

Statement of Rules
Of The School District Council on
Comprehensive Management Information Systems

Revised September 27, 1990
Amended November 3, 1998

Rule I

Name of Organization

Section 1. Name

The name of the organization shall be the School District Council on Comprehensive Management Information Systems (SDCCMIS), hereinafter referred to as the Council. The Council is organized pursuant to Section 229.555(2), F.S., to provide district-level input into the development and implementation of educational management information systems in Florida.

Rule II

Organizational Purposes and Objectives

Section 1. Purpose of the Council

1. To act as an advisory body to the Department of Education with respect to the development and implementation of compatible management information systems at the state and local levels.
2. To inform the Department of Education of district-level problems in developing, implementing, and maintaining management information systems which are compatible with the state system.
3. To facilitate, at state and local levels, communication and cooperation among agencies, organizations, professions, and the public regarding the purposes and uses of management information systems.
4. To serve, through the Data Review Committee, as a clearinghouse for data collection requests at both state and local levels.
5. To serve as the catalyst for promoting understanding within the educational community of technological change and its impact.

Section 2. Objectives of the Council

1. Develop working relationships with various professional organizations to facilitate an open dialogue within the educational community on all matters concerning information technology.
2. Assist in the development of meaningful workshops on information systems.

3. Create a clearinghouse of ideas and exemplary programs that build support within districts for information systems.
4. Develop strategies to better assist “users” in the implementation and use of the state and district information systems.
5. Develop strategies to use the state and district information systems for management planning and decision making.
6. Plan for the integration and use of information from other agency information systems.
7. Develop cooperative relationships between districts, community colleges and state universities for the sharing of data and the transfer of records.

Rules III

Membership and Meetings

Section 1. Voting Membership

1. Each school district shall have one representative on the Council. Such representative shall be the regular voting member of the Council from the district and shall serve until a replacement is named.
2. The voting member is expected to represent the school district’s management information system interests to the Division of Public Schools.
3. The voting member is expected to be able to speak for the district superintendent, to vote the superintendent’s position on matters which may come before the Council, and to attend meetings called in accordance with Section 3 of this rule.
4. If the designated voting member from a school district is unable to attend a meeting, the district’s superintendent may authorize in writing a substitute representative to attend.

Section 2. Ex-Officio Membership

1. The director of the Division of Public Schools and/or his/her designee shall be an ex-officio member of the Council and shall act as its Executive Secretary.
2. The Chairman of the Council may appoint Department of Education Staff, School district staff or other appropriate persons as ex-officio members of the council, subject to approval of the Steering Committee.
3. Ex-Officio members may participate in the activities of the Council but shall not vote.

Section 3. Meetings

1. The Council shall meet as often as necessary but a minimum of twice a year.
2. All regular meetings shall be called by the Chairman. Location of the meetings shall be in the State of Florida at times and places determined by the Chairman with the concurrence of the Steering Committee.

3. Provided two-weeks written notice has been given to all members of record, voting membership in attendance shall constitute a quorum.
4. Notice of all regular meetings shall be given no less than two weeks prior to the meeting date. Such notice shall be sent in writing with a tentative agenda to each member and to each district superintendent.
5. Upon written petition of ten or more voting members, the Chairman shall call a special meeting of the Council. The business to be addressed at such special meetings shall be clearly stated in the petition. Notice as provided in Paragraph 4 of this Section shall be given no less than two weeks after receipt of the petition by the Chairman.

