

Florida Association of Management Information Systems

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Westin Innisbrook, Tampa

Rule I

Name of Organization

Section 1. Name

The original name of the organization was the School District Council on Comprehensive Management Information Systems (SDCCMIS). The Council was 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. The named is to be Florida Association of Management Information Systems (FAMIS), hereinafter referred to as the Association, to reflect the changing structure of technology and data requirements within the educational system.

Rule II

Organizational Purposes and Objectives

Section 1. Purpose of the Association

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.

Section 2. Objectives of the Association

Develop working relationships with various professional organizations to facilitate an open dialogue within the educational community on all matters concerning information technology.

Assist in the development of meaningful workshops on information systems.

Create a clearinghouse of ideas and exemplary programs that build support within districts for information systems.

Develop strategies to better assist "users" in the implementation and use of the state and district information systems.

Develop strategies to use the state and district information systems for management planning and decision making.

Plan for the integration and use of information from other agency information systems.

Develop cooperative relationships between districts and other entities for the sharing of Best Practices and the transfer of records.

Rule III

Membership and Meetings

Section 1. Voting Membership

Voting membership shall be open to one person from a district who has district wide Information Systems responsibilities and one member from each consortium (processing entity used by three or more districts) selected by a procedure determined between the consortium and its districts. The voting member shall be designated by the District Superintendent as its Voting Member. Districts shall decide how best to exercise their vote. Other members from a district shall be associate members. In the event a district is unable to name a voting member, that District may be disqualified from casting its vote at the meeting in question. The voting member is expected to be able to attend meetings called in accordance with Section 3 of this rule. Associate membership (non-voting) shall be open to all school district employees, and DOE employees embracing the purposes of the organization.

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

The Chairperson of the Association may appoint Department of Education Staff, School district staff or other appropriate persons as ex-officio members of the association, subject to approval of the Steering Committee.

Ex-Officio members may participate in the activities of the Association but shall not vote.

Section 3. Meetings

The Association shall meet as often as necessary but a minimum of twice a year.

All regular meetings shall be called by the Chairperson. Location of the meetings shall be in the State of Florida at times and places determined by the Chairperson with the concurrence of the Steering Committee.

Provided two-weeks written notice has been given to all members of record, voting membership in attendance shall constitute a quorum.

Notice of all regular meetings shall be given no less than two weeks prior to the meeting date.

Such notice shall be given with a tentative agenda to each member and to each district superintendent.

Upon written petition of ten or more voting members, the Chairperson shall call a special meeting of the Association. 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 Chairperson.

Rule IV

Officers and Steering Committee

Section 1. Composition; Election; Term of Office

The officers of the Association shall be Chairperson, Vice Chairperson, Recording Secretary, and Treasurer. The Vice Chairperson shall succeed the Chairperson in office the year following his/her election. There shall be a Steering Committee composed of the officers of the association, eight association members elected as provided in Paragraphs 2 of this Section, the immediate Past Chairperson and ex-officio members appointed as provided in Section 2 of Rule III. Associate members may become members of the Executive Board and will be entitled to vote solely at the Executive Board meetings. No more than four members of the Executive Board will come from associate membership.

At the spring/summer organizational meeting in even-numbered years, the Nominating Committee shall present a slate of nominees for Recording Secretary. Additional nominations shall be requested from the floor. Voting members shall vote by secret ballot. The nominees receiving a majority of votes cast shall be elected.

At the spring/summer organizational meeting, the Nominating Committee shall present a slate of nominees for Vice Chairperson and four association members (alternating sets of four serving two year terms). Additional nominations shall be requested from the floor. Voting members shall vote by secret ballot. The nominees receiving a majority of votes cast shall be elected.

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 or as defined in Section 4, or if a majority of votes cast denies continuation of current office. A vacancy will be filled as provided in Section 2.

Each steering committee member shall serve for a two-year term. The Officers except the treasurer shall serve a one year term.

In the event that any Steering Committee member ceases to represent the district from which originally elected as a voting member of the Association, such member shall be dropped from the steering committee and the Chairperson shall declare a vacancy to be filled as provided in Section 2 below.

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 Association.

The FAEDS treasurer will serve as an Ex-Officio member of the Steering Committee as FAEDS Liaison.

