



# School Administrators Alliance

Representing the interests of Wisconsin school children

## SAA POLICIES AND PROCEDURES

### **I. NAME**

The School Administrators Alliance (SAA).

### **II. MEMBERSHIP**

#### **A. Alliance**

The SAA consists of the Association of Wisconsin School Administrators (AWSA), the Wisconsin Association of School District Administrators (WASDA), the Wisconsin Association of School Business Officials (WASBO) and the Wisconsin Council for Administrators of Special Services (WCASS).

#### **B. Representation**

Each association appoints six primary and as many as six alternate members to represent the association on the SAA Legislative Committee. It is up to each association to decide how those members are appointed and the length of time they may serve as representatives of their association. The executive directors of each association and the SAA director of government relations serve as ex officio members.

Each primary member is responsible for contacting his or her alternate if the primary member is unable to attend an SAA meeting. If neither the primary member nor their alternate can attend a meeting, the primary member should inform his/her corresponding representative on his/her association's board of directors.

### **III. SAA STRUCTURE**

#### **A. Chairman**

The chairman serves a two-year term. The chairman is recommended by the steering committee and confirmed by each association's board of directors.

#### **B. Legislative Committee**

Each association appoints six primary and as many as six alternate members to represent the association on the SAA Legislative Committee..

#### **C. Steering Committee**

The steering committee consists of nine members composed of the executive director and one additional member from each association, appointed by that association. In addition, there is a chairman who has been recommended by the steering committee and confirmed by each association's board of directors. The director of government relations serves in an advisory capacity.

#### **D. Executive Committee**

The executive committee consists of the executive director of each association and the director of government relations.

#### E. Project Teams

Project teams are appointed by the SAA Steering Committee and consist of a team leader who is also a member of the SAA Legislative Committee. Members of a project team are nominated by the executive directors of each association on the basis of their interest, expertise, and willingness to work intensively on one, or several related, important components of the SAA Legislative Agenda. Normally, there will be at least one member from each of the SAA associations on each team. Project teams are formed on an as needed basis and each team dissolves when it has submitted its report to the steering committee and legislative committee.

### **IV. LEGISLATIVE COMMITTEE MEETINGS**

#### A. Frequency

The executive directors and the director of government relations set a schedule of regular meetings and the circumstances under which special meetings are called. The schedule is distributed to SAA members.

#### B. Location

Meeting locations are determined by the executive directors and the director of government relations.

#### C. Agendas

The director of government relations prepares an agenda and distributes a copy to each member at least one week prior to each meeting. Members contact the director of government relations if they wish to have an item included on the agenda.

#### D. Chairman

The chairman of the SAA serves as chairman of all meetings.

#### E. Rules

The SAA uses "Robert's Rules of Order" to conduct its meetings.

#### F. Decision-making Procedure to Determine Positions or Proposed Legislation

A standard quorum is needed before any action may be taken. Each association has six votes. The members prefer that positions be made by consensus whenever possible. Votes are taken by voice or roll call. Roll call votes may be taken on request. Decisions on non-legislative matters are normally made by consensus.

In those instances when members cannot agree on a legislative position for the SAA, each association is allowed to take its own position and to act accordingly.

#### G. Minutes

Minutes are recorded for each meeting. Other than the list of members present and basic introductory information, the minutes contain only motions made and votes taken, unless a member specifies that his or her comments should be recorded in the minutes. Members receive minutes of all meetings. Notices of future meetings are listed in the minutes.

#### H. Reports and Networking

Members have primary responsibility for communicating legislative issues and positions to their colleagues through their respective CESAs and regional meetings. The executive directors and the director of governmental relations are available to answer calls and distribute information on legislative matters,

but the amount of time available to make personal appearances around the state is limited. Members provide general reports on meetings to the members of their CESAs and regions.

I. Reimbursement for Expenses

Each association provides reimbursement of expenses according to its policies and procedures.

V. **POSITIONS ON PROPOSED LEGISLATION**

The following hierarchy exists for establishing positions on legislative matters: 1) The entire SAA Legislative Committee at regular or special meetings and approved by each member association's board of directors; 2) the steering committee and approved by each member association's board of directors; and 3) the executive directors instructing the lobbyist with the approval of each member association's board of directors. However, the executive directors and lobbyist have the authority to make decisions and take legislative positions independent of this hierarchy when necessary.