

SUWANNEE PROFESSIONAL DEVELOPMENT COUNCIL BY-LAWS

Revised 1/28/10

I. Name

The council shall be known as the Suwannee Professional Development Council.

II. Membership of the Council

- A. The Suwannee Professional Development Council shall be composed of representation in compliance with F.S. 231.600.
- B. Members of the Suwannee Professional Development Council-At-Large shall be recommended by the Superintendent to the School Board for approval and appointment.

Elected Representation

Representatives are elected by and represent each of the following respective groups:

1. Branford Elementary Teachers (PreK-5)
2. Branford High School Teachers (6-12th)
3. Suwannee Elementary Teachers (2nd - 3rd)
4. Suwannee-Hamilton Technical Center Teachers
5. Suwannee Intermediate Teachers (4th - 5th)
6. Suwannee High School Teachers (9th - 12th)
7. Suwannee Middle School Teachers (6th - 8th)
8. Suwannee Primary Teachers (Pre-K - 1st)
9. ESE Teachers (county-wide)
10. Guidance Counselor (county-wide)
11. Media Specialist (county-wide)
12. School-Related Personnel (county-wide)
13. UTSC Representative

Appointed Representation

At least one member appointed from each of the following groups:

1. Elementary Level Administrators
2. Secondary Level Administrators
3. Principal Representative
4. District Level Administrator
5. SAC Member (includes business partners and parents)
6. Health & Social Services Personnel

Staff Positions

1. Professional Development Council Director

III. Operational Procedures for the Professional Development Council

A. The Executive Council

The Executive Council will attend regular scheduled meetings and be responsible for the operation of the total council.

B. Term of Appointment

1. Effective 1992, all Professional Development Council representatives will serve a three (3) year term of office.
2. The elections and appointment schedule will provide for staggered replacement of experienced members. (See attached schedule, page 6)

C. Time of Appointment

Elections will be held by the end of May and the names of representatives will be sent to the Professional Development Council Director.

1. The Superintendent shall recommend appointment of new members for approval at the June meeting of the Suwannee County School Board.
2. New appointees shall attend the first meeting of the year, which will be deemed an orientation process, as non-voting members.

D. Officers of the Professional Development Council (Executive Council)

1. The officers of the Professional Development Council shall be a chairperson, a vice-chairperson and a secretary.
2. The term of office of the Chair, Vice-chair and Secretary shall be two (2) years.
3. The Vice-chair will become Chairperson at the first meeting of their elected term and a new vice-chair and secretary will be elected at the same meeting.
4. Nominees for vice-chair and secretary shall have served a minimum of one (1) year on the Council.
5. The past Council chairperson, if term has expired, will serve as a non-voting, ex-officio member of the Council for two (2) years.

E. Meetings

1. Regular meetings of the Professional Development Council shall be held at least three (3) times a year at a time and place to be determined by the Council.
2. Such regularly scheduled meetings may take place during duty hours with released time granted for members to participate in Council meetings. Expenses for substitutes for teacher members shall be included in the Professional Development Council budget.
3. The chairperson may call other meetings according to need determined by the executive board.
4. *Robert's Rules of Order*, newly revised, will be the parliamentary authority on all questions not specifically stated in these procedures.

- F. Voting
 - 1. The voting members of the Council will be all elected and appointed representatives, and the Professional Development Council Director.
 - 2. Members must be present to vote.

- G. Vacancies

Vacancies for unexpired terms of Council members shall be filled according to procedures stipulated in Section II, Membership of the Council.

- H. Absences

Any Council member who is consistently absent from regularly scheduled meetings will be asked to resign so that a new representative may be elected/appointed.

IV. Functions of the Council

- A. Recommend to the Superintendent policies and procedures for the operation of the Professional Development Council (F.S. 231.600).

- B. Develop goals and objectives for the Professional Development Council within the Policies as determined by the Suwannee County School Board. (F.S. 231.600)

- C. Recommend to the Superintendent appropriate Professional Development Council staff positions to be appointed by the School Board, (F.S. 231.600)

- D. Develop and implement an annual inservice needs assessment (F.S. 231.600)

- E. Compile and provide North East Florida Educational Consortium (NEFEC) the necessary information for the Master In-Service Plan which is provided by NEFEC to all its member districts. (F.S. 231.600, SBR 6A-5.071)

- F. Make recommendations to the Superintendent on an appropriate Professional Development budget. (F.S. 231.600)

- G. Review and approve evaluation procedures for the Professional Development Council inservice programs. (F.S. 231.600)

V. Role of the Director

- A. Administratively responsible to the Superintendent or designee.
- B. Responsible for managing the Professional Development Council in compliance with state regulations and School Board Rules and within the procedures established by the Professional Development Council.
- B. Sign all purchase orders and travel requests according to Professional Development Council policy.
- C. Present budget to the Superintendent.
- D. Help the executive board to set-up agendas for Professional Development Council meetings.
- E. Report and submit all necessary information to the state.
- F. Voting member of the Council.
- G. Serve as a liaison between the Council and the Superintendent.

VI. Member's Role

- A. Serve on Professional Development Council as a leader and facilitator of human resource development for the district.
- B. Act as a liaison between Professional Development Council and represented group.
- C. Attend all regular and called meetings.
- D. Serve on both permanent and ad hoc council committees.
- E. Act as a liaison between the School Advisory Council and the district human resources office.