

GUIDELINE:

Adding or Eliminating a Caucus

OSBA Board of Directors

OSBA Bylaws (Section 4.4) requires a membership vote on adding or eliminating a caucus. The following outlines the process the Board of Directors would follow when presented with a request to add or eliminate a caucus.

1. Adding a Caucus

- a. The Board of Directors will consider a request to add a caucus only after the requestors have completed at least one (1) year operating as a board appointed advisory committee. To become a Board appointed advisory committee, the requestors would follow the process outlined in the guideline titled “Board Appointed Advisory Committees.”
- b. A request to create a caucus may be submitted to OSBA by:
 - i. Any elected or appointed member(s) of any public board of education in Oregon who are active members in good standing with OSBA;
 - ii. An OSBA Board Member; or
 - iii. OSBA’s Executive Director.
- c. At a regularly scheduled board meeting, the Board of Directors will review and discuss submitting a resolution to the membership to add a caucus. As part of their review and discussion, the Board of Directors will determine if the advisory committee requesting caucus status have:
 - i. at least one (1) year operating as a board appointed advisory committee;
 - ii. a record of regular meetings;
 - iii. draft bylaws;
 - iv. identified officers;
 - v. identified goals that align with the mission, vision and goals of OSBA;
 - vi. draft action plans; and
 - vii. draft budget.
- d. At a subsequent meeting, the Board of Directors would vote on submitting the resolution to the membership. The resolution would include:
 - i. The creation of the caucus; and
 - ii. The designation of non-voting ex-officio status for a caucus representative on the OSBA Board.
- e. The Board would adhere to the timelines outlined in the OSBA Bylaws as well as the requirement to provide written notice to the membership asking for an amendment to the OSBA Bylaws.
- f. To become a voting member of the OSBA Board of Directors, the caucus would follow the process outlined in the guideline titled “Adding a Voting Member to the Board.”

2. Eliminating a Caucus

- a. The Board of Directors has discretion to review the performance of a Caucus and to determine if continued caucus status is warranted.
- b. If the Board of Directors determines a review is appropriate, the President assigns a committee of OSBA board members to review the following and bring back a recommendation. The committee will, at a minimum, look at:
 - i. Is the caucus still meeting regularly;
 - ii. How long has the caucus existed;
 - iii. Are they fiscally responsible/viable;
 - iv. Do they have identified officers and current Bylaws;
 - v. Are the goals current and still align with the mission, vision and goals of OSBA; and
 - vi. Are there appropriate interventions?
- c. At a regularly scheduled meeting, the committee presents the report to the Board for review, discussion, and determination of next steps. This may take place over several meetings.
- d. If the Board of Directors determines dissolving the caucus is warranted, a vote on submitting a resolution to the membership to dissolve the caucus will occur at a regularly scheduled meeting.
- e. The Board would adhere to the timelines outlined in the OSBA Bylaws as well as the requirement to provide written notice to the membership asking for an amendment to the bylaws.