due notice, in writing, of the proposed amendment is submitted to the members at least 30 days prior to the Delegate Assembly. (Amendments, Article XV (2))

In addition, the Bylaws also provide that "each year the Resolutions Committee shall review approximately 20 percent of the permanent Association's Positions and recommend revisions and/or deletions for consideration at the Delegate Assembly." (Article IX, Committees, Section 8, Resolutions Committee, B-2.) **This year, the committee reviewed Section 4, Personnel, and has proposed several changes as a result of that review.**

Agenda

- I. Call to Order
- II. Statement of Qualification to Act
Article XI, Section 5
- III. Report of the Credentials Chairman
- IV. Introductions:
 - A. Parliamentarian, Mary Randolph, PRP, CPP-T
 - B. Timekeepers
- V. Adoption of Rules of Procedure
- VI. Action on Consent Calendar
- VII. Action on Regular Calendar
- VIII. Other Business
- IX. Announcements
- X. Adjournment

Rules of Procedure

Delegates

- A. One voting ribbon shall be issued to each school board representative at the Delegate Assembly.
- B. Only a school director wearing the district's voting-delegate ribbon (hereinafter called the delegate) is permitted to participate in the proceedings and vote.
- C. Only one person may be a district's delegate on any one agenda item.

Documents

- A. Consent Calendar: The permanent positions, as adopted by the Delegate Assembly are reviewed yearly by the Resolutions Committee. Any proposed changes shall be recommended to the Delegate Assembly for consideration. These positions may be open for consideration following the completion of the Regular Calendar agenda.
- B. Regular Calendar: A committee member shall present individual proposals or issues from the Resolutions Committee. Delegates will vote each issue under debate rules established by adoption on this document.

Procedure for Proposals

- A. A member of the Resolutions Committee or Board of Directors shall state the proposal in summary form and move on behalf of the Resolutions Committee the motion for action.
- B. The vote of the Assembly will be on the proposal as printed or amended, not on the Committee's recommendation.
- C. Amendments shall be presented to the president in writing, signed by the mover and provide his/her school district name and number.
- D. All voting on issues, with the exception of challenged votes, shall be by voice or by show of hands. Challenged votes shall be conducted as a standing vote or a weighted vote as prescribed in Article XI, Section 4 of the WSSDA Bylaws. Any delegate may call for a weighted vote before, during or after a standing, hand or voice vote is taken on a motion.
- E. And delegate may move to reconsider a motion that has already been considered.

Timers

- A. The president shall designate one or more official timekeepers.
- B. A mechanical timer shall be used, its face made visible to the voting membership. Its lights shall give warning or remaining or expired time.

Debate

- A. Proponents of the motion may first speak on its behalf. Delegate(s) from the proposing board(s) shall have the first opportunity to speak. Supporters of the motion may speak for not more than a total of three minutes.
- B. Opponents of the motion may speak against the motion for not more than a total of three minutes.
- C. Each Amendment shall have a maximum of three minutes "Pro" and three minutes "Con."
- D. Members of the Delegate Assembly and/or WSSDA staff may be recognized by the president for purposes of clarification.
- E. When a delegate has spoken on the pending motion, that delegate will not be recognized again for the same motion until all other delegates who wish to speak have spoken.

Parliamentary Authority

The parliamentary authority shall be *Robert's Rules of Order Newly Revised*, 11th edition.

Consent Calendar

The proposals included on this consent agenda are editorial changes in current positions that are being suggested as a result of the Resolutions Committee review of Section 4, *Personnel*.

Material to be deleted is ~~italicized and crossed out~~ and new material is in **bold type and underlined**.

1. **Amend Present Position**

4.1.1 **Precertification Training for Educators**

The WSSDA recommends institutions and school districts cooperatively provide precertification training for educators to:

- Require that all those admitted to professional training programs have mastery of the essential academic learning requirements and strong subject knowledge;
- Provide an ~~performance-based~~ educator preparation program as defined by the Professional Educator Standards Board;
- Ensure appropriate time is made available for on the job practice teaching; and
- Require that the cooperating classroom teachers and teacher trainee supervisors are experienced and have demonstrated exceptional skills in areas covered by the ~~performance-based~~ certification system.

*(Adopted 1977; Amended 1982, 1988, 1998, 2003, 2008, **2013**)*

ARGUMENT FOR:

Defer to PESB to determine certification criteria and the education prep program.

2. **Amend Present Position**

4.1.3 **Staff Development**

The WSSDA recommends **continuous staff development through** ~~that school directors assume a leadership role in the area of continuous staff development. Improvement of staff effectiveness requires~~ the development of policies, programs, and training at the local level based on local conditions.

