



Texas Association of School Boards

P.O. Box 400 • Austin, Texas 78767-0400 • 512.467.0222
12007 Research Blvd. • Austin, Texas 78759-2439 • www.tasb.org

Serving Texas Schools Since 1949

TO: Board Presidents, and Superintendents, TASB Region 11, Position A
FROM: Gary Inmon, Immediate Past-President, Nominations Committee Chair
DATE: May 20, 2013
SUBJECT: **TASB Director Expiring Term of Charles Stafford**

As prescribed by the Bylaws of the Texas Association of School Boards, this is to serve as written notice that the term of Charles Stafford, your representative on the TASB Board of Directors from TASB Region 11, Position A, will expire this year at the close of the 2013 Convention. **Mr. Stafford has indicated an intent to seek re-election.** Your district may reaffirm its support for the current Director, or your district is invited to submit a nominee for this position on the TASB Board.

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly of the Association. The nominated Director should be a capable, experienced school board member who can assist in providing the Association with outstanding leadership. The Director is expected to attend four meetings of the Board each year with one of the meetings being at the same time as the annual state convention in the fall. In addition, the Director will be asked to serve on a standing committee that will meet on an as needed basis, normally in conjunction with a Board meeting.

Lodging and transportation expenses incurred by the Directors attending regular Spring, Summer, and December Board meetings are reimbursed by the Association, along with transportation and up to three nights in lodging expenses incurred attending the Convention Board meeting.

The Nominations Committee will meet at the TASB office, in Austin on **Friday and Saturday, September 6 – 7, 2013**, to interview nominated individuals and prepare a slate of nominees to present to the Delegate Assembly. Candidates will be notified of the time for the interviews. Expenses incurred for the interview will be the responsibility of the local school district.

TO NOMINATE AN INDIVIDUAL FROM YOUR LOCAL SCHOOL BOARD:

Each nominated individual's local school board (Active Member) must submit the following: (a) the Active Member's nomination (Form A), (b) the nominated individual's biographical information (Form B), (c) a signed letter from the nominated individual confirming an intention to be a candidate and a willingness to serve, if elected (Form C), and (d) candidate questionnaire (Form D). **These four items must be received in the TASB Austin office no later than Monday, July 1, 2013.** Pursuant to the Bylaws, **Nominations that do not meet this deadline cannot be accepted.** The enclosed excerpt from the Bylaws provides additional information regarding this process. Shortly after receipt of nomination forms, TASB will email to the nominated individual and the superintendent confirmation of receipt of the forms. **If an acknowledgment is not received, contact Roberta Austin at TASB prior to the July 1 deadline.**

TO ENDORSE A NOMINATED INDIVIDUAL FROM A BOARD WITHIN YOUR TASB REGION:

From **Wednesday, July 3, to Thursday, August 29, 2013**, Active Member school boards may endorse a nominated individual (Form E) from their TASB Region who has complied with the requirements stated in the above paragraph. **(If you have nominated one of your local board members, that nomination will be counted as your endorsement as well.)** If at least 25 percent and less than a majority of the Active Members from the nominated individual's TASB Region endorse the same individual, that individual will be included on the official ballot. If a majority of the Active Members in a TASB Region endorses the same nominated individual, that individual will be elected to the TASB Board and will take office after the final session of the convention in the year elected [TASB Bylaws Art. VI, Section 2D(5)]. By July 3, a list

TASB Director Expiring Term of Charles Stafford

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of all candidates running for this position will be posted to the TASB Web Site: www.tasb.org. To access the list go to www.tasb.org, under the "About TASB" tab, select the "Governance" link; choose "TASB Director Nomination Information"; then click on 2013-14 Nominations Information.

Pursuant to the bylaws, endorsements adopted by an Active Member before July 3, 2013, or endorsements that are not on the endorsement form provided by the Association in a given year cannot be accepted. To endorse a nominated individual, complete the enclosed Endorsement Form (Form E) and return to the TASB office. This form must be received in the TASB Austin office no earlier than WEDNESDAY, JULY 3 or no later than THURSDAY, AUGUST 29, 2013. (for additional information regarding this process, see enclosed Article VI. Board of Directors).

Also enclosed, for your reference, are the following TASB Board Policies: TASB-101 *Statement of Commitments, Understandings, and Expectations for TASB Officers and Directors*; TASB-104 *Expense Reimbursement*; Exhibit TASB-104ea; and TASB-803 *Executive Director/Staff/Outside Contractors: Hiring Limitations*.

If you have questions or need further information, please contact Roberta Austin at TASB **1-800-580-8272, ext. 6365 or 512-467-0222, ext. 6365**; or by e-mail at roberta.austin@tasb.org. We appreciate your participation in this nomination process.

cc: Superintendent Secretaries

Enclosures

NOMINATION FORM

Date: _____

Gary Inmon, Chair
 TASB Nominations Committee
 P. O. Box 400
 Austin, Texas 78767-0400

This form is to be used to nominate a member of your Local Board as a candidate to fill a position on the TASB Board of Directors.

Must be received in the TASB Austin office with Biographical Sketch, Willingness to Serve Letter, and Candidate Questionnaire, on or before Monday, July 1, 2013.

Dear Mr. Inmon:

This is to serve as our letter of nomination of a member of our local board to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: _____

SCHOOL DISTRICT: _____

MAILING ADDRESS: _____

CITY: _____, TEXAS ZIP _____

Our school district's board of trustees understands:

1. TASB Directors attendance at the regular Board meetings is necessary.
2. Expenses incurred for the nominee to attend the Nominations Committee interview will be the responsibility of the nominee's local school district.
3. TASB will reimburse travel expenses for Directors attending regular meetings of the Board, including up to three nights' lodging expenses for Directors attending the convention meeting of the Board held in conjunction with the annual TASA/TASB convention.
4. The local school district's nomination of one of its trustees shall be considered the district's endorsement for that Director position.

This nomination was approved by our school district's board of trustees at a duly called meeting on

 (Date)

Best regards,

 (BOARD PRESIDENT)

NAME: _____

SCHOOL DISTRICT: _____

MAILING ADDRESS: _____

CITY: _____, TEXAS ZIP _____

**Must be received in the TASB Austin office on or before
MONDAY, JULY 1, 2013.**

**RETURN TO:
 TASB**

**Attn: Management Services
 P.O. Box 400
 Austin, Texas 78767-0400**

-or-

FAX: (512) 467.3554

TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB)
Biographical Sketch

Today's Date: _____

Name: _____

Address: _____

City: _____

Zip: _____

PHOTO
If Available

Business Phone: _____

Residence Phone: _____

Cell Phone: _____

Fax Number (if applicable): _____

We communicate with our Board members primarily via e-mail and the internet.
Please list your preferred active email address.

