

**STATEMENT OF RULES
OF THE
FLORIDA SCHOOL FINANCE COUNCIL**

RULE I

NAME OF ORGANIZATION

SECTION 1. NAME

1. This organization shall be known as the Florida School Finance Council, hereinafter referred to as the Council.

RULE II

PURPOSE AND FUNCTIONS

SECTION 2. PURPOSE

1. To act in an advisory role to the Commissioner of Education and the Deputy Commissioner for Finance and Operations with respect to public school funding, accounting and related business services.
2. To make recommendations concerning legislation, rules, and regulations affecting public school funding accounting and related business services.
3. To improve business management practices and promote the professional development of school finance personnel.
4. To assist the districts through the sharing of technical assistance information, research and publications.

SECTION 3. FUNCTIONS

1. Establish the policies of the Council and adopt procedures necessary for the attainment of its purposes.
2. Review and evaluate annually the progress toward goals and objectives established by the Council.
3. Provide a forum for open discussion between school districts, the Department of Education, the Auditor General's office and other agencies.
4. Identify areas of concern with governmental accounting principles, standards and procedures and promote special studies or make recommendations that may be indicated.
5. Make specific recommendations concerning legislation, rules and regulations affecting the level and allocation of public school funding.
6. Develop processes to encourage voluntary cooperation and sharing of technical assistance among school districts.
7. Establish and implement a program for professional development of school finance personnel.

RULE III
MEMBERSHIP AND TERM

SECTION 1. MEMBERSHIP

1. The voting membership of the Council shall consist of 25 members; 21 regular members, 3 officers, and the immediate past chair of the Council.
2. The Executive Committee shall recommend members from the Florida School Finance officers Association membership. The Executive Committee shall be comprised of the immediate past Chair, the Chair, the Vice Chair, the Secretary/Historian of the Council and the President of the Florida School Finance Officers Association.
3. The voting membership shall be selected as follows:
 - 5 members from small districts 1 – 10,000 UWFTE
 - 10 members from medium districts 10,001 – 100,000 UWFTE
 - 6 members from large districts over 100,000 UWFTE
4. The Commissioner of Education shall, upon recommendation, officially appoint members to the Council and at the same time advise their respective Superintendents of the appointment.

SECTION 2. TERM

1. The term of the appointment for initial members shall be six (6) for two (2) years, six (6) for three (3) years and six (6) for four (4) years. Thereafter, replacement appointments shall be for three (3) years each.
2. No member shall be appointed for more than two (2) full successive terms. If a member is elected to an office that would endure beyond their membership term, the membership term shall be extended to the end of the term of office, provided that the member is elected by a two-thirds (2/3) majority of membership at the meeting.
3. A membership year shall be from July 1 through June 30.

SECTION 3. VOTING

1. The voting membership of the Council shall consist of 25 members; 21 regular members, 3 officers, and the immediate past chair of the Council.

SECTION 4. VACANCIES

1. The Chair of the Council shall recommend a member to complete the term of any vacancy on the Council.

SECTION 5. EX-OFFICIO MEMBERSHIP (NON-VOTING)

1. The Deputy Commissioner for Finance and Operations, or designee, shall be an ex-officio member of the Council.
2. The President of the Florida School Finance Officers Association, unless appointed as a regular member, shall be an ex-officio member of the Council.
3. The Bureau Chief for School Business Services, or other individual designated by the Commissioner of Education, shall be an ex-officio member of the Council.

4. All former Chairs of the Council may remain on the Council as ex-officio members while they are actively involved in a Florida LEA.
5. The Legislative Liaison of the Florida Association of District School Superintendents (FADSS) shall be an ex-officio member of the Council.

SECTION 6. ATTENDANCE

1. Council members who fail to attend two (2) consecutive meetings without providing just cause will be considered to have resigned from the Council.

RULE IV

OFFICERS

SECTION 1. OFFICERS

1. The officers of the Council shall be a Chair, a Vice-Chair and a Secretary/Historian as elected by the Council.
2. Terms of office shall be two (2) years. No office shall be elected to successive terms.
3. Officers shall take office the first day of the membership year after the end of the meeting during which they are elected.

SECTION 2. VACANCIES

1. In the event of a vacancy in the office of Chair, the Vice-Chair shall become Chair for the balance of the term. Vacancies in other offices shall be filled by appointment by the Chair.

RULE V

DUTIES OF OFFICERS

SECTION 1. CHAIR

1. Preside at all meetings of the Council.
2. Appoint members to all committees.
3. Set the time, place and agenda of all council meetings.

SECTION 2. VICE-CHAIR

1. Serve as presiding officer in the absence of the Chair.
2. Assume the duties of the Secretary/Historian in the absence of the Secretary/Historian.

SECTION 3. SECRETARY/HISTORIAN

1. Maintain accurate records of proceedings, correspondence and reports.
2. Submit the minutes of each Council meeting to each member of the Council on a timely basis.

Rule VI

MEETINGS

SECTION 1. MEETINGS

1. The Council shall meet as often as necessary but shall hold a least two (2) meetings per year.
2. The Chair shall call all regular and special meetings. The Chair shall set the date, time and location for these meetings.
3. The voting members present at a regular or special meeting shall constitute a quorum for the transaction of business.
4. Notice of all regular meetings shall be given no less than two (2) weeks prior to the date of which the meeting is called. Such notice shall be in writing to each member and shall provide a tentative agenda.
5. Special meetings may be called at the discretion of the Chair.
6. Upon written petition of six (6) or more voting members, the Chair shall call a special meeting of the Council. The business to be addressed at such special meetings shall be clearly stated in the petition. As provided in paragraph 4 of the section, the Chair shall give notice no less than one (1) week after receipt of the petition. The Chair shall hold the meeting no later than thirty (30) days after receipt of the petition.
7. Roberts Rule of Order revised shall be the authority on parliamentary procedure at all meeting of this Council.
8. When funding is provided from state appropriations, all meetings or activities shall comply with state rules and procedures.

RULE VII

COMMITTEES

SECTION 1. SPECIAL COMMITTEES

1. The Chair may establish such committees as may be necessary to carry out the purposes and objectives of the Council. Examples might include committees on management techniques, legislative affairs, professional development, legal aspects, school finance, accounting, auditing, budgeting, and any others. These committees may include representatives from other organizations as deemed appropriate by the Chair.

SECTION 2. COMMITTEE REPORTS

1. All actions taken by a committee shall be reported to the full Council.
2. All committee actions shall be subject to review and approval by the full Council.

RULE VIII

AMENDMENTS

SECTION 1. AMENDMENTS

1. Amendments or revisions to these rules may be proposed in writing to the Chairman at least four (4) weeks prior to any regular Council meeting and to the members at least two (2) weeks prior to any regular Council meeting. The acceptance or rejection of such amendments or revisions shall be determined by two-thirds (2/3) majority of the membership at the meeting.

History of Rules:

Approved September 17, 1982

Amended August 25, 1988

Amended June 20, 1990

Amended June 18, 1991

Amended February 4, 1993

Amended June 10, 2008

Amended June 18, 2019