



Bylaws

Adopted July 20, 2022

(Amended January 6, 2023; March 31, 2023, February 23, 2024)

ARTICLE 1 – Organization Name

This organization shall be called the Consortium of State School Boards Associations, Inc. [COSSBA].

ARTICLE II – Purpose of COSSBA

The Core Purpose of COSSBA is to form, serve, and empower a national, non-partisan alliance of state school boards associations that are dedicated to ensuring public school board leaders obtain high quality training and support in order to provide excellent and equitable public education in local communities throughout the Nation. Additional purposes and corresponding activities of COSSBA are as specified in Article IV of COSSBA’s Articles of Incorporation.

COSSBA shall undertake all activities in a manner aligned with the following Core Values:

1. Focused and responsive.
2. Transparent and efficient.
3. Reflective and relevant.
4. Representative and accountable; and
5. Unified.

In alignment with its Core Purpose and Core Values, COSSBA is authorized to:

1. Share resources and information to support, promote and strengthen state school boards associations as they serve their local school districts and board members;
2. Provide support for the work of state school boards associations through effective staff collaboration networking and shared resources;
3. Provide networking opportunities and training for local school board members and state school boards associations to enhance the effectiveness of their work;
4. Provide legislative and legal advocacy services on issues that impact local school boards and public education; and:
 - a. Tracking, advocating, and lobbying for federal education issues and policies that are aligned with COSSBA’s values and beliefs, and
 - b. Serving as a liaison for COSSBA membership to the United States Department of Education (USDE), and
 - c. Submitting amicus briefs on behalf of COSSBA’s membership.
5. Accomplish such other purposes as may be approved by the COSSBA membership at a member meeting or as approved by the COSSBA Board of Directors.

COSSBA shall be operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Article III – Formation of Public Policy and Advocacy Positions

It shall be the policy of COSSBA to formulate and base its public policy and advocacy positions on the position statements and resolutions approved by the Annual Member Business Meeting, except the authority to act for COSSBA between regular annual meetings is delegated to the Board of Directors, consistent with the Core Purpose, Core Values and activities authorized or referenced under Article II.

Article IV – Membership Dues

The COSSBA Board of Directors shall have the authority to establish, repeal, or amend membership dues. A schedule showing annual dues for each Member shall be published and made annually available to the membership. If dues are amended, a schedule shall be provided to all members.

Only those state school boards associations that have paid the full invoiced membership dues by July 31 of the year of membership, are entitled to representation in the business of COSSBA and will be considered Members. A state school boards association failing to pay the current year's membership fee by July 31 of the year of membership is also ineligible for the services of COSSBA and voting rights shall be suspended until the payment for the full invoiced annual dues is made and any assignment to an Officer or COSSBA Board of Directors position – as described in Article VI and Article VII – for the current year of membership will be forfeited and a vacancy will be declared for the position.

Article V – Membership and Governance

Membership shall be open to all state school boards associations. The voting membership of COSSBA shall be comprised of representatives of the current Members. State school boards associations whose COSSBA membership dues are current and in good standing will be referenced as Members in these Bylaws.

Areas, Divisions, and Fixed Rotation.

For purposes of geographical representation in the governance structure, the 49 state associations that are potential members of COSSBA are assigned to four Areas.

The states are assigned a fixed order/position within the Area based on the revenue of the state associations as of the adoption of these Bylaws. The order is from the lowest amount of revenue to the greatest amount of revenue. This order is fixed for the life of COSSBA.

Each Area is divided into two Divisions for the purpose of providing a diverse representation in the governance structure based on the amount of revenue of the state association. Division One is comprised of the state associations with the lower amounts of revenue within the Area. Division Two is comprised of the state associations with the higher amounts of revenue within the Area. Assignment to Areas and Divisions and the order within each – as listed in the following table – will remain fixed. Future changes in state association revenues will not affect these assignments.

Table: Area/Division Assignment			
Area 1 - Northeast		Area 2 - Southeast	
Division 1	Delaware	Division 1	Louisiana
	Rhode Island		Florida
	West Virginia		Mississippi
	Vermont		Tennessee
	Maine		Oklahoma
	New Hampshire		Alabama
Division 2	Maryland		Division 2
	Massachusetts	Virginia	
	Connecticut	South Carolina	
	New York	North Carolina	
	New Jersey	Georgia	
	Pennsylvania	Texas	
Area 3 - Central		Area 4 - Western	
Division 1	North Dakota	Division 1	Nevada
	Nebraska		New Mexico
	Indiana		Wyoming
	South Dakota		Utah
	Kentucky		Idaho
	Iowa		Colorado
Division 2	Wisconsin		Division 2
	Minnesota	Washington	
	Michigan	Montana	
	Kansas	Arizona	
	Missouri	Oregon	
	Ohio	California	
	Illinois		

The fixed assignment and order to Areas/Divisions, as provided above, will be the basis of a systematic rotation of representative governance for COSSBA. The following rotations will be used for the nomination of the COSSBA Board of Directors, nomination of Officers, and annual assignments to the Executive Committee.