E-mail: _____

School District: _____

Local Term Expires: _____ Years on Board: _____
Month/Year

Upon expiration of current term on your local board, will you seek re-
election: Yes _____ No _____

Board positions held/dates: _____

Occupation: _____

Employers: _____ Dates: _____

Spouse's Name: _____ Children (Names and Ages): _____

Birthdate: _____ Birthplace: _____

Education-High School: _____ College: _____

Other Education: _____ Degrees: _____

Hobbies/Special Interests: _____

Business/Professional/Civic Group memberships; offices held and dates: _____

Additional Comments: (Use reverse side if additional space is required.)

EXAMPLE

“WILLINGNESS TO SERVE” FORM

Date

Gary Inmon, Chair
TASB Nominations Committee
P.O. Box 400
Austin, Texas 78767-0400

Dear Mr. Inmon:

This letter is to serve as confirmation of my willingness to serve, if elected,
as a member of the TASB Board of Directors for Region ____, Position
_____.

Best regards,

Nominee

**Must be received in the TASB Austin office on or before
MONDAY, JULY 1, 2013**

RETURN TO:

TASB

Attn: Management Services

P.O. Box 400

Austin, Texas 78767-0400

-or-

FAX (512) 467.3554

TASB Board of Directors Candidate Questionnaire

9. Excluding public school finance, what do you think are top issues facing public education today?

Elaborate on why you think they are critical issues.

10. Additional information

What else would you like for us to know about you?

Candidate Signature

Date

Must be received in the TASB Austin office on or before Monday, July 1, 2013.

**RETURN TO:
TASB
Attn: Management Services
P.O. Box 400
Austin, Texas 78767-0400
-OR-
Fax: (512) 467.3554**

ENDORSEMENT FORM

Date: May 20, 2013

Gary Inmon, Chair
 TASB Nominations Committee
 P. O. Box 400
 Austin, Texas 78767-0400

Dear Mr. Inmon:

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: Charles Stafford
 SCHOOL DISTRICT: Denton ISD
 MAILING ADDRESS: 1307 North Locust
 CITY: Denton, TEXAS ZIP 76201

This endorsement was approved by our school district's board of trustees at a duly called meeting on
July 22, 2013.

(Date)

Best regards,

 (BOARD PRESIDENT)

NAME: Jay Stringer
 SCHOOL DISTRICT: Aledo ISD
 MAILING ADDRESS: 1008 Bailey Ranch Road
 CITY: Aledo, TEXAS ZIP 76008

Must be received in the TASB Austin office on or before AUGUST 29, 2013

**RETURN TO:
 TASB
 Attn: Management Services
 P.O. Box 400
 Austin, Texas 78767-0400
 -or-
 FAX (512) 467-3554**

This form is to be used to endorse a nominated individual from a BOARD within your TASB Region who has completed the July 1, 2013 requirements.

Endorsements will only be accepted if acted on from JULY 3 to AUGUST 29. Must be received in the TASB Austin office on or before AUGUST 29, 2013.

ENDORSEMENT FORM

Date: May 20, 2013

Gary Inmon, Chair
 TASB Nominations Committee
 P. O. Box 400
 Austin, Texas 78767-0400

Dear Mr. Inmon:

This form is to be used to endorse a nominated individual from a BOARD within your TASB Region who has completed the July 1, 2013 requirements.

Endorsements will only be accepted if acted on from JULY 3 to AUGUST 29. Must be received in the TASB Austin office on or before AUGUST 29, 2013.

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: Ann Calahan
 SCHOOL DISTRICT: Stephenville ISD
 MAILING ADDRESS: 2655 West Overhill Drive
 CITY: Stephenville, TEXAS ZIP 76401

This endorsement was approved by our school district's board of trustees at a duly called meeting on July 22, 2013.

(Date)

Best regards,

(BOARD PRESIDENT)

NAME: Jay Stringer
 SCHOOL DISTRICT: Aledo ISD
 MAILING ADDRESS: 1008 Bailey Ranch Road
 CITY: Aledo, TEXAS ZIP 76008

Must be received in the TASB Austin office on or before AUGUST 29, 2013

**RETURN TO:
 TASB
 Attn: Management Services
 P.O. Box 400
 Austin, Texas 78767-0400
 -or-
 FAX (512) 467-3554**

**BOARD OF DIRECTORS
OF THE
TEXAS ASSOCIATION OF SCHOOL BOARDS**

Nominations Questions and Answers

1. *How is the Texas Association of School Boards (TASB) governed?*

The general governing body of TASB is the Delegate Assembly, which meets each fall on the Saturday of the TASB/TASA Joint Annual Convention. One of the responsibilities of the voting representatives of the Assembly is to elect the TASB Board of Directors (TASB Board).

2. *Who makes up the Delegate Assembly?*

Annually, the Active Members designate a Delegate and Alternate from their local boards to represent their interests at the Delegate Assembly. Either the Delegate or the Alternate, whichever is present on the floor, is the Active Member's voting representative. Elected TASB Board members and Legislative Advisory Council Members of the TASB Legislative Committee are also voting representatives on the Assembly floor by virtue of their positions.

3. *What is an Active Member of TASB?*

Active Members are public school boards and the boards of the 20 Education Service Centers who have paid current annual dues.

4. *What is the composition of the TASB Board?*

The 44-member TASB Board is composed of the President, the President-Elect, the Immediate Past President, and members from the 20 TASB Regions, which follow the Education Service Center boundaries. An Education Service Center representative is also a member of the Board serving as a voting *ex officio* member.

5. *What are the responsibilities of the TASB Board?*

The TASB Board supervises, controls, and directs the affairs of TASB, within the limits of and consistent with the bylaws, beliefs, resolutions, and Advocacy Agenda Priorities and Positions approved by the Delegate Assembly.