*(Adopted 1980; Amended 1988 and 1993, 2008, **2013**)*

ARGUMENT FOR:

Updating language to make a stronger statement for staff development and clarifying the board role.

3. Amend Present Position

4.2.1 Personnel Management

The WSSDA recommends that school directors ~~assume a leadership role in developing~~ **policy for a** coordinated personnel management system which:

- Establishes high priority for the recruiting, interviewing and selection of personnel who are highly qualified and reflect the diversity of the school and community population;
- **Ensures** ~~Assures~~ that **all** those involved in the personnel selection process have the recruiting and interviewing skills **necessary to select qualified personnel** ~~to assure that staff members possess the knowledge, skills and abilities which the community and board have identified;~~
- Provides for regular supervision, ~~periodic~~ **and** performance evaluations **including those required by state law**, ~~and assistance to employees;~~ and
- Encourages professional development for all staff ~~that has incentives~~ for continued growth that is flexible and responsive to individual and district needs.

*(Adopted 1979; Amended 1982, 1993, 1998, 2008, **2013**)*

ARGUMENT FOR:

Updated to clarify language and to comply with the law

4. Amend Present Position

4.2.3 State and Local Responsibility for Salaries

The WSSDA **believes** ~~recommends~~ that:

- The state should allocate sufficient funds to assure an equal average salary in all school districts after adjustment for differences in employees' training and experience;
- Within the limits of the state's salary equalization rules, school boards should retain the authority to establish their own salary schedules for all certificated employees' basic employment contracts; and
- As long as the levy lid remains in place, school boards should retain the discretion to provide extra compensation for extra work by using supplemental contracts as authorized by RCW 28A.405.240. School boards, not the state, should be responsible for negotiating supplemental contracts.

*(Adopted 1984, 2008, **2013**)*

ARGUMENT FOR:

Updated to clarify language

5. Amend Present Position

4.2.4 **Certificated Employee Salaries**

The WSSDA **believes** ~~recommends~~ that in order to attract highly-qualified people into the teaching profession and serve the needs of the students and community:

- There should be a substantial salary increase at the end of the provisional employment period to denote the promotion from provisional to professional status as a teacher; and
- Teacher salaries should start at a competitive level and keep pace with the changes in the cost of living; and throughout their careers, remain comparable to those available to college graduates with baccalaureate or graduate degrees with similar responsibilities, time demands, job security and insurance and retirement benefits.

*(Adopted 1984; Amended 1988, 1998, 2008, **2013**)*

ARGUMENT FOR:

Updating language for consistency

6. Amend Present Position

4.3.1 **Cooperation for Effective Schools**

The WSSDA believes the governor, the state superintendent, the State Board of Education, legislators, local school boards, administrators and employee organizations **should** ~~shall~~ work together for improved outcomes in student **achievement** ~~learning~~. Areas of cooperation should include salaries and working conditions as well as performance and accountability standards.

*(Adopted 1985; Amended 1988, 1993, 2003, 2008, **2013**)*

ARGUMENT FOR:

Updating to clarify language

7. Amend Present Position

4.3.3 Negotiations

The WSSDA recommends that when negotiating with representatives of employee groups, the local school board (or its representatives) should:

- Strive to ensure continual improvement of student **achievement** *learning*;
- Be collaborative;
- Identify and understand key issues and goals;
- Be responsive to the community;
- Ensure that management rights and responsibilities are preserved;
- Be ~~conducted with an~~ *awareness* of statewide consequences;
- ~~Be within~~ **Comply with** ~~the intent of~~ the law; and
- Be fiscally responsible based on a working knowledge of the district's budget.

The collaborative bargaining process should:

- Maintain an atmosphere of mutual respect, trust and confidence;
- Define ground rules for negotiations;
- Anticipate needs and ensure an adequate number of negotiation sessions;
- Use clear and concise contract language;
- Allow renegotiation of agreements which are not in the best interest of students; and
- Strive for multi-year collective bargaining agreements.

*(Adopted 1968; Amended 1977, 1982, 1993, 2003, 2008, **2013**)*

ARGUMENT FOR:

Updating language for clarity and consistency

8. Amend Present Position

4.3.5 All Principals to Return to Classroom

The WSSDA **recommends** ~~urges~~ local school boards ~~to~~ avoid any provision in collective bargaining agreements or in local policy which would restrict school districts from returning principals to a classroom position for which they are qualified.

