

Manual of Operating Procedures

The State Transportation Association Council **National Association of State Directors of Pupil Transportation** www.nasdpts.org



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Name

The name of this organization is the State Transportation Associations Council, herein after referred to as STAC.

Affiliation

STAC is a sub-committee of the National Association of State Directors of Pupil Transportation Services, herein after referred to as NASDPTS, and is comprised of any State Association that represents the school transportation industry.

Mission and Purpose

The purpose and mission of STAC is to provide leadership and educational opportunities to the school transportation industry to realize our collective goal of providing high-quality, safe, secure, healthy, and efficient transportation for our school students.

Goal and Objective

It is the goal and objective to support the aims and purposes of NASDPTS. In order to achieve the goal and objective, STAC will:

1. Help NASDPTS realize its mission of leading, assisting, and motivating the nation's school transportation industry to provide high-quality, safe, secure, healthy, and efficient transportation for school pupils.
2. Provide assistance in aggressively pursuing legislation and regulations that will further improve school transportation safety and cost-effectiveness.
3. Recruit other State Associations.
4. Strengthen communication with NASDPTS.
5. Work to increase State Association member participation in NASDPTS.
6. Work to increase State Association member participation in the NASDPTS Annual Conference.

Membership

Membership in STAC and eligibility to serve on the Steering Committee is held by the State Association, and not by an individual. The Steering Committee will be comprised of individuals drawn from the State Associations who are current members of NASDPTS for the calendar year at the time of the NASDPTS Annual Conference.

Steering Committee membership shall be representatives of the Association Member categories as outlined in the NASDPTS Bylaws.

The Steering Committee shall be comprised of the following members:

1. Chair
2. Vice-Chair
3. Secretary
4. One (1) representative from each of the four (4) NASDPTS Regions as specified in the NASDPTS Constitution:

- a. Eastern Region Representative
 - b. Southern Region Representative
 - c. Central Region Representative
 - d. Western Region Representative
5. Immediate Past Chair

Voting members consist of seven (7) members: Chair, Vice-Chair, Secretary, four (4) Region representatives.

The President and/or Executive Director of the NASDPTS Board, as well as the Immediate Past Chair of the STAC, shall be ex-officio, non-voting member(s) of the Steering Committee.

Steering Committee members may only hold one (1) position at a time. This provision allows for more participation from State Associations and maintains the voting requirements.

Only State Associations that are current in their membership dues are eligible to have a seat on the Steering Committee. If requested by the STAC Chair, the individual must provide a written recommendation to STAC from the State Association sponsoring that individual for a seat. The individual so designated is expected to participate actively in the affairs of the Committee and to attend STAC's Annual Meeting.

If necessary, the President and/or Executive Director of the member Association may substitute a representative to ensure participation.

Nominees for a seat on the Steering Committee must be a current Officer, Executive Director, or a Past Officer or Past Executive Director of the State Association. In addition, nominees must meet the following criteria:

- 1. Ability to attend scheduled STAC meetings.
- 2. Actively participate in Steering Committee business.

Officers, Duties, and Terms of Office
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The STAC Steering Committee provides a leadership team for STAC. The responsibilities of the Officers are as follows:

Chair:

- 1. Will serve on the NASDPTS Board of Directors.
 - a. Will attend NASDPTS Board Meetings.
 - b. Will submit reports to the Board on STAC activities.
 - c. May not serve on the governing board of any other National Associations that is primarily in existence to serve the pupil transportation industry or community.
- 2. Will coordinate with the NASDPTS Board and Committees on issues of mutual interest, e.g. legislative, NCST, etc., as needed.
- 3. Will assist NASDPTS staff in collecting unpaid dues and in updating membership data.
- 4. Will, with the assistance of the Secretary, prepare an agenda for the Annual Meeting.
- 5. Will include the Steering Committee in administrating STAC business, e.g. appointing Ad-Hoc and Standing Subcommittees, organizing the Annual Meeting, keeping appropriate records of the Annual Meetings, and submitting information to the NASDPTS Board.
- 6. Will assist NASDPTS staff to ensure STAC Members Only web page is updated and includes useful information for members, including meeting minutes.

Vice-Chair:

1. In the absence of the Chair, or in case of inability to serve, the Vice-Chair will assume the duties of the Chair.
2. The Vice-Chair will also handle any other assignment requested by the Chair or by the NASDPTS Board.