6. *Why do some TASB Regions have more than one representative?*

Representation is determined by student enrollment:

a. Large District Members

An Active Member will be entitled to a position on the TASB Board if, for two consecutive years, the Active Member has had at least 1.25 percent of the total state average daily attendance (ADA). If the Active Member's ADA falls below this percentage for two consecutive school years, the Active Member's entitlement to a position on the TASB Board will end with the expiration of the current representative's term.

b. Regional Members

A TASB Region will be entitled to a position on the Board for each 4.25 percent or fraction thereof of the total state ADA contained within the TASB Region for two consecutive years and after the ADA of each Large District Member has been subtracted.

7. *What data is used to calculate the student enrollment?*

Calculations are based on state ADA, as furnished by the Texas Education Agency (TEA), available as of April 1 preceding the Annual Convention.

8. *How many Large District Members currently have representatives on the TASB Board?*

At present, 13 districts qualify as Large District Members. They are: Aldine ISD, Arlington ISD, Austin ISD, Cypress-Fairbanks ISD, Dallas ISD, El Paso ISD, Fort Bend ISD, Fort Worth ISD, Garland ISD, Houston ISD, Katy ISD, North East ISD (San Antonio), and Northside ISD (San Antonio).

9. *Does a TASB Board of Directors member have to be a member of a school board?*

Yes, each voting member of the TASB Board must be a member of a school board that is an Active Member of TASB. Except in the case of the President and the Immediate Past President, any member of the TASB Board who ceases to be a member of a school board will cease to be a member of the TASB Board. The President must be a member of a local board at the time of succession to the office.

10. *How are vacancies on the Board filled throughout the year?*

The TASB Board can fill vacancies on the Board that occur during the year. The Superintendent and Board President of each Active Member within the Region where there is a vacancy will be notified that the vacancy exists and the process for nomination. The Nominations Committee will interview all candidates and make a recommendation to the Board. The TASB Board will elect an individual to fill the vacancy until the next Delegate Assembly.

11. *How do districts know when to nominate an individual for a position for consideration by the Delegate Assembly?*

After the May local school board elections and prior to May 31, the Superintendent and Board President of each Active Member receive notification from the Chair of the TASB Nominations Committee that either a vacancy or expiring term exists for a position in the Active Member's TASB Region. This information will also be posted on the TASB Website.

12. *What is meant by "expiring term?"*

TASB Board of Directors members are elected to three-year terms. The terms were initially staggered so that one-third of the Board is up for reelection each year. Prior to the May notification to districts, incumbent Directors are asked if their intent is to seek reelection to the TASB Board. Their intent is stated in the notification letter to districts.

13. *How does an Active Member nominate an individual to be considered by the Delegate Assembly?*

Active Members have until July 2 to place the name of a local board member in nomination for a position. Local board action is required. In the May notification to Active Members, a nomination form (specific to the year's election) is provided for this purpose. The form requires the nominated individual's name and address, the date of the board meeting at which the individual was nominated, and the signature of the board president. All forms will also be posted on the TASB Website.

Four items must be received in the TASB Austin office no later than July 2: (1) the nomination form provided by TASB in a given year (stating nominated individual's name and address, date of board meeting at which the individual was nominated, and signed by the local board president), (2) the nominated individual's biographical information, (3) a signed letter from the nominated individual indicating a willingness to serve, if elected, and (4) the candidate questionnaire.

14. *Can an Active Member nominate more than one individual for a position?*

No.

15. *Can an individual be a candidate for more than one position?*

No.

16. *Does TASB acknowledge receipt of an Active Member's nomination?*

Yes, the nominated individuals receive a letter acknowledging their candidacy, along with information regarding a meeting (prior to the Annual Convention) with the TASB Nominations Committee, at which time all nominated individuals (unless an individual receives endorsements from a majority of the districts in the region— see question-17 below) are interviewed by the committee. A copy of this information is also sent to the nominated individual's superintendent.

17. In the Delegate Assembly election process, how does an Active Member endorse a nominated individual?

Active Members have from July 3 until August 29 to endorse the candidacy of a nominated individual from another board in their TASB Region. Local board action is required. In the May notification to Active Members, the endorsement form for a given year is provided for this purpose. The form requires the nominated individual's name and address, the date of the board meeting at which the nominated individual was endorsed, and the signature of the board president.

TASB Bylaws do not allow the Nominations Committee to accept any endorsement acted on prior to July 3, or those not on the form provided by the Association in a given year. Endorsement forms must be received in the TASB Austin office on or before August 29. All forms will also be posted on the TASB Website.

If a majority of the Active Members in an Association Region endorses the same candidate, that candidate is elected to the Board and will take office at the completion of the final official session of the Annual Convention.

18. What is the role of the TASB Nominations Committee in the Delegate Assembly election process?

The Nominations Committee will meet prior to the Annual Convention to interview nominated individuals in races that have not been decided by the Regions (see question 17 above) and will prepare a slate of nominees for the election ballot presented to the Delegate Assembly.

19. How are the members of the Nominations Committee chosen?

The TASB Nominations Committee is elected from the members of the TASB Board by the TASB Board at the Annual Convention meeting of the Board each year, to take office immediately following the Annual Convention. In the election of the committee, the Board must consider representation by gender, ethnicity, school district size, geographic location, and wealth per student. The Immediate Past President serves as Chair. The TASB President serves as a voting *ex officio* member and the President-Elect serves as a nonvoting *ex officio* member.

20. Who pays the nominated individual's expenses incurred in attending the interview meeting with the Nominations Committee?

The nominated individual's local board.

21. How are the nominated individuals chosen for inclusion on the official Delegate Assembly ballot?

The Nominations Committee selects one or more of the nominated individuals for each open position on the ballot. If a nominated individual has received endorsements from a majority of the

Active Members in the TASB Region, one more than 50%, that individual is elected to the position and will take office after the final convention session in the year elected.

If no individual has received a majority of the endorsements, the ballot will include the Committee's nominees and will also list any nominated individuals who have received endorsements from at least 25 percent, but less than a majority of the Active Members within their TASB Region.

22. *What if a nominated individual is not the committee's choice and has not received endorsements from 25 percent of the Active Members in their TASB Region?*

A delegate nomination may be made by the candidate's Delegate provided the following conditions are met: (a) The candidate's nomination was submitted in compliance with Article VI, Section 2D(2) of the TASB Bylaws, and (b) the candidate's intent and consent to run for the position by this alternate means is received in the Austin office of the Association five days prior to the annual Delegate Assembly.