*(Adopted 1982; Amended 1993, **2013**)*

ARGUMENT FOR:

Updating language for consistency

9. Amend Present Position

4.3.7 Supplemental Contracts

The WSSDA **believes** ~~urges~~ that the special duties and assignments of certificated employees **should** be included in supplemental contracts rather than in the basic teaching contracts. Supplemental contracts should not be terminated without reasonable notice to the employee.

*(Adopted 1975; Amended 1988, 1993, **2013**)*

ARGUMENT FOR:

Updating language for consistency

Regular Calendar

There are no items for the “regular” calendar.

Financial Summary

Dues recommendation

The Washington State School Directors' Association (WSSDA) Board of Directors is recommending a "no dues increase" in membership dues for 2014. The last membership dues increase was in 2011.

WSSDA will be able to maintain its budget without a dues increase in 2014. The 2014 projected budget provides for school law and policy expertise, training and conference programs, government relations services, several committees and task forces, numerous publications, and communication of educational issues. WSSDA staff is committed to providing exceptional service to our member.

Annual dues represent 60.0% of the total amount of revenue generated for WSSDA while 40.0% of revenue is generated from services, subscriptions, conference attendance and other sources.

Summary of 2014 Budget by Program

Revenue	Preliminary Budget 2014	Budget 2013
Association Services	\$1,743,874	\$1,743,874
Policy & Legal	502,000	507,000
Governmental Relations	49,500	64,000
Leadership Development	92,550	132,200
Annual Conference	478,000	420,500
Communications	37,500	37,500
Other Income	19,900	23,400
Total Revenue	\$2,923,324	\$2,928,474
Expenditures		
Association Services	\$1,129,660	\$995,901
Policy & Legal	430,515	446,114
Governmental Relations	321,946	306,205
Leadership Development	403,414	427,062
Annual Conference	405,200	445,011
Communications	231,628	227,355
Total Expenditures	\$2,922,363	\$2,847,648
Increase/(Decrease) in Fund Balance	\$961	\$80,826
Beginning Fund Balance	\$1,769,279	\$1,239,498
Ending Fund Balance	\$1,770,240	\$1,320,324

Statement of Net Assets

For the year ended December 31, 2012

	Governmental Activities 2012
Assets	
Cash and Cash Equivalents (Note 4)	\$47,043
Investments (Note 4)	1,612,234
Accounts Receivable	147,796
Prepaid Expenses	14,684
Interest Receivable	
Prepaid Interest	10,521
TOTAL CURRENT ASSETS	1,832,278
Capital Assets (Note 2):	
Non-Depreciable Assets	368,700
Depreciable Assets, Net of Depreciation	887,186
TOTAL CAPITAL ASSETS, NET OF DEPRECIATION	1,255,886
TOTAL ASSETS	3,088,164
Liabilities	
Accounts Payable	86,276
Sales Tax Payable	798
Benefits Payable	3,191
Deferred Revenue (Note 6)	47,398
Grants (Note 6)	6,885
TOTAL CURRENT LIABILITIES	144,548
Long-Term Liabilities (Note 3):	
Compensated Absences	121,202
Mortgage Payable	415,000
TOTAL LONG-TERM LIABILITIES	536,202
TOTAL LIABILITIES	680,750
Net Assets	
Invested in Capital Assets, Net of Related Debt	719,684
Restricted Net Assets for:	
Insurance	10,000
Maintenance Reserve	74,602
Building Reserve	200,000
Unrestricted Net Assets	1,403,128
TOTAL NET ASSETS	\$2,407,414

Statement of Activities

For the year ended December 31, 2012

	Governmental Activities 2012
Expenses (Current by Program)	
Association Services	\$857,563
Less Capital Asset Outlays	(4,767)
Less Principal Payment on Mortgage	(70,000)
Plus Disposals (net book value)	22,429
Plus Depreciation Expense	25,941
Increase in Compensated Absences Liability	25,879
TOTAL ASSOCIATION SERVICES	857,045
Policy and Legal Services	459,851
Governmental Relations	301,468
Leadership Development	337,127
Annual Conference	356,822
Communications & Marketing	162,484
TOTAL EXPENSES	2,474,797
Program Revenues	
Association Services	1,744,705
Policy and Legal Services	526,149
Governmental Relations	59,436
Leadership Development	122,158
Annual Conference	477,535
Communications and Marketing	34,586
TOTAL PROGRAM REVENUES	2,964,569
Grant Revenue	0
Other Revenue	
Interest Income	12,660
Rental Income	0
Other Income	8,900
TOTAL OTHER REVENUE	21,560
TOTAL REVENUE	2,986,129
Excess (Deficiency) of Revenues over Expenses	511,332
Changes in Net Assets	
Beginning	1,896,082
Ending	\$2,407,414

WSSDA Bylaws

ARTICLE I. NAME

This Association shall be known as the Washington State School Directors' Association (WSSDA), herein after referred to as the Association.