Secretary:

1. Will provide minutes of all Steering Committee meetings.
2. Ensures the minutes are submitted at the subsequent meeting for approval and posting on the NASDPTS STAC web page.
3. Assists with ensuring changes are made to the STAC web page, including Members Only information and the NASDPTS email list.

The Terms of Office are as follows:

Chair:

1. The Chair is elected for two (2) years.
 - a. The Chair may only serve two (2) consecutive terms.
 - b. An exception may occur if no other candidate seeks the office.
 - c. The Chair shall be elected in ODD years.
 - d. If the Chair assumed the role due to a vacancy, the unexpired term is not counted as a full term.

Vice-Chair:

1. The Vice-Chair is elected for two (2) years.
 - a. The Vice-Chair may only serve two (2) consecutive terms.
 - b. An exception may occur if no candidate seeks the office of Vice-Chair, and the Vice-Chair accepts an additional term.
 - c. The Vice-Chair shall be elected in ODD years.

Secretary:

1. The Secretary is elected for two (2) years.
 - a. The Secretary may only serve two (2) consecutive terms.
 - b. An exception may occur if no candidate seeks the office of Secretary, and the Secretary accepts an additional term.
 - c. The Secretary shall be elected in EVEN years.

Regional Representatives:

1. Regional Representatives are elected for two (2) years.
 - a. Regional Representatives may only serve two (2) consecutive terms.
 - b. An exception may occur if no candidate seeks the office of Regional Representative, and the Regional Representative accepts an additional term.
 - c. The WESTERN and the EASTERN Regional Representatives shall be elected in EVEN years.
 - d. The CENTRAL and the SOUTHERN Regional Representatives shall be elected in ODD years.

Any STAC member may request consideration for a seat on the Steering Committee by presenting a request from the State Association's President or Executive Director. The request should be sent to the Nomination Committee Chair at least ten (10) days prior to the NASDPTS Annual Conference. Nominations will also be accepted from the floor.

Vacancies

Chair:

1. In the event of a vacancy in the office of Chair, the Vice-Chair will automatically succeed and assume the office of Chair.

Vice-Chair:

1. In the event of a vacancy in the office of Vice-Chair, the office will be appointed by a majority of the members of the Steering Committee, only when the vacancy occurs at least thirty (30) days prior to the Annual Meeting.
2. A current member of the Steering Committee may assume the position of Vice-Chair but must vacate their position as Regional Representative.

Secretary:

1. In the event of a vacancy in the office of Secretary, the office will be appointed by a majority of the members of the Steering Committee, only when the vacancy occurs at least thirty (30) days prior to the Annual Meeting.

Regional Representative:

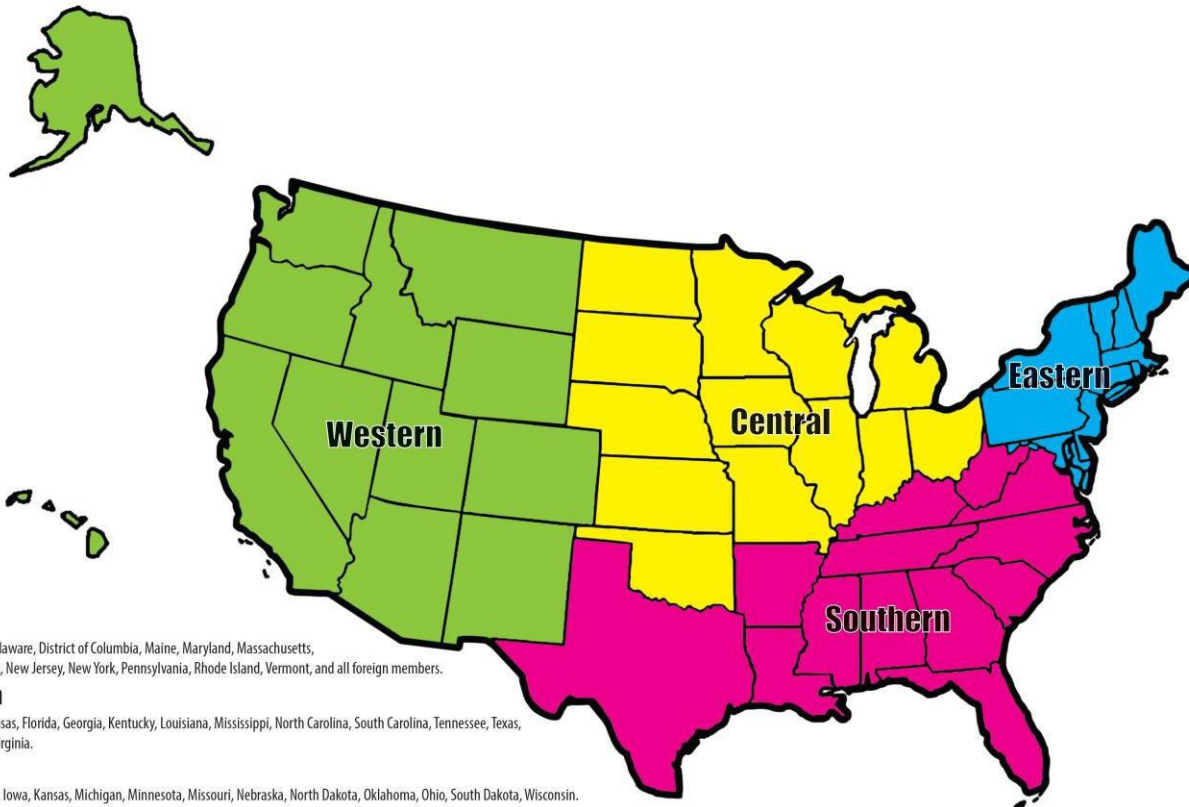
1. In the event of a vacancy in the office of Regional Representative, the office will be appointed by a majority of the members of the Steering Committee, only when the vacancy occurs at least thirty (30) days prior to the Annual Meeting.
2. The appointee must be a member of the affected region where the vacancy occurs.