23. *When are the Active Members notified of the official slate of nominees?*

As soon as feasible after the August 29 deadline for Active Member endorsements and prior to Delegate Assembly, Active Members and named voting representatives will be notified of the Nominations Committee's slate of nominees along with the officer nominees selected by the TASB Board at the Summer Board Meeting. This information will also be posted on the TASB Website.

24. *What happens if a nominee is unable to serve?*

The Nominations Committee, at the call of its Chair, will select an alternate nominee and notify Active Members and voting representatives of its amended report as soon as feasible, but no later than the opening of the annual Delegate Assembly.

25. *Can nominated individuals get mailing labels to use for providing information regarding their candidacy to the Active Members in their TASB Region or to the named voting representatives of the Delegate Assembly?*

Yes, labels are available from TASB at no charge to members.

26. *Are nominated individuals permitted to distribute campaign materials at the Delegate Assembly?*

Yes, prior to the call to order and as long as their activity does not disrupt the Assembly.

27. *Will the nominated individuals be allowed to speak or have someone speak on behalf of their candidacy at the Delegate Assembly?*

Yes, speeches are allowed in contested races only and are limited to one three-minute speech per nominated individual, in accordance with the standing rules of the Assembly. Nominated individuals will speak in alphabetical order for each position.

28. *At the Delegate Assembly, do voting representatives cast their vote for all positions on the ballot, or just those in their TASB Region?*

All voting representatives of the Assembly cast a vote on all positions on the ballot.

29. *How are votes cast, tallied, and reported?*

Voting in the election is done by electronic keypads. The Teller Committee supervises the voting and certifies the accuracy of the counts. The Teller Committee Chair reports the results to the Assembly.

30. *How is the Teller Committee selected?*

After the Nominations Committee's slate of nominees is chosen, the TASB President appoints board members from Active Members to serve on the Teller Committee. The TASB President considers representation by school size, geographic location, and wealth per student in the selection of this committee. No Active Member represented on the slate of nominees is allowed to have a board member participate as a member of the Teller Committee.

31. *How are the winners determined?*

If there are two nominees for a position, the nominee receiving the larger number of votes shall be elected Director. If there are three or more nominees for a Director position and no nominee receives a majority vote of the voting representatives present and voting for the position, a run-off election will be conducted between the two nominees receiving the largest numbers of votes.

32. *When will the run-off election be conducted?*

Immediately following the election results announcement.

33. *When do the terms of newly elected Directors and Officers begin?*

The newly elected Directors and Officers (including those elected by receiving a majority of the endorsements in their region) begin serving their terms at the end of the final official session of the Annual Convention during which the Director or Officer was elected by the Delegate Assembly.

34. *When does the TASB Board meet?*

The TASB Board meets four times a year (Annual TASB/TASA Convention, December, Spring, and Summer).

35. *Who pays the Director expenses to attend meetings?*

Lodging and transportation expenses incurred by Directors attending the regular December, Spring, and Summer TASB Board meetings are reimbursed by TASB. Transportation expenses and three nights' lodging expenses incurred by Directors attending the regular Annual Convention board meeting held in conjunction with the Annual Convention are reimbursed by TASB. Generally, expenses incurred while attending any other meetings of the TASB Board or Standing Committees, not held in conjunction with the three regular meetings, will be reimbursed by TASB, in accordance with TASB Board policy.

36. *Who do I contact for more information?*

Contact Mary Ann Briley (800-580-8272, ext. 3594) at TASB or e-mail maryann.briley@tasb.org.

Excerpt from the Bylaws of the
Texas Association of School Boards, Inc.
(As last amended on October 1, 2011)

ARTICLE VI. BOARD OF DIRECTORS

SECTION 1. ASSOCIATION REGIONS.

The Association Regions shall correspond to the ESC region boundaries. The annual Delegate Assembly shall approve any changes to the number or boundaries of Association Regions.

SECTION 2. QUALIFICATIONS, NOMINATION, ENDORSEMENT, AND ELECTION OF DIRECTORS.

A. Each voting Director shall be a trustee of the governing board of a school district that is an Active Member, except as provided below:

- (1) The President and the Immediate Past President, and
- (2) The ESC *ex officio* Director, in accordance with Article VI, Section 4F.

B. No Active Member shall have more than one candidate for each Director position. No person shall be a candidate for more than one Director position.

C. For purposes of this section, an Active Member school district with an Average Daily Attendance (ADA) meeting the requirements of Article VI, Section 4C(1) shall be treated as an Association Region and referred to in these Bylaws as a Large District.

D. Nominations and endorsements shall be accepted in accordance with the following requirements:

(1) By May 31 Active Members in any Association Region in which there are expiring terms or vacancies in Director positions shall be notified that the Active Member may nominate one of its trustees as a candidate for a Director position in which the term is expiring or a vacancy exists within the Active Member's Region.

(2) By June 30 the Nominations Committee's chair, or designee, shall have received the following in writing in the Austin office of the Association:

(a) The Active Member's nomination, on the form supplied by the Association for the process in a given year and signed by the Active Member's board president indicating the date of its board action,

(b) The candidate's biographical information,

(c) A signed letter from the candidate confirming his or her intention to be a candidate for nomination and a willingness to serve, if elected, and

(d) A candidate questionnaire completed by the candidate on the form supplied by the Association for the process in a given year.

(3) By July 3 a listing of all candidates running for Director positions shall be sent to the superintendent and board president of each Active Member in each Association Region in which there are any expiring terms or vacancies in Director positions. The candidate listing shall also be posted on the Association's Web site.

(4) By August 29, any Active Member endorsements of candidates shall be received in the Austin office of the Association for such endorsements to be considered. An Active Member may endorse only one candidate for each open Director position within its Association Region. Only candidates who have complied with the requirements of Article VI, Section 2(D)(2) may be endorsed. Endorsements adopted by an Active Member before July 3 or endorsements that are not on the endorsement form provided by the Association in a given year shall not be accepted. An Active Member's nomination of one of its trustees [Article VI, Section 2D(2)] shall be considered the Active Member's endorsement for that Director position.

(5) If a majority of the Active Members in an Association Region endorses the same candidate, that candidate shall be elected to the Director position and shall take office at the completion of the final official session of the annual convention during the year in which the Director was elected.