The FAMIS Treasurer will handle conference registration and may appoint district representatives to assist on the Registration Committee. The FAMIS Treasurer will develop a budget each June for approval by the association steering committee.

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 which will identify District Designated members and Associate members. The Recording Secretary will contact each district superintendent each year and request designation of a new district representative or confirmation of the existing district representative.

Section 2. Vacancies

The Chairperson shall appoint an appropriate voting member to fill any vacancy on the Steering Committee. Members appointed to complete a term may be elected to that position at the conclusion of the appointed term.

Section 3. Ex-Officio Members

Ex-officio members may be appointed by the chairperson with the advice and consent of the Steering Committee.

Ex-officio members may participate in the deliberations of the Steering Committee, but shall not vote.

Section 4. Meetings

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.

All Steering Committee meetings shall be called by the Chairperson. Location of the meetings shall be in the State of Florida, at times and places determined by the Chairperson.

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.

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.

Emergency meetings of the Steering Committee may be contacted by telephone or confirmed e-Mail. A quorum for an emergency Steering Committee meeting shall be one-half of the voting members of the Steering Committee.

Upon written petition of four or more members of the Steering Committee, the chairperson 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 Chairperson.

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

To manage the affairs of the Association, including the setting of the times and places for meetings, establishing agendas, approving the budgets, and performing similar related functions.

To take appropriate action on recommendations from subcommittees, and to submit reports and recommendations as may be required to the full committee.

To give a report of its activities to the Association's membership at the next regular meeting.

Section 7. Review by Association

All actions of the Steering Committee shall be subject to review by the full Association.

Rule V

Committees

Section 1. Standing Committees

A Nominating and Awards Committee of three persons shall be appointed by the Steering Committee. One such person may be an ex-officio member of the Association, 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 that are up for election as per Rule IV. The Nominating Committee shall solicit from district representatives potential candidates who are broadly representative of management information interests within the state and ensure large medium and small districts are represented.

The Florida Education Statistics Committee will address ways to improve the quality of education data to fulfill legislative mandates and local requirements for education policy making at all levels of government. The committee has as its mission the support of the State of Florida's agenda, that is, the identification of issues and policy concerns bearing on the development comparable and effective state-wide elementary and secondary education data collection, reporting, and use, focusing on the major areas of student, staff, fiscal, institutional, and other information that yields valuable perspective on education in Florida.

The Technology, Dissemination, and Communication Committee is concerned with new and proven technology strategies to improve the exchange of student and staff information and the technical infrastructure that supports this exchange. It promotes the development and adoption of standards for electronic data exchange, and sponsors pilot and developmental projects in the exchange of data about students and education staff, as well as examining the impact of new technologies on information exchange. The committee produces "best practices" guides to assist schools, districts and state agencies make good decisions about selecting hardware, software, and networking services for information management and dealing with issues such as data security and the integration of information systems to support effective decision making. Finally, the committee directly addresses the distribution of information by establishing procedures for disseminating Association information, providing model standards for education data website's and similar activities.

The Policies, Programs, and Implementation Committee will deliberate on the major functions and general effectiveness of cooperative efforts between the Florida Department of Education and local entities. Specifically, it focuses on addressing ways to assist DOE and school districts in improving their ability to collect and report comparable, accurate, and timely data, and

enhancing coordination among agencies. In addition, it addresses ways to reduce paperwork burdens at all levels of government, and to explore ongoing and emerging issues such as data sharing and confidentiality of education records. It also has the responsibility for reviewing and recommending the formation of new task forces.

Section 2. Special Committees

The Steering Committee may establish advisory committees to the Association as appropriate to carry out the purposes/objectives of the Association.

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

These rules may be amended or repealed at any regular meeting of the Association by a two-thirds vote of the members present 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 email and web pages, may be used for written notification."

These rules may be amended or repealed anytime via electronic means such as email and web pages by a two-thirds confirmed vote of district designated voting members.

Any voting member may propose amendments to these rules. Such proposals shall be made in writing to the Chairperson in sufficient time for the proposals to be included in the notice required by Paragraph 1 above.

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.

Rule VII

General Provisions

Section 1. Parliamentary Procedures

The Chairperson may appoint a Parliamentarian to assist in conducting Association and Steering Committee meetings.

When parliamentary procedures are not covered by those Rules. Robert's Rules of Order, as revised, shall prevail.