Regional Division

In accordance with the NASDPTS Constitution, Regional Division shall be as follows:

- Eastern Region:** Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and all foreign members.
- Southern Region:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia.
- Central Region:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, Ohio, South Dakota, Wisconsin.
- Western Region:** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming.

National Association of State Directors of Pupil Transportation Services



Eastern

Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and all foreign members.

Southern

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia.

Central

Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, Ohio, South Dakota, Wisconsin.

Western

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming.

Meetings, Notices, Quorum, Voting, and Rules

The STAC Annual Meeting is held in conjunction with the NASDPTS Annual Conference. All STAC members who are current in their membership dues, as well as anyone from their State Association, are eligible to attend.

STAC meetings are designed to discuss issues of concern to school transportation associations and their members. The NASDPTS President and Executive Director are invited and encouraged to attend, answer questions, give industry updates, and to encourage best practices in school transportation.

A quorum for a meeting of the STAC shall consist of at least twenty percent (20%) of the active members. This may include phone meetings or when voting by email or other electronic means.

Except as specifically provided in the By-Laws or in Robert's Rules of Order, Newly Revised, a majority of the members present at a meeting must approve all motions involving the normal conduct of business.

Any member of a State Association who is a STAC member is invited and encouraged to attend the STAC Annual Membership Meeting at the NASDPTS Annual Conference, and to engage in all debates and discussions brought to the meeting by the Steering Committee.

Committees

Manual of Operating Procedures Committee. The Steering Committee may appoint a Manual of Operating Procedures Committee consisting of five (5) members. The Chair of the Steering Committee will serve as Chair of this Committee.

The Committee is responsible for reviewing and recommending possible updates to the Manual of Operating Procedures.

Recommendations should be made at the STAC Annual Meeting.

Membership Committee. The Steering Committee may appoint a Membership Committee. This Committee will be comprised of the Chair of the Steering Committee and the four Region Representatives. The Steering Committee Chair will serve as Chair of this Committee.

The Committee is responsible for retaining members and for recruiting new State/Association members.

Nominating Committee. There will be a Nominating Committee comprised of the STAC Immediate Past-Chair, the President of NASDPTS, and at least one (1) other Steering Committee member. In the event that the Immediate Past-Chair is unavailable to serve on the Committee, the Steering Committee will appoint a replacement.

The Nominating Committee is responsible for compiling a slate of officers for the ensuing term.

Other Committees. The Steering Committee may appoint other Committees as deemed necessary, with the approval of the NASDPTS Board.

Amendments

Amendments to this Manual of Operations Manual should be made and reviewed at the STAC Annual Meeting.

Amendments will be accepted by a quorum of the members present.