(6) If no candidate receives endorsements from a majority of the Active Members in the candidate's Association Region [Article VI, Section 2D(4)], the official annual Delegate Assembly ballot shall include the following:

(a) Candidates nominated by the Nominations Committee [Article VIII, Section 2H] and

(b) Candidates receiving endorsements from at least 25 percent but less than a majority of the Active Members in an Association Region.

(7) Thereafter nominations may be made by the candidate's Delegate, provided the following conditions are met:

a) The candidate's nomination was submitted in compliance with Article VI, Section 2D(2), and

b) The candidate's intent and consent to run for the position by this alternate means is received in the Austin office of the Association five days prior to the annual Delegate Assembly.

E. The annual Delegate Assembly shall elect a person to fill each Director position in which an expiring term or a vacancy exists, unless the position has been filled in accordance with Article VI, Section 2D(5). The official annual Delegate Assembly ballot shall be prepared by the Nominations Committee as provided in these Bylaws. If there is more than one nominee for any Director position, nominees shall comply with rules and procedures adopted by the annual Delegate Assembly at the start of the meeting.

F. If there is more than one nominee for a Director position, the nominee receiving the majority of the votes of the Delegates present and voting shall be elected. If no nominee receives a majority vote of the Delegates, a run-off election shall be conducted between the two nominees receiving the greater numbers of votes. The balloting shall be repeated for that position as many times as necessary to obtain a majority vote for a single nominee.

SECTION 3. DUTIES. The Board shall supervise, control, and direct affairs of the Association in accordance with the Articles of Incorporation, Bylaws, beliefs, and Advocacy Agenda approved by the annual Delegate Assembly. The Board shall:

- A. Actively promote the mission, beliefs, and purposes of the Association.
- B. Adopt the Association's budget and have discretion in the disbursement of the Association's funds.
- C. Receive any devise, bequest, donation, or otherwise, either real or personal property, or both, and hold the same absolutely or in trust, and invest, reinvest, and manage the same, and apply said property and the income arising there from to the mission, beliefs, and purposes of the Association.
- D. Establish such Board policies, as it deems appropriate in fulfilling its responsibilities under these Bylaws.
- E. Appoint such agents as it may consider necessary.

SECTION 4. COMPOSITION.

- A. The Association's governing body shall be composed of Directors from Large Districts or Association Regions. No Active Member shall have more than one individual serving on the Board.
- B. All Directors shall represent their respective Association Regions, except the President, President-Elect, and the Immediate Past President.
- C. By virtue of student enrollment, individual Active Members or Association Regions may be eligible for a Director position as follows:
 - (1)(a) Not more than 14 Active Members shall be entitled to Large District Director positions. To qualify for a Large District Director position, the Active Member shall have had at least 1.25 percent of the total state ADA for two consecutive years. If more than 14 Active Members qualify for Large District Director positions under this provision, the 14 Active Members with the largest ADA shall qualify.
 - (b) If the Active Member's ADA falls below 1.25 percent of the total state ADA for two consecutive school years, or if an Active Member has qualified for a Large District Director position and that Active Member is no longer one of the 14 school districts with the ADA required under Article VI, Section 4C(1)(a), the Active Member's entitlement to a Large District Director position shall end with the expiration of the current representative's term.
 - (2)(a) An Association Region shall be entitled to Regional Director positions for each 4.25 percent or fraction thereof of the total state ADA contained within the Association Region for two consecutive years and after the ADA of each Active Member qualifying for a position by virtue of Article VI, Section 4 C(1), has been subtracted. Notwithstanding the foregoing, an Association Region shall be entitled to no more than three Regional Director positions.

(b) If an Association Region becomes entitled to multiple positions by this provision and, subsequently, for two consecutive years, fails to sustain sufficient ADA for the entitlement, a Regional Director position shall be eliminated as follows:

- i. If a vacancy exists in the Regional Director position, that position shall be eliminated, or
- ii. If there is more than one vacancy in the Regional Director positions, the vacant position with the first expiring term shall be eliminated, or
- iii. If there is no vacancy in the Regional Director positions, the existing position with the first expiring term within the Region shall be eliminated at the end of that term, or
- iv. If there is no vacancy and more than one Regional Director position having the first expiring term in the same year, the position being held by the individual with the least tenure as a Regional Director shall be eliminated at the end of that term, or
- v. If there is no vacancy and more than one Regional Director position having the first expiring term in the same year and being held by individuals with the same tenure, there shall be a drawing of lots to determine which Regional Director position shall be eliminated at the end of the term.

D. All calculations under this section shall be based on ADA data furnished by the Texas Education Agency available as of April 1 preceding the annual Delegate Assembly.

E. The Executive Director shall be a nonvoting *ex officio* Director and shall not be counted in the quorum of the Board.

F. The ESC boards shall be represented by one voting *ex officio* Director selected by a process and for a term prescribed by guidelines established by the ESC boards, but shall not be counted in the quorum of the Board.

SECTION 5. DURATION OF OFFICE.

A. The term of office of each Director shall be three years and shall begin at the completion of the final official session of the annual convention during which the Director was elected by the annual Delegate Assembly.

B. Terms of Directors shall be staggered to allow, to the extent possible, for the election of one-third of the Directors each year. New Director positions shall be assigned to terms to retain this balance; however, if this is not possible, the assignment of terms shall be decided by drawing of lots.

C. Upon election to a three-year term, a Director may be reelected to no more than three additional terms. A Director having served as President shall be eligible to serve only one additional year, as Immediate Past President.

D. Upon election or succession to the office of President-Elect, the Director position previously held shall be declared vacant and a successor elected, except as provided in Article VI, Section 4A.

SECTION 6. RESIGNATION AND REMOVAL.

A. A Director may resign by submitting a letter of resignation to the President. The resignation shall become effective upon receipt by the President.

B. A Director who is absent from three consecutive regularly scheduled Board meetings or from three consecutive regularly scheduled standing committee meetings may be removed from the Director position by a majority vote of all of the Directors. A Large District Director removed pursuant to this section shall be ineligible to serve for the remainder of the term to which the Director was elected.

C. Any Director may be removed by a two-thirds vote of the Board when, in the Board's judgment, the best interests of the Association would be served by removal.

SECTION 7. MEETINGS.

A. The Board shall hold at least four meetings annually at such time and place as determined by the President and Executive Director. One meeting shall be held within the week of the annual Delegate Assembly. The dates of the other three meetings shall be reported at the last regular meeting of the Board in each fiscal year. The Board shall be given 30 days' notice before each regular meeting by electronic means, or by any other means accessible to the Directors. Additional meetings of the Board may be called by the President or by the written request of a majority of the Board, provided that a written notice is sent to each Director at least 10 days before the meeting.