ARTICLE II. PURPOSE

The purpose of the Association shall be to further "the coordination of programs and procedures pertaining to policymaking and to control and management among the school districts of the state," as provided by law, and to provide leadership for the continual improvement of a public education system which assures effective learning for all students.

ARTICLE III. POWERS

The Association shall have the powers as set forth in the Bylaws and RCW 28A:

- A. To prepare, adopt, amend and repeal a constitution and rules and regulations, bylaws, and general policy statements for its own organization and for its government and guidance, provided action taken with respect thereto is not inconsistent with the provisions of law under RCW 28A;
- B. To arrange for and call such meetings of the Association, or of the officers and committees thereof, as are deemed essential to the performance of its duties;
- C. To provide for the compensation of members of the Board of Directors, and for the payment of travel and subsistence expenses incurred by members, officers and employees of the Association while engaged in the performance of duties under the direction of the Association;
- D. To employ an Executive Director and other necessary personnel;
- E. To collect membership dues according to law; and
- F. To act or to provide such services as may be requested or authorized by the Association's members, or for them by the Board of Directors, provided that such acts or services are permitted by law, and the Bylaws.

ARTICLE IV. MEMBERS

Section 1. Classification of Members

The membership of the Association shall be comprised of:

- A. Regular Members. Regular members shall be the members of the boards of directors of the school districts of the state of Washington, as provided by law.
- B. Associate Members. Associate members shall comprise the educational service districts' board members and members of the State Board of Education.
- C. Honorary Members. Honorary members shall comprise the past presidents of the Association no longer serving on a local board and any who have rendered distinguished service to this Association or to education and have been voted into honorary membership by the Association at the Delegate Assembly.

Section 2. Privileges

Privileges of associate and honorary members include:

- A. The privilege of attending meetings as a nonvoting participant; and

B. Receiving copies of the Association's complimentary publications.
Such members are not eligible to hold elective office or participate in the Association's business or operating decisions.

ARTICLE V. OFFICERS

There shall be four officers: a president, a president-elect, a vice president and the immediate past president. The vice president shall be elected from the east side of the Cascade Mountains in even-numbered years and from the west side of the Cascade Mountains in odd-numbered years. A school director shall be ineligible to serve as an officer if he or she is simultaneously serving as a statewide elected official or as a member of the state legislature.

Section 1. Terms

- A. The terms of office for the president, president-elect and vice president shall be one year or until his/her successor is elected.
- B. Upon the completion of the President's term of office at the end of the Annual Conference, the president-elect shall assume the office of president.
- C. A president not reelected in his/her district of residence may act as presiding officer at the immediately ensuing Annual Conference.

Section 2. Elections

The election of the president-elect and vice president shall be announced at the Annual Conference and they shall take office immediately following adjournment of that conference.

- A. The election shall be by written or electronic ballot. Every regular member of the Association will receive a ballot.
- B. Those candidates receiving a majority of votes cast for the respective offices shall be declared elected.
- C. If no candidate receives a majority of the votes, the two candidates receiving the highest number of votes will be candidates for re-balloting.

**The Nominating Committee will create policies and procedure to implement the all-member voting process by 2012.*

Section 3. Vacancy

- A. A vacancy occurs when an officer resigns or is removed; or when the officer for any reason is no longer eligible to serve on their local board, including failure to receive a majority of votes in a local election.
- B. In the event of a vacancy in an officer position after Annual Conference, the Nominating Committee shall conduct a special election* of the membership to fill that vacancy for the remainder of the term. If the vacancy occurs in the office of vice president the successor shall come from the same side of the Cascade Mountains as the elected vice president.
- C. In the event of a vacancy occurring within three months of the end of an officer's term, the board, after consultation with the Nominating Committee, shall appoint a member to fill the vacancy for the remainder of the term.
- D. In the event of an absence of the president, the president-elect shall assume the duties of president. In the event of an absence in the offices of president and president-elect, the vice president shall assume the duties of those positions.

**The Nominating Committee shall develop the process for special elections by 2012.*

Section 4. Duties

- A. The duties of the officers shall be those as set forth in the Bylaws, by the board of directors, the delegate assembly or the parliamentary authority.
- B. In the event of the President’s temporarily vacating the chair, the President-elect shall preside.