Rule IV

Officers and Steering Committee

Section 1. Composition; Election; Term of Office

1. The officers of the Council shall be Chairman, Vice Chairman, Recording Secretary, and Treasurer. There shall be a Steering Committee composed of the officers of the council, eight council members elected as provided in Paragraphs 2 and 3 of this Section, the immediate Past Chairman and ex-officio members appointed as provided in Section 2 of Rule III.
2. At the spring/summer organizational meeting in odd-numbered years, the voting members from odd-numbered Council regions, as defined in Figure 1, each shall caucus separately and elect its regional member to the Steering Committee. In even-numbered years, the voting members from the even-numbered Council regions shall each caucus separately and elect its regional member to the Steering Committee.
- 3a. At the spring/summer organizational meeting in even-numbered years, the Nominating Committee shall present a slate of nominees for Chairman, Vice Chairman, and Recording Secretary. Additional nominations shall be requested from the floor. Voting members shall vote by secret ballot for only one nominee for each office. The nominees receiving a majority of votes cast shall be elected.
- 3b. At the spring/summer organizational meeting, the Nominating Committee shall present a slate of nominees for member-at-large. Nominations shall be requested from the floor. Voting members shall vote by secret ballot for one nominee in odd-numbered years and two nominees in even-numbered years, each representing different region, receiving the highest number of votes shall be elected.
- 3c. At the spring/summer organizational meeting the voting members will affirm or deny the continuation of the position of Treasurer by the officer currently serving in this capacity. The position of Treasurer will only be filled in the event of a resignation or for attendance as defined in Section 5, or if a majority of votes cast denies continuation of current office. A vacancy will be filled as provided in Section 2.
4. Each Steering Committee member shall serve for a two-year term. Steering Committee members may not succeed themselves in an office. However, if a council member has been appointed to fill a vacancy as provided in Section 2, that member may complete the term of the vacated position and serve one additional full two-year term, if duly elected.

5. In the event that any Steering Committee member ceases to represent the district from which originally appointed as a voting member of the Council, such member shall be dropped from the steering committee and the Chairman shall declare a vacancy to be filled as provided in Section 2 below.
6. The duties of the officers shall be those which usually apply to such offices in addition to those stated herein or which may be assigned periodically by either the Steering Committee or the Council.
 - 6a. The Past Chairman will serve as Historian and FAEDS Liaison.
 - 6b. The Treasurer will handle conference registration and may appoint district representative to assist on the Registration Committee.
 - 6c. The Recording Secretary will keep minutes from each meeting to include the Finance Report, meeting attendance, and will attach all ad-hoc committee reports. The Recording Secretary will be responsible for keeping an up-to-date membership roster.

Section 2. *Vacancies*

The Chairman shall appoint an appropriate voting member to fill any vacancy on the Steering Committee. Any voting member may be appointed to replace a member-at-large. Vacancies among regional representatives must be filled from the appropriate region. Members appointed to complete a term may be elected to that position at the conclusion of the appointed term.

Section 3. *Ex-Officio Members*

1. The Director of the Division of Public Schools or his/her designee shall be an ex-officio member of the Steering Committee, and shall act as its Executive Secretary.
2. Other ex-officio members may be appointed by the chairman with the advice and consent of the Steering Committee.
3. Ex-officio members may participate in the deliberations of the Steering Committee, but shall not vote.

Section 4. *Meetings*

1. The Steering Committee shall meet as often as necessary but a minimum of three times each year. One of these meetings shall be an organizational meeting, and it shall be held as soon as feasible following the adjournment each year of the state legislature.
2. All Steering Committee meetings shall be called by the Chairman. Location of the meetings shall be in the State of Florida, at times and places determined by the Chairman.
 - 3a. Notice of all regular Steering Committee meetings shall be given no less than two weeks prior to the date on which the meeting is called.
 - 3b. A quorum for regular Steering Committee meetings shall consist of those members present provided that a majority of members had previously indicated intention to attend the meeting. Otherwise, a majority of voting members of the Steering Committee shall constitute a quorum for the transaction of business.

- 3c. Emergency meetings of the Steering Committee may be called by telephone. A quorum for an emergency Steering Committee meeting shall be one-half of the voting members of the Steering Committee.
4. Upon written petition of four or more members of the Steering Committee, the chairman shall call a special meeting of the Steering Committee. The business to be addressed at such special meetings shall be clearly stated in the petition. Notice as provided in Paragraph 3a of this section shall be given no less than one week after receipt of the petition by the Chairman.

Section 5. Attendance

Failure of any member of the Steering Committee to attend two consecutive meetings of the Steering Committee without an excuse, ruled valid by a majority vote of the remainder of the Steering Committee, shall constitute a cause for removal from the Steering Committee.

Section 6. Responsibilities of the Steering Committee

1. To manage the affairs of the Council, including the setting of the times and places for meetings, establishing agendas, approving the budgets, and performing similar related functions.
2. To take appropriate action on recommendations from subcommittees, and to submit reports and recommendations as may be required to the full committee.
3. To give a report of its activities to the Council's membership within two weeks following each meeting.
4. To assist the Division of Public Schools in formulating plans and making recommendations to the Council.

Section 7. Review by Council

All actions of the Steering Committee shall be subject to review and approval by the full Council.

