

**NOTE: \*\*\* All bracketed numbers refer to sections of Robert's Rules of Order. \*\*\***

## **The Oklahoma Association for Pupil Transportation Executive Board Guidelines**

This document serves as a Manual of Procedures for how the Oklahoma Association for Pupil Transportation (OAPT) operates and expands upon the approved bylaws. This document can be amended by the Board of Directors at any time during a regular meeting or annual meeting. Any proposed changes will be specified in the Agenda and/or minutes of a meeting and will become effective at the following meeting upon a majority vote of the Board of Directors. These guidelines will never take away the rights of a member or cause undue financial hardship on any member.

### **Duties of Executive Board**

The duties of the Executive Board for OAPT are defined as follows:

The Executive Board derives its authority from and shall be responsible to the membership of the Association. It shall have the corporate responsibility for the Association, including the authority to:

- A. Receive and implement the resolutions of the membership, provided said resolutions are legal, feasible, and not in conflict with the adopted By-Laws.
- B. Authorize the appointment of special commissions and committees as needed.
- C. Approve an agenda for the Annual Meeting.
- D. Adopt policies for the operation of the Association; produce and maintain a Manual of Procedures (MOP).
- E. Adopt the annual budget of the Association.
- F. Establish dates, locations, and fees for the Annual Meeting/Conference.

**5.1.3** The Executive Board shall maintain staggering terms to offer the benefit of continuity in the functioning of the board.

**5.1.4** The Executive Board shall effectively communicate and maintain current legal provisions ensuring the Association operates to the best of its ability and by the standards outlined in bylaws and state and federal laws.

### **Duties of the Executive Board Members**

**President [47:7]**

The President's duties include, but are not limited to:

- A. The presiding officer of an assembly and/or meetings.
- B. To open and close Call of Meeting at the appointed time to ensure the order of business is in accordance with the prescribed order of business, agenda, or program.
- C. To recognize members who are entitled to the floor.
- D. To state and to put to the vote all questions that legitimately come before the assembly as motions or otherwise arise in the course of the proceedings.
- E. To protect the assembly from obviously dilatory motions by refusing to recognize them.
- F. To enforce the rules relating to debate and those relating to order and decorum within the assembly.
- G. To expedite business in every way compatible with the rights of the members.
- H. Serving as the official point of contact (POC) for OAPT, ensuring all board members are performing their assigned duties and ensuring the Annual Meetings are planned, organized, and conducted correctly.
- I. Ensure that the Association is following all laws, regulations, and bylaws agreed upon by the body of the membership.
- J. Understand and keep the current version of Robert's Rules at all meetings, and ensure the Association has kept current all Bylaws of the organization.
- K. To declare the meeting adjourned when the assembly so votes or —where applicable— at the time prescribed in the program or at any time in the event of a sudden emergency affecting the safety of those present.

**President-Elect [47:21]**

The President-Elect's duties include, but are not limited to:

- A. Serve as Acting President during the absence of the President.
- B. Assist in planning and securing future Annual Conference sites.
- C. Serve as Chairperson of the Nominating Committee.

**Past President:**

The Past President's duties include, but are not limited to:

- A. Serving as the primary advisor to the President and President-Elect as needed.
- B. Promote opportunities for School District's to interact with and join OAPT.
- C. Assist other Executive Board members with their duties as needed.

**Secretary [47:32]**

The Secretary's duties include, but are not limited to:

- A. To keep a record of all the organization's proceedings—usually called the minutes.
- B. To keep on file all committee reports.
- C. To keep the organization's official membership roll (unless another officer or staff member has this duty); and to call the roll where it is required.
- D. To make the minutes and records available to members upon request [47:36].
- E. To notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required to perform their duties, and to have a list of all existing committees and their members on hand at each meeting.
- F. To sign all certified copies of acts of the society.
- G. To maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting. This may be done electronically.
- H. To send out to the membership any required notice of each meeting, known as the Call of the Meeting, and to conduct the general correspondence of the organization—that is, correspondence that is not a function proper to other offices or to committees.
- I. To prepare, before each meeting, an order of business for the use of the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and—if applicable—the times for which they are set.
- J. In the absence of the president and president-elect, to call the meeting to order and preside until the immediate election of a chairman pro tem.

**Treasurer [47:38]**

The Treasurer's duties include, but are not limited to:

- A. To provide a treasurer's report for all Executive Board members at least two days prior to any scheduled meeting containing a breakdown of the monthly transactions and bank balances.
- B. To provide a full financial report at the Annual Meeting which has already been audited by the Audit Committee. [48:21]
- C. To provide a treasurer's report at each meeting.
- D. Maintaining and coordinating all financial records for OAPT.

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- E. Ensuring all banking and tax items are kept up-to-date and following all appropriate laws.
- F. Creating/proposing an Association Budget by the May regular meeting for Executive Board approval.
- G. Ensuring an audit is completed annually by the April regular meeting.

### **Communications Director**

The Communications Director's duties include, but are not limited to:

- A. Maintaining all social media and public websites for OAPT.
- B. Accepting and filling all training requests for online training received by OAPT.
- C. Coordinating all promotions of OAPT with any outside organizations and/or media.
- D. Documenting and photographing all Annual Conferences.
- E. Answering any official phone calls received on the official OAPT phone line.

### **Vendor Director**

The Vendor Director's duties include, but are not limited to:

- A. Serving as the primary contact for all vendor communications with OAPT.
- B. Maintaining contact information for all known vendors in Oklahoma that attend OAPT.
- C. Promoting opportunities for vendors to interact with OAPT.
- D. Soliciting vendors to participate in the OAPT Annual Conference.

### **Training Director**

The Training Director's duties include, but are not limited to:

- A. Serving as the primary contact for the State Department of Education Transportation Director(s).
- B. Serving as the primary contact for Service Oklahoma.
- C. Promoting training opportunities for all school districts to interact with OAPT.
- D. Soliciting training speakers/topics for the OAPT Annual Conference.
- E. Review the OAPT Online Course annually to adjust for state/federal law changes.
- F. Coordinate a Bus ROAD-EO annually if possible.
- G. Keep abreast of all state/federal legislative changes.

### **Regional Directors**

The Regional Director's duties include, but are not limited to:

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- A. Coordinating with all school districts in their area to promote OAPT membership, meetings, and conferences.
- B. Maintaining a contact list for their area.
- C. Providing relevant rules/law changes to the school districts in their area.

**Oklahoma State Director:** The Oklahoma State Department of Education (SDE), Transportation Officer/Director(s) is/are a permanent non-voting member(s) of the Executive Board. The SDE Director(s) provide guidance and legal rulings on current state and federal laws that affect pupil transportation in the state.

**Service Oklahoma Representative:** Service Oklahoma Representative(s) is/are a permanent non-voting member of the Executive Board. The members of Service Oklahoma provide guidance and legal rulings on current state and federal laws that affect pupil transportation in the state.