COSSBA Wide Rotation (Chairperson-Elect):

Rotations will begin with the first Member in Area 2, then sequentially through the first Members in Areas 3-4. The subsequent rotation will return to the next Member in Area 1 and continue sequentially. For the inaugural year – starting January 1, 2023 – the first Member in Area 1 will nominate a board member to fill the Chairperson position. See example in Appendix 1.

Area Rotation (Executive Director Board Members):

Rotations follow the order of Members within an area as defined in the previous table. The inaugural nomination from each Area will start with a Member two positions down the Division One Rotation nomination, if possible. See example in Appendix 2.

Division Rotation (Board Members):

Rotations will begin with the first Member within a Division, then sequentially through the other Members within the Division. See example in Appendix 3.

When a non-Member association joins COSSBA after January 1, 2023, they assume their position in the rotation as per this table in their second full year of membership.

Corporate Affiliation

Corporate Affiliation may be extended to businesses by COSSBA Executive Director subject to the policy approved by COSSBA Board of Directors.

Article VI – Officers

Nominations

The officers of COSSBA shall be the Chairperson-Elect, Chairperson, and Past Chairperson.

The term for each officer position is one year, beginning on July 1. Officers assume office following the COSSBA Board of Directors' acknowledgement of a nomination or succession as follows:

1. The position of Chairperson-Elect shall be nominated by the Member as per the COSSBA Wide Rotation.
2. The position of Chairperson will be filled by the previous year's Chairperson-Elect.
3. The position of Past-Chairperson will be filled by the previous year's Chairperson.

Chairperson-Elect nominations from Members will follow the COSSBA Wide Rotation as defined in Article V. The Chairperson-Elect is not required to be a sitting or past member of COSSBA Board of Directors but is required to be a current member of the Board of Directors of a Member to be eligible for nomination and continued service in officer roles.

The COSSBA Executive Director will maintain the rotation schedule of Officers and provide the rotation schedule to the members. The nomination for the Chairperson-Elect must be submitted to the COSSBA Board of Directors for acknowledgement by April 1 of the calendar year the new term begins. The submission must include pertinent biographical information for the nominee.

Officer Duties

The Chairperson shall preside at all meetings of COSSBA and the COSSBA Board of Directors, shall Chair the Executive Committee, shall be an ex-officio member of all other committees, and shall perform all other duties usually pertaining to the office. The Chairperson is a voting member of the COSSBA Board of Directors.

The Chairperson-Elect is a voting member of the COSSBA Board of Directors and will become familiar with all business coming before the COSSBA Board of Directors. The Chairperson-Elect will be knowledgeable in the processes, policies, and procedures of COSSBA and of the COSSBA Board of Directors in preparation to succeed into the Chairperson role.

The Past-Chairperson shall assume the powers of duties of the Chairperson in their absence. The Past-Chairperson shall provide counsel for other officers, the COSSBA Board of Directors and will be a voting member of COSSBA Board of Directors.

Officer Vacancies

A vacancy in an officer position will occur under the following reasons:

- 1) An officer ceases to be a current member of the Board of Directors of a Member;
- 2) An officer resigns from the position via written or verbal communication to COSSBA Board of Directors;

- 3) An officer is removed from their position by a two-thirds vote of the COSSBA Board of Directors;
- 4) The state association is no longer a Member.

A Chairperson-Elect vacancy, for reasons 1-3 above, will be filled by a nomination of the same state of the vacating Chairperson-Elect. The nominee will fulfill the remaining one-year term of the vacating Chairperson-Elect and then succeed to the other officer roles as previously defined.

A Chairperson-Elect vacancy, for reason 4 above, will be filled by the next Member in the rotation and will fulfill the remaining one-year term of Chairperson-Elect and then succeed to the other officer roles as previously defined. The next Member in the rotation will nominate a Chairperson-Elect for the start of the next fiscal year.

A Chairperson vacancy will be filled by the Past-Chairperson for the remainder of the vacated term and will vacate the current Past-Chairperson position. The new Chairperson will then succeed back to the office of Past-Chairperson as previously defined.