Article VI. DIRECTOR AREAS

Section 1. Districts Within Director Areas

The state is divided into eleven school director areas for the purpose of representation on committees of the Association established by the Bylaws. Each area shall have one representative on the Board of Directors and Resolutions and Nominating Committees except for Area Two which shall have two representatives. Each area shall have two representatives on the Legislative Committee except for Area Two which shall have four representatives.

- AREA ONE: School districts within Northwest Educational Service District 189;
- AREA TWO: School districts within Puget Sound Educational Service District in King County and the Bainbridge Island School District;
- AREA THREE: School districts within Puget Sound Educational Service District in Pierce County;
- AREA FOUR: School districts within Olympic Educational Service District 114;
- AREA FIVE: School districts within Educational Service District 113;
- AREA SIX: School districts within Educational Service District 112;
- AREA SEVEN: School districts within North Central Educational Service District;
- AREA EIGHT: School districts within Educational Service District 105;
- AREA NINE: School districts within Educational Service District 101 in Ferry, Stevens and Pend Oreille Counties and the following school districts within Spokane County: Central Valley, Deer Park, East Valley, Mead, Nine Mile Falls, Orchard Prairie, Riverside, Spokane and West Valley;
- AREA TEN: School districts within Educational Service District 101 in Lincoln, Adams and Whitman Counties, the following school districts within Spokane County: Great Northern, Medical Lake, Freeman, Cheney, Liberty and Clarkston School District in Asotin County; and,
- AREA ELEVEN: School districts within Educational Service District 123 except Clarkston School District

Section 2. West Side Districts

All school districts west of the easterly boundaries of Whatcom, Skagit, Snohomish, King, Pierce, Lewis and Skamania counties are considered to be west of the Cascade Mountains.

Section 3. East Side Districts

Except as provided below, all other school districts are considered to be east of the Cascade Mountains: School districts in Klickitat County, other than Bickleton and Goldendale, are considered to be west of the Cascade Mountains.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. Membership

The Board of Directors shall consist of the president, president-elect, vice president and immediate past president and representatives from school director areas, as defined in the Bylaws. Any member(s) serving on the NSBA board of directors shall serve ex officio with voting privileges.

Section 2. Election

Representatives from each school director area shall be nominated and elected to the board of directors at an Annual Conference of the Association. Elections shall take place at a caucus of members from the school director area. Election shall be by a plurality of votes cast by those present and voting.

Section 3. Terms of Office

- A. Each Board of Directors' member shall hold this position until a successor has been elected.
- B. The terms of the representatives from school director areas shall begin immediately following the close of the Annual Conference and shall be for three years and staggered so that, as nearly as may be, the terms of one-third shall expire each year.
- C. Service on the Board of Directors shall be limited to two consecutive three-year terms.
- D. The Board of Directors shall have authority to fix the length of the first terms of representatives from newly created school director areas.

**For members serving on the Board, as of January 2010, the term limitations cycle shall begin when their current term expires.*

Section 4. Duties

- A. The Board of Directors shall, between Annual Conferences, be charged with implementing the purposes of the Association, exercising general supervision over its affairs and interpreting the Bylaws. It shall be charged with the duty of effecting policies and programs adopted at meetings of the Association.
- B. The Board of Directors shall have the responsibility to prepare and approve the Association's annual budget. This budget may be revised by the Board of Directors at any time.
- C. The Board of Directors shall have such power as is identified by the policies, Bylaws, parliamentary authority and the Board of Directors to provide for the effective and efficient operations of the Association, provided that all actions shall be in compliance with the law and those positions established by the delegates at the Delegate Assembly.

Section 5. Meetings

- A. The Board of Directors shall meet in person or by electronic means at the call of the president or on its own motion or upon the request of any four of its members.
- B. With proper notification to all members, the Board may meet by teleconference.

Section 6. Quorum

A majority of the Board shall constitute a quorum.

ARTICLE VIII. EXECUTIVE COMMITTEE

Section 1. Membership

There shall be an Executive Committee comprised of the officers of the Association and one Board member elected from the Board of Directors.

Section 2. Powers and Duties

The Executive Committee shall oversee the general affairs of the Association between meetings of the Board of Directors, advise the Executive Director on matters pertaining to the positions and policies of the Association and the Association's plans established by the Board of Directors, and perform such other duties and exercise such other powers as are prescribed by the Board of Directors.

Section 3. Meetings

- A. Meetings may be called by the President or a majority of the members.
- B. Meetings may be held by teleconference or other electronic means.

