



**AASPS Business Meeting  
May 19, 2016  
Chicago, Illinois**

**AGENDA**

1. Call to Order
2. Approval of 2015 Minutes
3. Old Business
  - a. Thanks to our sponsors
  - b. Website update ([www.aasps.org](http://www.aasps.org))
  - c. NSBA Connect
4. New Business
  - a. Announcements
  - b. Proposed Bylaw Revision
  - c. Election of Officers
    - Nominations -- Janine Murphy, Nominating Committee Chair
  - d. Conference Evaluation
  - e. Conference 2017 – Kenna Haycox, Ohio School Board Association
5. Adjourn

**AASPS Officers  
and  
2016 Conference Steering Committee**

**President**

Nancy Bohl, Illinois Association of School Boards

**President-Elect**

Kenna Haycox, Ohio School Boards Association

**Secretary**

Carolyn Counce, Texas Association of School Boards

**Immediate Past President**

Janine Murphy, North Carolina School Boards Association

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**AASPS Nominating Committee**

Janine Murphy, North Carolina School Boards Association – Chair

Peggy Holstedt, Oregon School Board Association

Joe Brott, Montana School Boards Association

AASPS Annual Conference  
Business Meeting  
June 10, 2015  
Asheville, North Carolina

1. Call to Order

Janine Murphy, President, called the meeting to order at 8:35 a.m.

2. Approval of Proposed Agenda

Linda Bakst moved and Joe Brott seconded the motion to approve the agenda; motion carried unanimously.

3. Approval of Minutes

Kathy Boyd moved and Joe Brott seconded the motion to approve the minutes from the June 27, 2014 meeting in Portland, Oregon; motion carried unanimously.

4. Old Business

a. NEPN database (the archive of sample policies) that has been maintained by NSBA was taken down for a time during the past year, but then was brought back. Leeza Conliffe, NSBA attorney, explained that when NSBA reorganized and downsized, the position of librarian was cut and not replaced. As a result, the database has not been maintained. NSBA does not have the resources to keep it up. Leeza explained that AASPS members can still access the database by logging in to NSBA's website. It was agreed that at this point, if an AASPS member has a need for sample policies, it is best to post a message to the listserv. It was not clear how long emails and attachments are available from the listserv.

b. Janine Murphy urged all attendees to review the list of AASPS members that was circulated to ensure that all new policy staff are included on the listserv and individuals who are no longer active are removed. Janine will have the listserv updated based on the information gathered.

5. Nominating Committee

Peggy Holstedt, immediate past president, presented the slate of officers:

President: Nancy Bohl, Illinois Association of School Boards

President Elect: Kenna Haycox, Ohio School Boards Association (to replace Linda Bakst, New York School Boards Association, who is retiring)

Secretary: Carolyn Counce, Texas Association of School Boards

6. Election of Officers

Motion to approve the officers moved by Julie Slavens and seconded by Allison Schafer, motion carried unanimously.

7. AASPS Conference 2016

Nancy Bohl distributed a flyer for the 2016 AASPS conference, scheduled to be held May 17-19<sup>th</sup> at the Embassy Suites in Chicago. The reason the conference will be held in May is because hotel rates in Chicago become prohibitively expensive in the summer months (including June). Conference rates will be available to attendees who want to extend their stay before the conference. Nancy and the Illinois team are excited about hosting and urge families to come enjoy Chicago. Nancy also requested input regarding topics and presentation ideas.

8. Concluding remarks:

Janine Murphy urged attendees of the 2015 conference to fill out the electronic evaluation form. Thanks were expressed for the conference sponsors, CTS (David Snowden) and Microscribe (Jim Edwards). Janine and the North Carolina School Boards Association team were thanked for putting on a great conference and for their hospitality.

9. Adjourn

Kathy Boyd made a motion to adjourn and Rick Stucky seconded; motion carried unanimously. Meeting adjourned at 9:05 a.m.

Respectfully submitted,  
Linda Bakst, Secretary  
New York School Boards Association

## Bylaws of the American Association of State Policy Services

### ARTICLE I – NAME

The name of the organization shall be the American Association of State Policy Services (AASPS). The organization shall be affiliated with the National School Boards Association.

