

**NATIONAL SCHOOL BOARDS ASSOCIATION  
COUNCIL OF URBAN BOARDS OF EDUCATION  
BYLAWS**

**Article I - Establishment**

In cooperation with the NSBA Board of Directors, the Council of Urban Boards of Education (CUBE) is established pursuant to the Constitution and Bylaws of NSBA.

**Article II - Mission and Purpose**

To create opportunities for urban school board leaders to gain the knowledge and skills necessary to be effective policymakers and advocates for excellence and equity in public education.

**Article III - Membership**

To be eligible for membership in CUBE, an applicant must represent an urban community/city, and must be:

- a. A Board of Education for a school district serving a core city population of 100,000 or more residents. (An exception to this minimum core city population requirement may be made by the Steering Committee for districts serving core urban populations of less than 100,000 residents.)
- b. Urban in character as determined by the Steering Committee.
- c. A school district that is a member of its federation member state school boards association.

**Article IV - Steering Committee**

- a. Beginning in 2008 and in each year thereafter, the Steering Committee shall consist of fifteen members serving overlapping three-year terms and the Immediate Past Chair. To reach this capacity, one new seat will be added to the Steering Committee each year in 2006, 2007 and 2008. The CUBE membership at CUBE's Annual Business Meeting held in conjunction with the annual NSBA Conference & Exposition elects Steering Committee members. Newly elected Steering Committee members immediately assume their seats at the time of the election. The President of NSBA, or his/her designee, and a representative of the NSBA Executive Directors Liaison Committee serves as an ex-officio member. The Steering Committee shall elect annually from its membership, a Chair of CUBE and a Vice-Chair, who shall serve in all capacities of the Chair in the absence of the Chair. Members of the Steering Committee and officers of CUBE shall be limited to two full consecutive three-year terms. The Chair of CUBE shall serve as a voting ex-officio member of the NSBA Board of Directors. Officers of CUBE shall be limited to two consecutive one-year terms as officers. Officers, other than the immediate past chair, shall be filled by Steering Committee members during their normal terms on the Steering Committee, except that a Steering Committee member who has completed one year as Chair of CUBE when his or her term as a Steering Committee Member expires, and who remains on his or her local school board, shall be eligible to be elected to a second consecutive year as Chair. The incumbent Immediate Past Chair may serve in this office for up to, but no longer than, two years so long as the incumbent remains on his or her local school board and is the most recent past Chair of CUBE otherwise eligible to serve in this

office.

- b. Vacancies on the Steering Committee may be filled by that Committee until the next business meeting of CUBE, at which time an election shall be held for any unexpired term. A vacancy will automatically occur if a Steering Committee member resigns, dies, or loses his/her school board seat. A CUBE Chair, Vice Chair, or Immediate Past Chair who loses their local school board seat may not continue to serve.
- c. The Steering Committee shall manage the affairs of CUBE between meetings. The Steering Committee shall meet on call of the Chair or the President of NSBA. The Council, in addition to the business meeting held in conjunction with the annual NSBA Conference and Exposition, shall meet on call of the Steering Committee.
- d. Staff services for CUBE shall be provided by the NSBA permanent staff and at least one staff member shall be designated by the NSBA Executive Director to serve as Staff Director to CUBE and the Steering Committee.
- e. If a member of the Steering Committee needs to be absent from a regularly scheduled meeting (a winter business meeting in conjunction with the NSBA Federal Relations Network Conference; a brief business meeting is held in conjunction with NSBA's Annual Conference in the spring for the purposes of electing new Steering Committee leadership for the year; a summer retreat and business meeting held in conjunction with CUBE's Issues Seminar; a fall business meeting held in conjunction with CUBE's Annual Conference; and a winter retreat held at NSBA's Headquarters in Alexandria, VA), advance notice shall be sent to CUBE staff notifying of intention to be absent due to a critical professional or personal reason. Steering Committee members should do all that is possible to attend the regularly scheduled meetings. In the event of extensive absences, excused or unexcused, which, in the judgment of the Steering Committee, limit a member's effectiveness, the Steering Committee reserves the right to declare a seat vacated by a vote of the majority. Prior to such action, however, the Steering Committee shall notify the member that because of his or her attendance record further absence may result in such action.
- f. Proxy voting is not permitted at meetings of the Steering Committee.
- g. The Steering Committee may meet by electronic means.
- h. A quorum of the Steering Committee shall be a minimum of eight persons at a Steering Committee meeting.

#### **Article V - NSBA Committees & Task Forces**

The Chair, in consultation with the Steering Committee, shall recommend to NSBA's President by January 31<sup>st</sup> of each year, the names of CUBE school board members for consideration as appointees to serve on NSBA task forces and committees. The Chair and the Steering Committee may strongly consider persons who have previously applied to serve on the Steering Committee, but may not recommend any current members of the CUBE Steering Committee.