Section 4. Quorum

A majority of the Executive Committee shall constitute a quorum.

Article IX. COMMITTEES

Section 1. Standing Committees

- A. The standing committees of the organization shall be Legislative, Nominating, Resolutions, and Interscholastic Activities.
- B. The membership, election powers, and duties of the committees shall be those as stated in the Bylaws.

Section 2. Elections

- A. At each Annual Conference of the Association, committee representative(s) from school director areas shall be elected by director area caucus by a plurality of the votes cast. They shall serve for a two-year term or until their successors are elected. Terms shall be staggered so that, as nearly as possible, the terms of one-half of each committee shall expire each year.
- B. Committee members shall assume office immediately following their election at the Annual Conference.

Section 3. Other Committees

- A. The Board of Directors may create advisory committees or task forces. The president, with the approval of the Board, may appoint the chair and members.
- B. All advisory committees or task forces shall be reviewed annually.

Section 4. Meetings

Meetings may be held by teleconference or other electronic means.

Section 5. Quorum

A majority of any committee shall constitute a quorum.

Section 6. Legislative Committee

Membership: There shall be a Legislative Committee which shall consist of the vice president, four representatives from Director Area Two and two representatives from all other director areas, as defined by the Bylaws.

1. At each Annual Conference of the Association, one half of the Legislative Committee members representing each director area shall be nominated and elected by director area caucus by a plurality of the votes cast.
2. They shall assume office immediately following their election at the Annual Conference.
3. They shall serve for two years or until their successors are elected.

Duties:

1. The Legislative Committee shall recommend an annual legislative program including all positions and priorities to the Board of Directors for final approval. It shall devise that program with input from the Legislative Assembly.
2. The Legislative Committee shall monitor and actively support the Association's legislative program.
3. Each year the Legislative Committee shall review approximately twenty (20) percent of the Standing Legislative Positions and recommend revisions and/or deletions for consideration at the Legislative Assembly.
4. The Legislative Committee shall appoint three members to the Positions Subcommittee. The Positions Subcommittee shall review proposals for potential conflicts or inconsistencies with existing positions. The President or a designee shall chair the Subcommittee. Meetings shall be called, as needed, by the chair.

Section 7. Nominating Committee

Membership: There shall be a Nominating Committee which shall consist of a past president appointed by the president to serve as chair, two representatives from Director Area Two, and one representative from all other director areas, as defined by the Bylaws.

Duties:

1. The Nominating Committee shall nominate one or more persons for president-elect and vice president, filing these nominations in writing with the executive director, at least ninety (90) days before the Annual Conference.
2. At the Annual Conference, the Nominating Committee shall present a report to the General Assembly.
3. The Nominating Committee shall be in charge of the entire balloting procedure, including the tabulations of all ballots for all elections conducted.
4. In the event of a vacancy in any officer position, the Board of Directors may consult with the Nominating Committee regarding the appointment process.

Section 8. Resolutions Committee

Membership: There shall be a Resolutions Committee which shall consist of the President-elect, two representatives from Director Area Two and one representative from all other director areas, as defined by the Bylaws. The president-elect shall serve as the vice chair of the Resolutions Committee unless she/he is elected to chair the committee.

Duties:

1. The Resolutions Committee shall consider proposals for Permanent Association Positions submitted by school boards, the Board of Directors or Association committees. The Committee shall report its recommendations to the membership at least thirty (30) days prior to the Delegate Assembly.
2. Each year the Resolutions Committee shall review approximately twenty (20) percent of the Permanent Association Positions and recommend revisions and/or deletions for consideration at the Delegate Assembly.
3. The Resolutions Committee shall appoint three members to the Positions Subcommittee. The Positions Subcommittee shall review proposals for potential conflicts or inconsistencies with existing positions. The president or a designee shall chair the Subcommittee. Meetings shall be called, as needed, by the chair.

Section 9. Interscholastic Activities Committee

Membership: There shall be an Interscholastic Activities Committee which shall consist of a WSSDA Board member appointed by the president, two representatives from Director Area Two and one representative from all other director areas, as defined by the Bylaws.

