

Manual of Operating Procedures



The State and National Associations Council

National Association of State Directors of Pupil Transportation Services

www.nasdpts.org



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Name

The name of this organization is the State and National Associations Council, herein after referred to as SNAC.

Affiliation

SNAC 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 or National Association that represents the school transportation industry.

Mission and Purpose

It is the mission and purpose of SNAC to provide leadership and educational opportunities to the school transportation community from the grassroots level.

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, SNAC 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 and National Associations.
4. Strengthen communication with NASDPTS.
5. Work to increase State and National Association member participation in NASDPTS.
6. Work to increase State and National Association member participation in the NASDPTS Annual Conference.

Membership

Membership in SNAC and eligibility to serve on the Steering Committee is held by the State/National Association, and not by an individual. The Steering Committee will be comprised of individuals drawn from the State/National 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 Constitution.

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

Voting members consist of six (6) members, Vice-Chair, Secretary, four (4) Region representatives.

The President and/or Executive Director of the NASDPTS Board shall also be 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/National Associations, and maintains the voting requirements.

Only State/National Associations that are current in their membership dues are eligible to have a seat on the Steering Committee. If requested by the SNAC Chair, the individual must provide a written recommendation to SNAC from the State/National 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 SNAC'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/National Association. In addition, nominees must meet the following criteria:

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

Officers, Duties, and Terms of Office
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The SNAC Steering Committee provides a leadership team for SNAC. 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 SNAC activities.
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 SNAC 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 SNAC Members Only web page is updated and includes useful information for members, including meeting minutes.

Vice-Chair:

In the absence of the Chair, or in case of inability to serve, the Vice-Chair will assume the duties of the Chair. The Vice-Chair will automatically succeed to the office of Chair upon the completion of their term as Vice-Chair. 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 SNAC web page.
3. Assists with ensuring changes are made to the SNAC 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.

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 ODD 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 SNAC member may request consideration for a seat on the Steering Committee by presenting a request from the State/National 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.

Regional Division

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

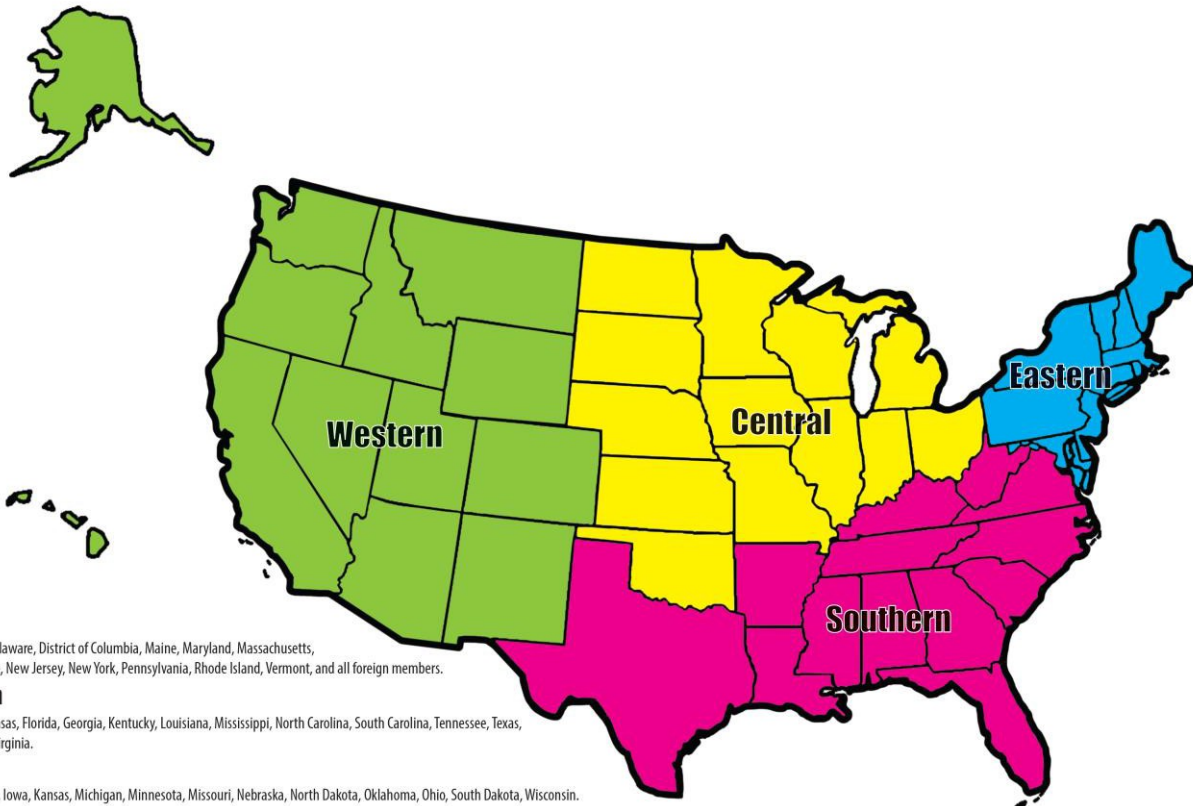
Eastern Region: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and all foreign members.

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

Non-members of State/National Associations may visit a SNAC meeting as a guest, subject to approval by the Steering Committee Chair.

SNAC 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 is established when a simple majority of the Steering Committee is present at a meeting, including 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/National Association who is a SNAC member is invited and encouraged to attend the SNAC Annual Membership Meeting at the NASDPTS Annual Conference, and to engage in all debates and discussions brought to the meeting by the Steering Committee.

Only State/National Association Council Steering Committee Members that are current in their membership dues may vote.

Dues

Membership dues shall be consistent with the NASDPTS Constitution and Manual of Operating Procedures, as prescribed by the NASDPTS Board of Directors.

The NASDPTS Annual Conference is a "member's only conference". Attendees must be a NASDPTS member to attend (under the appropriate membership category). As SNAC members, the yearly membership dues from the respective state association allows the entire state association board or executive board to attend the annual NASDPTS Conference by paying a reduced conference registration fee per attendee.

Dues are based on a calendar year, with invoices being sent to the State or National Association by NASDPTS. The State or National Association must be a member in Good Standing to have any of its members serve on any Steering Committee, Committee or Sub-Committee.

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.

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 SNAC 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 SNAC 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 Committee is responsible for:

1. Reviewing new membership on the Steering Committee, provided a request is made at least ten (10) days prior to the NASDPTS Annual Conference.
2. 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.

Dismissal from Steering Committee

A member will be dismissed from membership on the Steering Committee if the State/National Association drops its membership or fails to keep dues paid on a current basis.

Amendments

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

Amendments will be accepted by a simple majority of the members present.