B. A meeting of the Board or a committee may be conducted in person or by alternate means, such as teleconference, videoconference, the Internet, or any other means by which each participant can communicate with all other participants.

SECTION 8. QUORUM AND VOTING.

A. A quorum shall consist of a majority of the Board.

B. Unless otherwise specifically provided by these Bylaws, a majority vote of those present and voting shall govern. No proxy voting shall be permitted.

C. Any action required to be taken at a meeting of Directors, or any action which may be taken at a meeting of the Directors or any committee, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall have been signed or executed by the number of Directors or committee members as would be necessary to take that action at a meeting at which all of the Directors or members of the committee were present and voted. The Board, by policy or resolution, may increase the number of votes required for an action taken by written consent. A written consent shall be signed or executed and dated by each Director or committee member, and consent may be provided in multiple counterparts. Directors or committee members may provide written consent by facsimile, email (from the email address of record), or any other form of writing which comes from the Director or committee member.

SECTION 9. VACANCIES.

By majority vote of those present and voting, the Board may fill vacancies that occur in Director positions by electing an individual to fill the vacancy until the next annual Delegate Assembly, in accordance with Board policy. At that time, a candidate shall be elected by the annual Delegate Assembly to fill the unexpired term in accordance with Article VI, Section 2D.

TASB Board Policies

Board of Directors: Statement of Commitments, Understandings, and Expectations for TASB Officers and Directors

TASB-101

In assuming an elected or appointed position as a TASB Officer or Director (collectively "Director"), each Director:

1. Pledges an unswerving dedication to public education by accepting the responsibility to be an advocate before the Texas Legislature, State Board of Education, United States Congress, the business community, and the general public in seeking the development and advancement of quality programs and services.
2. Acknowledges that TASB is a service organization to school districts and accepts the responsibility of regularly implementing two-way communication with each school board in his or her respective area in order to provide effective representation at all TASB Board and committee meetings.
3. Understands that while charged with the responsibility of representing a designated area of the state, each Director is also responsible for making decisions that are in the best interest of all individuals involved in public education.
4. Commits to fully serving his or her respective constituent school board(s) and TASB through regular attendance at, careful preparation for, and thoughtful participation in TASB Board and committee meetings.
5. Realizes a fiduciary responsibility in the management of TASB revenue by exercising diligent stewardship.
6. Commits to personal and professional conduct as a TASB Director that will be a model of the "Code of Ethics for School Board Members" and will exemplify a dedication to public education.
7. Commits to the principle that a Director will refrain from soliciting a personal gift of value from any person or business that has a business or financial interest in TASB.

TASB Board Policies

***Board of Directors: Statement of Commitments, Understandings, and
Expectations for TASB Officers and Directors***

TASB-101

8. Understands that if elected to an officer position, he or she will fulfill the duties as required by the bylaws, will provide effective leadership, and will be an advocate of TASB throughout the state in order that TASB and its member school boards will be strengthened.

This policy is not intended to create, nor does it create, an independent duty or claim enforceable by contract or law. Further, nothing in this policy erodes or diminishes any duty established under contract or law.

The Executive Committee will conduct an annual refresher on this policy at the December meeting and Directors will sign an acknowledgement of receipt annually (TASB-101e).

TASB Board Policies
Board of Directors: Expense
Reimbursement

TASB-104

INTRODUCTION TASB has established an accountable plan pursuant to IRS regulations to allow for the non-taxable reimbursement of eligible business expenses to Officers, Directors, the four LAC representatives on the TASB Legislative Committee, and other authorized individuals. TASB will reimburse for properly and timely substantiated expenses incurred on behalf of the Association and in support of Association business in accordance with the parameters outlined in this policy.

TASB DIRECTORS TASB will reimburse Directors for reasonable travel expenses, including the cost of transportation, meals, and lodging, as follows:

1. Travel expenses for Directors attending regular meetings of the Board, including up to three nights' lodging expenses for Directors attending the convention meeting of the Board held in conjunction with the annual TASA/TASB Convention. For convention Board meeting travel, reimbursement for an additional night lodging expense will be paid if the Board meeting or event is before noon the next day and the Director's travel scheduling requirements warrant the additional stay.
2. Travel expenses for Directors serving on a standing or special committee attending a meeting not held in conjunction with a regular Board meeting.
3. Travel expenses and registration fees for Directors appointed by the President to serve in place of an Officer as an official voting delegate or alternate at the annual National School Boards Association (NSBA) Delegate Assembly. (See Number 3 in the Officers section of this policy.)
4. Transportation expenses for Directors facilitating scheduled Grassroots meetings in their region.
5. Travel expenses for a Director for special travel requests not covered in the list above deemed beforehand by the President and Executive Director to be in the best interest of TASB. Any such approvals will be reported at the next Executive Committee meeting.

TASB Board Policies
Board of Directors: Expense
Reimbursement

TASB-104

OFFICERS

In addition to the expenses reimbursed for Directors, Officers also receive reimbursement for the following:

1. Travel expenses and registration fees for Officers participating in the annual NSBA Leadership and Federal Relations Network meetings in Washington, D.C.
2. Travel expenses and registration fee for the President-Elect incurred in attending the summer NSBA President's Retreat.
3. Travel expenses and registration fees for Officers attending the annual National School Boards Association (NSBA) Conference. Officers will serve as the official delegates and alternates at the annual NSBA Delegate Assembly. In the event an Officer cannot serve, a Director may be chosen by the President to take the Officer's place. (See Number 3 in the TASB Directors section of this policy.)
4. Travel expenses and registration fees for Officers attending the annual Southern Region School Boards Association meeting.
5. Travel expenses and registration fees for the President, President-Elect, Immediate Past President, and the Vice-President with the longest tenure as Vice-President attending the annual Celebrating Educational Opportunities for Students of All Cultures Conference (CEOSAC), except travel expenses and registration fees will be reimbursed for all Officers attending CEOSAC when held in Texas.
6. Travel expenses for Officers attending the North and South TASB Summer Leadership Institutes (attendance by Officers at both is not required), and Winter Governance Seminar.
7. Travel expenses for an Officer for special travel requests not covered in the list above deemed beforehand by the President and Executive Director to be in the best interest of TASB. Any such approvals will be reported at the next Executive Committee meeting.

