

*SWWC Service Cooperative*

# Superintendents' Executive Council BYLAWS

## I. PURPOSE

The primary purpose of the Superintendents' Executive Council is to provide advice and support to the SWWC Service Cooperative Administration and Board of Directors. In addition, the Superintendents' Executive Council's purpose is to:

- Provide guidance, advice, and feedback to the administration, leadership, and management processes of the agency;
- Provide support to the development of collegial relationships between regional superintendents and other administrators; and,
- Provide professional development and learning opportunities.

More specifically, the Superintendents' Executive Council provides advice and support in the following ways:

- Consulting with the Executive Director on broad policy issues affecting the service cooperative membership;
- Providing advice on programs and services development, evaluation, and improvement;
- Reviewing and commenting on the agency budget, fees, and fiscal operations;
- Assisting in the development and improvement of relationships between the service cooperative and other organizations;
- Assisting in the development and evaluation of the mission, vision, and priorities of the service cooperative;
- Promoting positive public relations for the service cooperative mission, programs and services;
- Educating and informing the membership; and,
- Developing professional development opportunities for school administrators such as, administrative forums, hot topic seminars, and emerging issues sessions.

## II. MEMBERSHIP

A. The Superintendents' Executive Council shall be made up of not more than twenty one (21) representatives, comprised of the following:

Member School Superintendent	15 Representatives
MN River Valley SPED Center	1 Representative
MN River Valley Education District	1 Representative
Higher Education	2 Representatives
Non-Public Schools	1 Representative
Past-Chair **	1 Representative

\*\*The Past Chair will be represented separately only in the event that their term has expired as an elective representative from another group.

- B. There will be no alternates at meetings.
- C. Vacancies occurring on the council will be filled by the appropriate representative group or through a process of recommendation by the Executive Director and appointment by the council.

### III. **COUNCIL OFFICERS**

- A. The elected officers will be the Chair and Vice Chair.
- B. The Vice Chair will assume the responsibilities of the Chair in the Chair's absence and will assume the Chair position upon completion of their service as Vice Chair.
- C. The Chair will assume the Past Chair position upon completion of their services as Chair.
- D. The Chair, Vice Chair, and Past Chair will serve for 12 months (Sept – August); to be elected Chair a member must have been on the council for at least one year.
- E. The Chair, Vice Chair, and Past Chair will serve as the Executive Committee for the council.
- F. Duties of the Chair:
  - Conduct and facilitate meetings;
  - Assist the Executive Director, with input from the Executive Committee, in Finalizing agendas.
- G. Recording Secretary:
  - The Recording Secretary will be a nonvoting/nonmember. The responsibilities will be to:
    - › Keep minutes;
    - › Type meeting agenda upon receipt from Executive Director and distribute to council members;
    - › Type unapproved minutes and distribute with agenda to council members.
  - Meeting minutes will not be altered between meetings unless a special meeting has been called to address these alterations.

IV. **TERMS OF MEMBERSHIP**

- A. Each member will commit to a three-year term which runs from September through August.
- B. A member may resign prior to the end of his/her term, by submitting a written resignation to the Chair.
- C. The Executive Director is a non-voting, permanent member of the council.

V. **MEETINGS OF THE COUNCIL**

- A. The council shall meet as agreed upon by the council at its organizational meeting in September.
- B. Each meeting shall normally be limited to two hours in length, unless extended by majority vote and start promptly at the designated time.
- C. Modifications of dates, places, and times can be made by council decision.

VI. **QUORUM**

- A. In order to conduct business, a quorum must be personally or virtually present and the Chair, Vice Chair or Past Chair must be present. A quorum shall consist of a minimum of 50%, plus one, voting members from the council.
- B. If a member is unable to attend a meeting, the recording secretary shall be contacted. A member who has two consecutive unexcused absences will be removed from the council.

VII. **COUNCIL ACTION**

- A. Actions by the council will be by majority vote. Only council members can participate in the vote, however, the Executive Director, as a non-voting, permanent member, may participate in all discussions.

VIII. **COUNCIL SUB-COMMITTEES**

- A. The council will have the following sub-committees:
  - Executive Committee: The Chair, Vice Chair and Past Chair shall comprise the Executive Committee of the Superintendents' Executive Council. The purpose of the Executive Committee is to provide advice to the Executive Director on administrative issues related to the Superintendents' Executive Council (e.g. agenda development, self-evaluation survey, vacancy recommendations, etc.)
  - Special Education Advisory Committee: The Special Education Advisory Committee shall be comprised of 12 superintendents from the Superintendents' Executive Council or from other school district members who purchase special education services. The purpose of the Special

Education Advisory Committee is to provide advice to the Executive Director and/or designee on issues related to the administration of special education programs and services. The Special Education Advisory Committee will be appointed by the Superintendents' Executive Council and will serve a 3 year term.

- B. Appointment of any other sub-committees shall be made by majority vote of a quorum of the Superintendents' Executive Council.

IX. **AGENDA**

- A. The agenda for the next scheduled council meeting will be distributed (along with unapproved minutes of the last meeting) one week in advance of the scheduled meeting.
- B. The agenda will identify the topic and the member(s) responsible for organizing information relative to the agenda topics.
- C. In addition, the Superintendents' Executive Council may identify and invite resource persons for a topic on the agenda. Upon invitation, the resource person may participate in the discussion with the final action taken by the Superintendents' Executive Council members.

X. **SELF-EVALUATION SURVEY**

The Superintendents' Executive Council may conduct an annual survey to assess the performance of the advisory council as it relates to these bylaws.

XI. **COMPENSATION**

Meetings will be conducted during normal work hours. Members will not be paid, however, mileage to and from meetings will be reimbursed at the IRS mileage rate.

XII. **AMENDMENTS TO BYLAWS**

- A. Any changes to these bylaws may be proposed at any Superintendents' Executive Council meeting and shall be approved by majority vote of a quorum of the Superintendents' Executive Council.