Duties:

1. The Interscholastic Activities Committee shall review and make recommendations on all proposals to be submitted to WIAA representative assemblies. These recommendations shall be communicated to the Association's members.
2. The Interscholastic Activities Committee shall engage in education and communication activities to inform school directors of their roles and responsibilities in the provision of interscholastic activities and their relationship with the WIAA
3. The Interscholastic Activities Committee shall meet with the WIAA Executive Director to review WIAA state, regional and tournament financial affairs and review the audit of WIAA finances.
4. The Interscholastic Activities Committee shall review the governance of WIAA and the manner by which its operation are overseen by its Executive Board, the State Board of Education and the WSSDA and local boards, and make recommendations to the WSSDA Board of Directors regarding WIAA governance.
5. The Interscholastic Activities Committee shall make other recommendations to the WSSDA Board of Directors regarding WIAA or student interscholastic activities as the Committee deems appropriate.

ARTICLE X. VACANCIES

Section 1. Termination of Local Board Membership

When a person ceases to be a member of a local school district board of directors, any Association office or position held by that individual shall be declared vacant.

Section 2. Unexcused Absence

A vacancy occurs when a member holding any Association office or position is absent from two consecutive and properly called meetings, unless the absence is excused by the chair.

Section 3. Resignations

Any member holding any Association office or position may resign at any time by giving written notice to the President. Such resignations shall take effect immediately unless there is a time specified therein.

Section 4. Replacement

- A. In the event of a vacancy in the position of a school director area representative on the Board of Directors, the remaining members of the Board of Directors shall, with convenient speed, elect a successor from among the school directors in the school director area in which the vacancy occurs, to serve until the next Annual Conference.
- B. In the event of a vacancy on any other committee of the Association, the President shall, with convenient speed, appoint a successor to serve out the unexpired term or until the next Annual Conference, whichever happens first. The appointment shall be subject to Board approval.
- C. When a vacancy on an elected committee is announced in a director area caucus, it shall be filled by election from that caucus.
- D. When an area representative on the board of directors is elected to an officer position and this results in a board vacancy, the caucus shall conduct an election to fill the vacancy.

Section 5. Removal from Office

- A. Association Officers. Any officer may be removed for cause from office by an affirmative vote of two thirds of the entire Board of Directors at any regular or special meeting as set forth in the policies and procedures.
- B. Members of the Board of Directors
 1. Any member of the Board of Directors may be removed from office for cause by the affirmative vote of two thirds of the entire Board of Directors at any regular or special meeting; or
 2. Director area representatives may be removed from office if twenty-five (25) percent of those school directors within that director area submit a petition to the president of the Association at least ten (10) days prior to the Annual Conference; and two-thirds of director area members present and voting, by ballot, at the caucus approve the removal.

ARTICLE XI. ASSOCIATION MEETINGS

Section 1. Annual Conferences

- A. There shall be an Annual Conference of the Association to be held at such time and place as may be designated by the Board of Directors.
- B. The Annual Conference shall be an assembly of the state's school directors for the purpose of conveying information, determining Association positions or policies relative to any issues and conducting Association elections and other business.
- C. It is the intent of the Association that Annual Conferences shall be held alternately on the east and west sides of the Cascade Mountains.

Section 2. Delegate Assemblies

- A. There shall be a Delegate Assembly consisting of one voting member from each school board in the state. It shall meet in conjunction with the Annual Conference.

- B. The Delegate Assembly shall establish the Association’s Permanent Positions and the annual dues; amend the Bylaws; and may conduct such other business as may properly come before it.
- C. Special meeting of the Delegate Assembly may be called by the Board of Directors or by the delegates at any Delegate Assembly.
- D. Every delegate at the Delegate Assembly shall have one vote on matters pertaining to general Association business, setting the total amount of the annual dues assessed to all districts, and amendments to the Bylaws.
- E. Every delegate shall have one vote or a weighted vote, if five (5) delegates call for a weighted vote:
 - 1. On establishing or amending the Association’s Permanent Positions; and
 - 2. On matters relating to the process of how dues are assessed to individual districts.
- F. The Board of Directors may submit emergency matters or late proposals, except amendments to the Bylaws, to be voted upon at the Delegate Assembly with a minimum of four (4) hours written notice to members at Annual Conference.
- G. There shall be no absentee or voting by proxy.

Section 3. Legislative Assemblies

- A. There shall be a Legislative Assembly consisting of one voting member from each school board in the state.
- B. It shall meet when called by the Board of Directors. The time and place of meeting shall be designated by the president.
- C. The Legislative Assembly shall consider legislative proposals and any new or proposed changes to existing Standing Legislative Positions.
- D. Every delegate at the Legislative Assembly shall have one vote, or a weighted vote, if five (5) delegates call for a weighted vote on all matters that come before the Assembly.
- E. There shall be no absentee or voting by proxy.
- F. The Board of Directors may submit emergency matters or late proposals, except amendments to the Bylaws, to be voted upon at the Legislative Assembly with a minimum of four (4) hours written notice to all members of the Legislative Assembly.