PAST PRESIDENTS

Transportation within Texas and up to two nights' lodging expenses incurred by past presidents of TASB in attending the regular summer meeting of the Board will be reimbursed.

TASB Board Policies
Board of Directors: Expense
Reimbursement

TASB-104

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| (LAC) REPRESENTATIVES | <p>TASB will reimburse the four Legislative Advisory Council (LAC) representatives of the TASB Legislative Committee (“LAC representatives”) reasonable travel expenses, including the cost of transportation, meals, and lodging, as follows:</p> <ol style="list-style-type: none">1. Travel expenses for the LAC representatives attending regular meetings of the Board, including up to three nights’ lodging expenses for their attendance at the convention meeting of the Board held in conjunction with the annual TASA/TASB Convention. For convention Board meeting travel, reimbursement for an additional night lodging expense will be paid if the Board meeting or event is before noon the next day and the LAC representatives’ travel scheduling requirements warrant the additional stay.2. Transportation expenses for the LAC representatives facilitating scheduled Grassroots meetings in their region. |
| OTHER INDIVIDUALS | <p>Travel expenses may be reimbursed for other individuals appointed by the President or specifically requested by the Executive Director to serve in a special capacity and reported to the Executive Committee at the next meeting.</p> |
| AUTHORITY | <p>All reimbursements will be in accordance with Exhibit TASB-104ea.</p> |
| REGISTRATION FEES | <p>Officers, Directors, and the four LAC representatives on the TASB Legislative Committee will receive complimentary registration to some meetings solely sponsored by TASB. Complimentary registration to other meetings co-sponsored by TASB and another entity or entities will be available only with permission of the other entities. Pre-registration is required at all events. Complimentary registration is not transferable (Exhibit TASB-104ea).</p> |
| CREDIT CARDS, DIRECT BILLING | <p>If requested, the Officers will be provided with TASB credit cards. Only expenses addressed in this policy can be charged. Use of the card for personal expenses or failure to report and substantiate credit card charges incurred on the card in a timely manner may result in termination of TASB credit card privileges.</p> |

TASB Board Policies
Board of Directors: Expense
Reimbursement

TASB-104

Failure to pay the charges in full can also result in termination of the card. Officers will use reasonable care and judgment to assure adequate security of the card and card number. Lost or stolen cards will be reported to the Executive Director, or designee, immediately. Charges are to be paid by the "Due Date" listed on the statement. An Officer will be personally responsible for any late fees or interest. Delinquency in payment of the card charges will be reported to the Executive Committee.

**PERSONAL
GUESTS**

Expenses of personal guests will not be reimbursed. Double room rates, however, will be accepted for reimbursement if the cost is the same as or not substantially more than the cost of a single room. Personal guests may participate in receptions and partake of light snacks of incidental value when such are available as part of a planned TASB group activity. In addition, personal guests may participate in up to two allowed "Group Activities" during a multi-day meeting event, when such activity has been designated as one of the two allowed "Group Activities" on the meetings schedule.

**TRAVEL
EXPENSE
ADVANCES**

An Officer or Director may be extended a travel expense advance in special circumstances. Such requests must be submitted on the appropriate form and must be approved by the President or Executive Director. Reconciliation of travel advances and the return of any excess amounts must occur within 30 days of payment. Additional advances will not be extended until all previous advances have been reconciled.

SUBMISSION

Submission of the "Travel Expense Report" (or an equivalent listing of expenses incurred) should be made to the Associate Executive Director for Board Services at the TASB offices.

Documentation for each expenditure will include the following:

1. Date expense was incurred.
2. Location where expense was incurred.
3. Description of expense.
4. Amount of expense.

FILING DEADLINE

A request for reimbursement of expenses ("Travel Expense Report" form) must be received in the TASB offices within 60 days after the meeting or event occurs. A request for reimbursement of expenses received in the TASB offices 61-90 days after the event date will be reimbursed at 50 percent. A request for reimbursement of expenses received in the TASB offices more than 90 days after the event date will not be reimbursed.

TASB Board Policies
Board of Directors: Expense
Reimbursement

Exhibit TASB-104ea

REIMBURSABLE EXPENSES

The following guidelines will be utilized in considering reimbursement of expenses:

| Travel Item | Reimbursable Amount | Receipt Required | Comments |
|-----------------------------|--|-------------------------|---|
| Air, Privately-Owned | Cost of lowest, economy coach class fare provided by standard commercial air carrier. | If available | If no receipt available, alternative documentation must be provided to support the amount of the reimbursement. |
| Baggage Storage or handling | Actual Cost | No (if <\$50) | |
| Airline baggage fees | Actual Cost | Yes* | |
| Car, Personal Auto | Actual mileage at the maximum standard mileage reimbursement rate permitted by IRS (\$.565 effective January 1, 2013). | No | The mileage reimbursement rate covers maintenance, repair, insurance, gasoline, and other costs of operating the vehicle. |
| Computer Supplies* | Supplies will be furnished by Association or Actual Cost. | Yes* | Up to two black and two color printer ink cartridges and up to two reams of printer paper per fiscal year (TASB-709, Computer Resources). |
| Gratuities | Actual Cost | No (if <\$50) | Reasonable gratuities will be reimbursed. |

TASB Board Policies
Board of Directors: Expense
Reimbursement

Exhibit TASB-104ea

| Travel Item | Reimbursable Amount | Receipt Required | Comments |
|---|--|------------------|---|
| Internet Access* | Actual Cost | Yes* | Expenses associated with installing high-speed internet connection (non-taxable) and paying for internet service (taxable) at local address (TASB-709, Computer Resources). See also "Telephone Calls, Personal/Internet Access" section below. |
| Lodging in commercial lodging establishment (hotel, motel, inn, or similar entity that furnishes lodging to the public for pay) | Actual daily rate up to \$125* per night plus taxes. <i>If staying at a host hotel for a convention, seminar, conference or board meeting with a higher rate, the guidelines may be exceeded.</i> | Yes* | If traveling with a personal guest, double room rate will be reimbursed if the cost is the same as or not substantially more than a single room. If bill charged to TASB through master billing, obtain copy of bill on checkout and verify accuracy. The cost of lodging for the night preceding or following a meeting will be reimbursed, if meeting or transportation schedules require and covered by policy (TASB-104, TASB Directors, Section 1). |

