

**ARTICLE 7
COMMITTEES**

70. **EXECUTIVE COMMITTEE**

The CIF Executive Committee shall consist of no more than nine members of the Federated Council.

A. Duties and Responsibilities of the Executive Committee

- (1) Review, monitor and update goals of the CIF as indicated within the CIF strategic plan and/or the committee's own process and procedures.
- (2) Develop operational procedures.
- (3) Review annual budgets prior to proposal to the Federated Council.
- (4) Set dues.
- (5) Act as the decision making body between meetings of the Federated Council when it is not necessary to call an emergency meeting.
- (6) Advise the Executive Director or liaise activities with groups and organizations outside the CIF.
- (7) Review the agenda of the Federated Council meeting prior to each council meeting.
- (8) Review committee reports and presentations prior to the presentation at the Federated Council.
- (9) Recommend positions, considerations and actions to the Federated Council.
- (10) Employ an Executive Director and contribute to the evaluation of the Executive Director.
- (11) Consider and recommend salary and other benefits.
- (12) Review and control expenditures and other fiscal operations.
- (13) Monitor the office structure and operation.
- (14) Advise the Executive Director on issues, programs and matters brought to the committee by the Executive Director.
- (15) Other duties as prescribed by the Federated Council.

(Revised May 2002 Federated Council)

B. Composition of the Executive Committee

- (1) Federated Council Officers — President, President-Elect and Past-President; AND
- (2) Five additional members who are representatives of Sections/Allied Organizations with no more than one member representing the group of Allied Organizations; AND
- (3) One at-large representative from the Federated Council who shall be selected in an effort to reflect both gender and ethnic representation on the Federated Council.

C. Limitations Upon Membership of the Committee

- (1) No Section shall have more than one member eligible to be elected to the Executive Committee unless another committee member from the Section is an officer or at-large representative.
- (2) The group of Allied Organizations shall have no more than one member eligible to be elected to the Executive Committee unless another Allied Organization representative is an officer or at-large representative on the committee.
- (3) No Section may have more than one representative serving as an officer at any one time. (See Article 7-70.G.(2)) for exception.
- (4) Only one person from the group of Allied Organizations may serve as an officer at any one time.

D. Terms of Office

- (1) The President-Elect will serve two years before assuming the presidency. The President-Elect shall assume the office of President immediately following service in the office of President-Elect.
(Revised May 2002 Federated Council)
- (2) The President shall serve a two-year term.
- (3) The Past-President shall serve a two-year term immediately following service as President.
- (4) Other committee members including the at-large representative shall be chosen annually to serve one-year terms. An Executive Committee member may serve for three consecutive terms of one year.
- (5) If there is a break of one year in the service of an Executive Committee member as a member of the committee, that member may be eligible for nomination, election and service for three additional terms of office as an Executive Committee member but no one shall be eligible to serve more than a total of seven years on the committee.

(Revised May 2002 Federated Council)

E. Nominations

- (1) Each year, the President shall appoint a nominating committee consisting of at least five members. Members of the nominating committee shall be selected from among the

Federated Council and may include no more than two current members of the Executive Committee.

- (2) The Executive Director and the President shall be ex-officio members of the nominating committee.
- (3) Nominations for the Executive Committee shall be presented to the Federated Council at the meeting prior to the election.
- (4) Nominations for President-Elect will occur in even numbered years.
- (5) Each person nominated for an officer or other Executive Committee seat must be a current member of the Federated Council at the time of nomination and election.
- (6) The nominating committee will name at least seven candidates for one-year terms for the Executive Committee and at least two candidates for President-Elect.
- (7) Nominations will also be accepted from the floor at the Federated Council meeting whereupon nominations are presented.
- (8) Nominations for an at-large representative will be solicited from Sections and Allied Organizations after the election of Executive Committee members for the following year. The Executive Committee, at its June meeting, will select a candidate from among those nominations to serve as an at-large representative for the following year.

F. **Elections**

- (1) Elections will occur at the final meeting of the year of the Federated Council.
- (2) Elections for Executive Committee members, other than officers and the at-large committee member will be held annually. (The at-large representative will be chosen annually following the election for other Executive Committee members).
- (3) Should a second candidate be nominated from any Section or the group of Allied Organizations, only the candidate with the most votes (more votes) from that Section/or group is eligible for election.
- (4) The nominees who receive the most votes, from among those eligible for election, will be elected.
- (5) In the event of a tie between/among candidates whereby there is only one seat available and/or remaining, a revote for the remaining position will take place only between/among the candidates that are tied.
(Approved February 2005 Federated Council)
- (6) In the event there is still a tie vote after the first revote, one more vote will take place and if the tie is not broken, a flip of a coin will determine the winner.
(Approved March 2005 Executive Committee)

G. **Change in Status or in Workplace, Vacancy**

(1) **Change in Status**

With the exception of the Past-President, the representative from the State Department of Education and representatives of Allied Organizations, any committee member whose status changes so as not to be directly accountable to, or a voting member of, a local board of education or school(s) governing body shall not continue to be a voting member of the Executive Committee. With the exception of the current officers that committee member shall be replaced at the next Executive Committee meeting by the individual (if eligible) receiving the next highest vote during the last regularly held election, or in the case of the at-large representative, a new representative will be appointed by the Executive Committee at its next regularly scheduled meeting. In the event there is no one eligible, an election will be held to fill the vacancy at the next regularly scheduled Federated Council meeting.

(Revised February 2002 Federated Council)

a. **President**

When the status of the President changes, the President-Elect will succeed to the position of President. If there is not a President-Elect eligible, the Past-President shall be asked to serve in the place of the President-Elect until the President-Elect is eligible.

b. **President-Elect**

When the status of the President-Elect changes, the President shall authorize a new nomination and election process to be initiated so that nominations are presented at the next possible Federated Council meeting and elections are held at the meeting following nominations.

c. **Past-President**

In the event the status of the Past-President changes, that person may continue service until the end of the term for which she/he was elected.

(2) **Change in Workplace, No Change in Status**

When the workplace of an officer changes after election as President-Elect, but that person is still able to continue as a voting member of the Federated Council (See Article 3-30), that person may complete the terms of office through the term of Past-President. When that change in workplace is a change to another Section, representatives from both Sections will be eligible to be nominated for the office of President-Elect while that officer is still in service.

(3)

Vacancy

When a vacancy on the Executive Committee occurs caused by circumstances other than those listed above in this Section the following shall occur:

a. **President-Elect**

The President shall call for the nominations to be made for the next possible meeting of the Federated Council and an election to be held at the subsequent regularly scheduled meeting or the President may authorize a nomination process to be immediately initiated if in her/his judgment time permits adequate notice to the Federated Council and other interested parties, so that an election may be held at the next possible Federated Council meeting.

b. **President**

The President-Elect will succeed to the position of President. If there is not a President-Elect eligible to serve, the Past-President shall be asked to serve in the place of the President-Elect until the President-Elect is eligible.

c. **Past-President**

The President may appoint someone to the office who has served previously as a Past-President. The President may ask this appointee to serve out the complete term of the person compelled to vacate the office of Past-President.

d. **Other Executive Committee Members**

The position will remain vacant until the next Executive Committee meeting by the individual (if eligible) receiving the next highest vote during the last regularly held election, or in the case of the at-large representative, a new representative will be appointed by the Executive Committee at its next regularly scheduled meeting. In the event there is no one eligible, an election will be held to fill the vacancy at the next regularly scheduled Federated Council meeting.

(Revised February 2002 Federated Council)