### ARTICLE II – PURPOSES

The members of the American Association of State Policy Services provide guidance, mutual assistance and continuing education for one another in our roles as policy and governance consultants to school boards association membership.

### ARTICLE III – MEMBERSHIP

Membership in the Association shall be open to all professional school board association personnel engaged in policy service or having any supervisory responsibility for policy service personnel.

### ARTICLE IV – OFFICERS

#### Section 1.

The officers of the Association shall consist of President, President-Elect, Secretary, and Immediate Past President, all of whom must be members of the Association.

#### Section 2.

Officers of the Association shall be elected by a majority vote of the member Associations present at the annual business meeting with the following exceptions: the office of Immediate Past President shall be occupied by the person indicated; and ~~beginning at the annual meeting of the year 2001,~~ the office of President shall be filled by the President-Elect.

#### Section 3.

The President ~~elect~~-Elect shall succeed to the position of President at the close of the annual business meeting held the year following election to the position of President Elect. Should the President Elect no longer be eligible or upon said officer's resignation, the vacancy shall be filled by election at the next annual business meeting of the Association. Upon completion of the term as President, the President shall succeed to the office of Immediate Past President unless no longer eligible for membership or having resigned. Other officers shall take office at the close of the annual business meeting at which they are elected. All shall serve one-year terms, or until their successors qualify, except for the Immediate Past President, shall be eligible for reelection. Consecutive terms in a given position shall be limited to two.

#### Section 4.

The duties of the officers shall be as follows:

President – shall preside at all meetings of the Association; appointing all committees not otherwise provided for; oversee the general operations of the Association; and serve as official spokesperson for the Association.

Under normal circumstances, the President's school boards association shall host the annual professional and business meeting. The time and place of the annual professional and business meeting shall be at the discretion of the President; as long as the dates do not conflict with NSBA or COSA events.

Upon taking office, the President shall be the primary contact for the AASPS website and shall oversee the updating of information for the coming year.

President-Elect – shall preside at all meetings in the absence of the President; and assist as the President may assign, and perform the duties of the President upon the President's disqualification.

Secretary – shall preside at all meetings in the absence of the President and President-Elect; keep the minutes of the Association and provide such minutes to the President for website posting; ~~maintain the written history of the Association; and~~ be responsible for such other projects as the President may assign.

Immediate Past President – shall chair the Nominating Committee; provide the President with a summary of the conference for inclusion in the Association History document on the website.

#### ARTICLE V – COMMITTEES

##### Section 1.

The officers of the Association shall constitute the Steering Committee. The Steering Committee shall plan the annual meeting of the Association; appoint a member to fill the unexpired term for any office that may become vacant between annual meetings (except as specified in Article IV), and conduct any other business of the Association between annual meetings.

##### Section 2.

There shall be a three-member standing Nominating Committee, appointed by the President and chaired by the Immediate Past President. The Nominating Committee shall be comprised of the past three presidents, if possible, and chaired by the Immediate Past President. The Committee shall solicit nominations for officer positions and, having secured the consent of the nominee, shall advance a slate of candidates.

##### Section 3.

The President may appoint other interim committees or task forces as needed to carry out Association business.

## ARTICLE VI – MEETINGS

### Section 1.

The Association shall hold an annual professional and business meeting at a time and place to be determined by the ~~Membership~~President. Additional meetings of the membership may be called by the Steering Committee.

### Section 2.

Except as provided in Article VII, action by the body shall be by majority vote of the member Associations present.

## ARTICLE VII – AMENDMENTS

These Bylaws may be amended by two-thirds vote of the member Associations present at the annual business meeting. Members wishing to propose amendments shall submit them in writing to the Steering Committee. The Steering Committee shall submit proposed amendments in writing to the membership, with recommendations, at least thirty (30) days prior to the meeting at which they are to be voted upon.

Adopted 5/18/1985  
Amended 6/12/1993  
Amended 6/10/2000  
Amended 6/13/2006  
Amended 5/19/2016