#### **Article VI - Council Voting Privileges**

The Council shall consist of board members from each CUBE participating district. One designated board member from that district will have voting capability to cast one vote for that

participating board. All board members present may have a voice, but the district shall have only one vote.

### **Article VII - Business Meeting**

- a. The Council shall meet at least annually at the time of the annual NSBA Conference and Exposition to transact business and to elect Steering Committee members.
- b. Proxy voting is not permitted at meetings of the Council.
- c. Notice of at least 30 days is required prior to any meeting of the Council for the conduct of business, except the meeting held in conjunction with the annual NSBA Conference and Exposition.
- d. The number of member boards of CUBE in good standing that are present at the time of the meeting, official notice having been given, shall constitute a quorum.

### **Article VIII - Standing Committees**

- a. The Chair, in consultation with the Steering Committee, shall appoint such standing or special committees as may be deemed advisable. A member of the Steering Committee will chair each committee. When appropriate, appointments may be made of school board members from CUBE participating districts who are not Steering Committee members. All standing and special committee recommendations and actions, excluding the charge of the Nominating Committee, must be considered and approved by the full Steering Committee.
- b. Nominating: The Chair of CUBE shall appoint a Nominating Committee of four persons from CUBE participating districts, none of whom can be Steering Committee members. The Nominating Committee will be chaired by the Immediate Past Chair of CUBE. When the position of Immediate Past Chair is vacant, the Nominating Committee will be chaired by a member of the Steering Committee designated by the CUBE Chair. Applicants must be school board members from participating districts in good standing.

The Nominating Committee shall:

- Receive and screen nominees, and recommend to the Council a slate consisting of at least one nominee for each vacancy;
  - Give preference to board members from districts that are not represented on the Steering Committee at the time of the election;
  - Consider eligible incumbents as priority candidates;
  - Consider regional, gender, and racial representation on the Steering Committee; and
  - Give high priority to urban boards, which have not been previously represented on the Steering Committee.
- c. Bylaws: The Chair of CUBE shall appoint a Bylaws Committee, which will provide general oversight of the CUBE Bylaws. The CUBE Chair may refer CUBE Bylaws revisions or amendments to the Bylaws Committee for consideration and recommendation

to the Steering Committee. All revisions or amendments must occur in accordance with Article X of the CUBE Bylaws.

- d. Resolutions: The Chair of CUBE shall appoint a Resolutions Committee that will annually consider proposals for amendments to the Beliefs and Policies and Resolutions of the National School Boards Association. Proposals for amendments will be submitted to the Policies and Resolutions Committee of the Delegate Assembly of the National School Boards Association, after consideration and approval by the Steering Committee.
- e. Program and Training: The Chair of CUBE shall appoint a Program and Training Committee, which will provide input to the CUBE Staff Director and the full Steering Committee on the formulation of the CUBE program, and on issues related to urban school governance.

### **Article IX - Governing Authority**

The Steering Committee may, with the acquiescence of the NSBA Board of Directors:

- a. Establish dues for CUBE membership and raise funds from CUBE members and other sources to assist in carrying out the mission of CUBE. All funds shall be expended in accordance with the budget approved by the Board of Directors of NSBA, after consideration of recommendations, if any, from the Steering Committee.
- b. Enter into mutually agreeable arrangements with NSBA to provide sufficient staff services to CUBE and to develop financial support for such services.
- c. Advocate positions; publish studies; support legislation, views and opinions; and make budget recommendations to meet CUBE program needs.

### **Article X - Amendments**

The Bylaws of CUBE may be amended by a two-thirds majority vote of the representatives present at a business meeting. Proposed amendments must have been submitted in writing by the Steering Committee to all members of CUBE at least thirty days prior to the meeting at which they are to be voted upon. Any member board may propose amendments at least sixty days prior to a meeting. Amendments made from the floor that are not germane to an amendment proposal properly before the Council will be referred to the Steering Committee and acted upon at the next business meeting of the Council. The NSBA Board of Directors shall have final approval of all amendments to these Bylaws.

Policy History:   Adopted by CUBE and approved by the Board, April 1967.  
                          Revised by CUBE April 10, 1976, and  
                          Approved by the NSBA Board October 14, 1976.  
                          Amended by CUBE April 6, 1979, and  
                          Approved by the NSBA Board April 19, 1979.  
                          Revised by CUBE October 1, 1994, and  
                          Approved by the NSBA Board December 16, 1994.  
                          Reviewed and Approved by the NSBA Board February 2, 1996.  
                          Reviewed and Approved by the NSBA Board June 19, 1998.  
                          Amended and Approved by the NSBA Board June 19, 1999.  
                          Reviewed and Approved by the NSBA Board November 10, 1999.  
                          Reviewed and Approved by the NSBA Board September 2000.  
                          Reviewed and Approved by the NSBA Board June 2002.

Reviewed and Approved by the NSBA Board April 2003.  
Reviewed and Approved by the NSBA Board June 2005.  
Reviewed and Approved by the NSBA Board June 2006.  
Reviewed and Approved by the NSBA Board June 2008.