Section 4. Weighted Vote

When a weighted vote is called, delegates shall receive the number of votes as set forth in the vote chart based on student enrollment on the first school day in October.

Section 5. Quorums

At all meetings of the Delegate and Legislative Assemblies, five (5) percent of the regular membership at the onset of the meeting shall constitute a quorum.

Section 6. Dues

The maximum dues assessed to any single school district may not exceed the base salary of a teacher in that district.*

2013 Dues: The maximum dues assessed to any single school district may not exceed the base salary of a teacher in that district. *2012 – 2013 staffing as reported to the State Superintendent of Public Instruction

ARTICLE XII. FINANCE

- A. Within the limitation established by law, the Delegate Assembly shall determine the amount of the Association's revenue to be derived from dues for the ensuing year.
- B. In the absence of a quorum at Delegate Assembly, the Board of Directors may assess dues, not to exceed the amount of dues assessed the preceding year.
- C. The Association shall submit an annual financial statement to the membership and financial reports at each meeting of the Board of Directors.
- D. The Association staff and officers shall be bonded in an appropriate amount.
- E. The fiscal year shall be from January 1 through December 31 and all dues shall become payable on January 1 of each year.
- F. The President shall appoint a finance subcommittee of the Board of Directors to monitor the Association's finances and report to the Board.

ARTICLE XIII. ASSOCIATION OFFICE

The Association shall maintain its principal office and such other offices as may be necessary at such place or places as the Board of Directors shall from time to time determine.

ARTICLE XIV. AMENDMENTS

Section 1.

Any proposed amendment to the Bylaws must be submitted to the Board of Directors no later than ninety (90) days prior to the Delegate Assembly. The amendment must be submitted by:

- 1. At least five school boards that have taken formal board action to recommend the amendment; or
- 2. A majority of members of the Board of Directors of the Association.

The Board of Directors shall review and refer all proposed amendments to the Delegate Assembly with recommendations.

Section 2.

Bylaws may be amended at the Delegate Assembly by a two-thirds vote of the delegates present, provided due notice, in writing, of the proposed amendment is submitted to the members at least thirty (30) days prior to the Delegate Assembly.

ARTICLE XV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with law, these bylaws, or special rules of order adopted by the organization.

ARTICLE XVI. INDEMNIFICATION CLAUSE

The Association shall indemnify, defend and hold harmless its officers, directors, or employees from any and all losses, claims, demands, suits, costs and expenses (including reasonable attorney fees) of whatever nature or description arising from any claim against the officer, director or employee when acting on behalf of the Association. However, if a court of general jurisdiction determines that the director, officer or employee was not acting in good faith or within the scope of that person's authority or employment, such costs of defense or judgment shall not be authorized or paid.

Position Review

All Association positions were reviewed by the membership in 1972, 1977 and 1982. Pursuant to its duty as stated in the Bylaws, in 1984 the members of the WSSDA Resolutions Committee reviewed Section 2 of the WSSDA Positions;

- in 1985 they reviewed Section 3;
- in 1986 they reviewed Section 5;
- in 1987 they reviewed Section 1 and 6;
- in 1988 they reviewed Section 4;
- in 1989 they reviewed Section 2;
- in 1990 they reviewed Section 3;
- in 1991 they reviewed Section 5;
- in 1992 they reviewed Section 1 and 6;
- in 1993 they reviewed Section 4;
- in 1994 they reviewed Section 2;
- in 1995 they reviewed Section 3;
- in 1996 they reviewed Section 5;
- in 1997 they reviewed Section 1 and 6;
- in 1998 they reviewed Section 4;
- in 1999 they reviewed Section 2;
- in 2000 they reviewed Section 3;
- in 2001 they reviewed Section 5;
- in 2002 they reviewed Section 1 and 6;
- in 2003 they reviewed Section 4;
- in 2004 they reviewed Section 2;
- in 2005 they reviewed Section 3;
- in 2006 they reviewed Section 5;
- in 2007 they reviewed Section 1 and 6;
- in 2008 they reviewed Section 4;
- in 2009 they reviewed Section 2;
- in 2010 they reviewed Section 3;
- in 2011 they reviewed Section 5; and
- in 2012 they reviewed Section 1 and 6.

Prior to the 2013 Delegate Assembly, the WSSDA Resolutions Committee reviewed Section 4, *Personnel*, which constitutes 20 percent of the Association's positions.



The Washington State School Directors' Association provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.

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