Figure I

Region I

Bay
Calhoun
Dixie
Escambia
Franklin
Gadsden
Gulf
Holmes
Jackson
Jefferson
Lafayette
Leon
Liberty
Madison
Okaloosa
Santa Rosa
Taylor
Wakulla
Walton
Washington

Region II

Alachua
Baker
Bradford
Clay
Columbia
Duval
Gilchrist
Hamilton
Levy
Marion
Nassau
Putnam
St. Johns
Suwanee
Union

Region III

Brevard
Citrus
Flagler
Hernando
Lake
Orange
Osceola
Seminole
Sumter
Volusia

Region IV

Charlotte
Desota
Hardee
Highlands
Hillsborough
Lee
Manatee
Pasco
Pinellas
Polk
Sarasota

Region V

Broward
Collier
Dade
Glades
Hendry
Indian River
Martin
Monroe
Okeechobee
Palm Beach
St. Lucie

Rule V

Committees

Section 1. Standing Committees

1. A Nominating Committee of three persons shall be appointed by the Steering Committee. One such person may be an ex-officio member of the Council, and one person shall be appointed from the Steering Committee. The Nominating Committee shall confer prior to each spring/summer organizational meeting and prepare a slate of one or more nominees for the offices of Chairman, vice Chairman, Recording Secretary, Treasurer, and two members-at-large during even-numbered years and one member-at-large during odd-numbered years. The Nominating Committee shall solicit from district representatives potential candidates who are broadly representative of management information interests within the state.
2. A Data Review Committee shall be composed of sixteen (16) school district personnel. This committee shall meet quarterly to review all Department of Education data collection instruments and activities intended for school districts. Of the sixteen (16), eight (8) shall be members of the SDCCMIS nominated by the Council Steering Committee, in consultation with the Data Review Committee Co-Chairpersons, for appointment by the Director, Division of Public Schools. The remaining eight (8) members shall be selected from district personnel at large in accordance with the Data Review Committee Guidelines. Size and location of districts and program responsibilities shall be considered in selecting members and a balance maintained in as much as possible.

Each SDCCMIS committee member shall serve a two-year term and may be reappointed for one (1) additional term. The normal rotation of committee membership shall be implemented and maintained by appointing four (4) SDCCMIS members to begin service each November and four (4) non-council members to begin service each May. In the event of a vacancy by an SDCCMIS member, an interim appointment shall be made by the Steering Committee and shall be for the balance of the term filled and may be reappointed for one additional term. Members who have served two (2) consecutive terms may be reappointed after a break in service of at least one year.

3. A budget Committee of three persons, one of whom will be the Treasurer, shall be appointed by the Steering Committee. Those three persons shall be members of the Steering Committee, one of whom may be an ex-officio member. This Committee shall be responsible for establishing the annual Council budget of funds allocated by the Division of Public Schools and for presenting it to the Steering Committee for approval at the spring/summer organizational meeting.

A special budget shall be established to accommodate the incidental operations of the Council. Any excess funds shall be used to reduce registration fees at subsequent Council meetings.

Section 2. Special Committees

1. The Steering Committee may establish advisory committees to the Council as appropriate to carry out the purposes/objectives of the Council.
2. Special advisory committees shall be appointed for the period of time required to execute their duties but no longer than one year without reappointment.

Rule VI

Amendments to These Rules

Section 1. Procedures for Amendment

1. These rules may be amended or repealed at any regular meeting of the Council by a two-thirds vote of the members present and voting provided that proposed amendments have been distributed in writing to all voting members at least two weeks prior to such meeting, “electronic means, such as e-mail and web pages, may be used for written notification.”
2. Any voting member may propose amendments to these rules. Such proposals shall be made in writing to the Chairman in sufficient time for the proposals to be included in the notice required by Paragraph 1 above.
3. Voting members may modify amendments that have been properly submitted for approval. These modifications will be considered approved by a two-thirds vote of members present and do not need to be distributed in writing if the original amendment was brought to the floor in accordance with Item 1 of this section.

Section 2. Review of Rules

The Steering Committee shall appoint a special committee to review these rules and report on revisions at the spring/summer organizational meeting in even-numbered years.

General Provisions

Section 1. Parliamentary Procedures

1. The Chairman may appoint a Parliamentarian to assist in conducting Council and Steering Committee meetings.
2. When parliamentary procedures are not covered by those Rules. Robert’s Rules of Order, as revised, shall prevail.