TASB Board Policies
Board of Directors: Expense
Reimbursement

Exhibit TASB-104ea

| Travel Item | Reimbursable Amount | Receipt Required | Comments |
|---------------------------------|--|------------------|---|
| Meals, Refreshments, and Snacks | <p>Actual costs for meals and refreshments up to the following guidelines, plus tax and a reasonable tip:* breakfast, \$12 lunch, \$18 dinner, \$36.</p> <p><i>If a convention, seminar, conference, or board meeting is scheduled in a city where meals are generally only available at a higher rate, the guidelines may be exceeded.</i></p> | No (if <\$50) | <p>Single day trips: Reimbursement for meals incurred on a single day trip will constitute taxable income to a Director unless: (1) the meal was provided by TASB at an event; or (2) the Director is traveling at least 90 miles from his/her origination point and the Director is on TASB travel and business for a minimum of 10 hours.</p> <p>Meal expenses for personal guests will not be reimbursed.</p> <p>Personal guests may participate in receptions and partake of light snacks (including continental breakfasts), at no expense to Directors, when such are part of a planned TASB activity and are of incidental value. Due to budget and space constraints at TASB designated group activities, personal guests are limited to immediate family members (spouse and children) plus two additional guests. At the summer meeting, the President may exceed this limit to accommodate a reasonable number of additional guests.</p> |

TASB Board Policies
Board of Directors: Expense
Reimbursement

Exhibit TASB-104ea

| Travel Item | Reimbursable Amount | Receipt Required | Comments |
|--|---|----------------------------|---|
| Parking, Garage, or Meter | Actual Cost | No (if <\$50) | |
| Rental Car Expenses | Up to the cost of a mid-size rental vehicle | Yes* | If the most economical means of travel. |
| Telephone and FAX, Business | Actual Cost | Yes*, if readily available | Expenses related to TASB Board business only. |
| Telephone Calls, Personal/Internet Access* | Actual Cost | Yes*, if readily available | Three personal long distance calls of reasonable length per day on overnight stays or up to \$15 per day for internet access. |
| Tolls, Road and Bridge | Actual Cost | No (if<\$50) | |
| Transportation (Intercity) – Commercial Air, Bus, Rail | Actual Cost | Yes* | Economy fare using most logical and direct route. |
| Transportation (Local) Bus, Rail, Shuttle, Taxi | Actual Cost | If available | Economy fare using most logical and direct route. |

TASB Board Policies
Board of Directors: Expense
Reimbursement

Exhibit TASB-104ea

NON-REIMBURSABLE EXPENSES

1. Spouse/personal guest travel.
2. Additional hotel accommodation charges beyond the single or double occupancy charges.
3. Spouse/personal guest meals (unless participating in a TASB planned group activity as described above).
4. In-room movie charges.
5. Personal service charges.
6. Laundry or cleaning charges (unless stay is over five consecutive nights).
7. Health club charges.
8. Amusements, entertainment, social activities, or other non-TASB business activities.
9. Unsupported or undocumented charges which require a receipt unless authorized by Executive Director or designee.
10. Expenses for alcohol will not be reimbursed.

COMPLIMENTARY REGISTRATIONS

Officers, Directors, and LAC representatives on the TASB Legislative Committee will receive complimentary registrations to the following TASB meetings:

1. Legal Seminars
2. Summer Leadership Institute
3. Governance Seminars
4. Post-Legislative Seminar.

TASB Officers and Directors and TASA Executive Committee members will receive complimentary registrations to the following jointly-sponsored meeting:

TASA/TASB Joint Annual Convention

* If a required receipt is lost, the individual should make every effort to obtain a copy of the receipt. If a copy of the receipt cannot be obtained, reimbursement will be made if approved by the Executive Director's designee. Reimbursement without a required receipt may result in the expense being reported as taxable income (i.e., if it is over the IRS threshold of \$75 and the aggregate of all taxable income is greater than \$600 in a fiscal year).

***TASB Board Policies
Board of Directors: Expense
Reimbursement***

Exhibit TASB-104ea

** These guidelines will be reviewed annually in January by the Executive Director. The source for determining reimbursable amounts is the U.S. General Services Administration, Office of Government-wide Policy, Office of Transportation and Personal Property, and Travel and Transportation Management Policy Division CONUS Per Diem Rates, www.gsa.gov.

TASB Board Policies

Executive Director/Staff/Outside Contractors: Hiring Limitations* ***TASB-803**

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| PURPOSE | The TASB Bylaws authorize the Executive Director to employ, supervise, and discharge all personnel. Because of the potential risk of undue influence with regard to certain candidates for employment, the Board adopts this policy to safeguard the integrity of the selection process at the Association. |
| DISQUALIFICATION PERIOD | The Executive Director, or designee, will not hire a candidate for employment who is a current or recent member of the TASB Board or the board of an Affiliated Entity, or a Relative of either. A recent board member is one who left board service within a year. |
| CONSENT REQUIREMENT | The Executive Director, or designee, will not hire a Relative of the Executive Director, unless the Executive Committee has provided consent. Any consent will be reported by the Executive Committee to the Board at the Board's next meeting. |
| REPORTING REQUIREMENT | <ol style="list-style-type: none">1. The Executive Director will report to the Executive Committee a decision to hire any of the following individuals: (a) a former board member who has been off the TASB Board or the board of an Affiliated Entity for more than a year, or (b) a Relative of the foregoing. This reporting requirement, however, will not apply to any former board member (or his or her Relative) who has been off the relevant board for more than 10 years.2. The Executive Director will report a hiring decision affected by this reporting requirement to the Executive Committee at its next meeting. |
| MISCELLANEOUS | <ol style="list-style-type: none">1. A hiring decision for an individual who is subject to this policy must be in response to a publicly posted position and must be based on job responsibilities, the candidate's qualifications, and reasonable compensation.2. "Affiliated Entity" means an entity for which TASB, or its subsidiary, manages the entity's operations under a service agreement.3. "Relative" means any of the following persons in relation to a former board member of the TASB Board or Affiliated Entity board, or the TASB Executive Director: spouse, son, stepson, son-in-law, daughter, stepdaughter, daughter-in-law, parents, stepparents, parents-in-law, siblings, step-siblings, siblings-in-law, |

grandchildren, or any person living in the former board member's household who is claimed as an immediate family member.