A Past-Chairperson vacancy will not be filled for the remainder of the vacating Past-Chairperson's term. This position will be filled as per the defined succession the fiscal year following the vacancy.

Article VII – Consortium Board of Directors

The COSSBA Board of Directors will be 18 voting members and one non-voting ex-officio member. The composition of the board is as follows:

- The three active officers of COSSBA, and
- Eight board members of a Member's Board of Directors;
- Four Executive Directors of Members;
- Three appointees; and
- The COSSBA Executive Director in an ex-officio capacity.

A quorum for conduct of business of the COSSBA Board of Directors is a majority of the total current membership, exclusive of vacancies, of the COSSBA Board of Directors. Presence may be either in person or through electronic means that allows all participating board members to simultaneously hear one another throughout the meeting. A quorum must be present at the time any action of the COSSBA Board of Directors is taken for such action to be valid.

Nominations

Nominees for the COSSBA Board of Directors are required to be a current member of the Board of Directors of a Member to be eligible for nomination and continued service.

Nominations for the eight state school board members will be determined by the Division Rotation, as defined in Article V. Nominations will be acknowledged by the COSSBA Board of Directors at a regular meeting prior to the start of the next fiscal year. These nominations must be submitted to the COSSBA Board of Directors by April 1 in the year the term will begin. The nomination should be accompanied by biographical information of the nominee.

The Area Rotation, as defined in Article V, will be the basis for nominations for the four Executive Directors serving a single three-year term. Nominations will be acknowledged by the COSSBA Board of Directors at a regular meeting prior to the start of the next fiscal year. These nominations must be submitted to the COSSBA Board of Directors by April 1 in the year the term will begin. The nomination should be accompanied by biographical information of the nominee.

The maximum number of board members and officers from a single state association during a fiscal year is two. If a rotation in one of the board member positions results in a third nomination for that state association, the state

association will determine which board member/officer nomination they will forfeit, and the rotation will move to the next Member in that rotation. Subsequent rotations will continue with the rotation schedule as defined in these bylaws.

The COSSBA Executive Director will maintain the rotation schedule of the COSSBA Board of Directors and provide the rotation schedule to the Members.

Appointees

The COSSBA Board of Directors will include three Appointees with each representing a different Member. Each year, the current Chairperson shall recommend one appointee for approval by the COSSBA Board of Directors. The term of the appointee is limited to one, three-year term. The Chairperson's recommendation will reflect the diversity of COSSBA's membership.

Vacancies for Appointees

A vacancy in the COSSBA Board of Directors will occur under the following reasons:

- 1) A Board Member ceases to be a current member of the board of directors of a Member;
- 2) An Executive Director Board Member ceases to be employed by the Member school boards association;
- 3) The board member resigns from the position via written or verbal communication to the COSSBA Board of Directors;
- 4) A board member is removed from their position by a two-thirds vote of the COSSBA Board of Directors;
- 5) The state association is no longer a Member.

COSSBA Board of Director vacancies – for reasons 1-3 above – will be filled for the remainder of the term from the Member assigned to that term (via the rotation).

A COSSBA Board of Directors vacancy, for reason 4 or 5 above, will be filled by the next Member in the rotation and will fulfill the remaining term of the vacating Member of the COSSBA Board of Directors upon acknowledgement of the COSSBA Board of Directors. If the remaining term to be filled is one-year or less, the Member filling this vacancy will be required to fill the next full three-year term. If the remaining term to be filled is greater than one-year, then the next Member in the rotation will nominate a board member for the next three-year term.

Vacancies for Appointed Board of Director Members

The Chairperson will follow the appointment process and criteria to fill vacancies in appointed positions on the COSSBA Board of Directors.

Terms

Term start/end dates will be July 1st.

The inaugural terms shall be staggered as shown in the table below. All terms after the inaugural term will be three years.

Board Seat	Inaugural Term
Division One	Three Years
Division Two	One Year
ED Board member	Two Years
Appointee One	One Year
Appointee Two	Two Years
Appointee Three	Three Years

COSSBA Board of Director Duties

The COSSBA Board of Directors shall:

1. Contract/employ a COSSBA Executive Director and determine his/her duties, responsibilities, and compensation;
2. Be consulted by the COSSBA Executive Director in the establishment of new positions, the establishment of new programs, and in selecting outside legal counsel for COSSBA when legal representation is deemed necessary by the COSSBA Board of Directors;
3. Approving compensation for COSSBA employees/consultants;
4. Carry on the necessary business of COSSBA between regular and special meetings thereof;
5. Meet when called by the Chairperson and determine the place, date, and hour of regular meetings of the COSSBA Board of Directors and committees;
6. Adopt policies necessary for the conduct of the business of the COSSBA Board of Directors and the Consortium;
7. Adopt and document an annual membership dues structure as referenced in Article IV;
8. Propose resolutions, position statements and amendments to the Bylaws when deemed necessary by the COSSBA Board of Directors;
9. Adopt and oversee COSSBA’s annual operating and capital budgets. Oversight shall consist of:
 - a. Review and analysis of the finances of COSSBA.
 - b. Adoption of an investment policy.
 - c. Oversight, review, and approval of the COSSBA’s annual audit of revenues and expenditures, including selection of an auditor.
 - d. Approve and monitor income producing programs of COSSBA; and
 - e. Recommend any changes to the dues structure compatible with the goals and objectives of COSSBA and subject to member approval.
10. Approve any leasing, purchasing, or buying or selling of real property and improvements as it deems necessary and appropriate;
11. Approve any purchase or sale of capital assets not consisting of real property and improvements as it deems necessary and appropriate. Approval may be accomplished through adoption of budgets or periodic review and approval by motion of a capital depreciation schedule;
12. Approve the purchase of commercial or director and officer liability insurance to provide indemnification for directors and officers;
13. Consent to the terms of loans and other obligations COSSBA takes on as it deems necessary and appropriate, other than in the ordinary course of day-to-day operations;
14. Develop a Strategic Plan for the current and future success of COSSBA;
15. Meet at least four times annually, to conduct the business of the COSSBA Board of Directors, in conjunction with COSSBA events when practical, or otherwise virtually, unless the nature of the business to be considered as determined by the Chairperson, necessitates an in-person meeting;

16. Provide timely and transparent reports to the membership on decisions of the COSSBA Board of Directors; and
17. Exercise such other powers as are authorized by law and that are not reserved to the COSSBA membership, or the COSSBA Executive Director as set forth in Article X of these Bylaws.

Article VIII – Committees

Executive Committee

The Executive Committee shall have the authority to act between meetings of the COSSBA Board of Directors on issues that the Executive Committee deems to be emergency in nature, subject to ratification by the COSSBA Board of Directors. The Executive Committee shall provide to the COSSBA Board of Directors appropriate notification and topics of discussion prior to such emergency meetings. A full report and minutes will be provided to the COSSBA Board of Directors at their next meeting.

The Executive Committee shall be composed of the following members:

1. Chairperson;
2. Chairperson-Elect;
3. Past Chairperson;
4. One director of the COSSBA Board of Directors from each area (total 4) based on a modified Area Rotation. The rotation will utilize the current year of the board members term to determine if they are on the Executive Committee as described in Appendix 4; and
5. The COSSBA Executive Director shall be an ex-officio member without voting rights.

The term of each member of the Executive Committee shall be one year. The Chairperson of COSSBA shall serve as Chairperson of the Executive Committee.

Standing Committees

Standing Committees shall be established by the COSSBA Board of Directors as may be required to promote the objectives and interests of COSSBA. The Chairperson shall appoint the members annually and will be approved by COSSBA Board of Directors.

Standing Committees will report back any recommendations or findings at the next COSSBA Board of Directors meeting that follows the most recent meeting of the Standing Committee.

Standing Committees do not have authority to take action on behalf of COSSBA unless specifically authorized by a vote of the full COSSBA Board of Directors to take action on a limited basis.

Ad Hoc Committees

The Chairperson, in consultation with the COSSBA Board of Directors, may appoint Ad Hoc Committees as deemed necessary to properly perform or more effectively carry out the work and purposes of COSSBA. Any such committee appointed shall include equal representation from each area. After an Ad Hoc Committee has reported to the Board, it shall be dissolved.

Article IX – Member Meetings

Types of Meetings

There shall be at least one Annual Member Business Meeting each year. Special meetings of the Members shall be called by the Chairperson and at the request of the COSSBA Board of Directors.

The date and site of the annual convention and Annual Member Business Meeting shall be approved by the COSSBA Board of Directors. Additional Member Meetings may be called by the COSSBA Board of Directors as

required.

Representation and Voting

Representation and voting rights at all types of member meetings shall be determined as follows:

One delegate and one alternate submitted annually from each member to the COSSBA Board of Directors. An eligible delegate or alternate must be a current state association board member or Executive Director. In the event the delegate is unable to attend, the alternate shall serve in his/her place.

The actions of a member meeting shall take effect at the close of the member meeting.

A quorum for conduct of business at a member meeting shall be a majority of the members. However, a two-thirds majority of the entire voting membership shall be needed to approve (1) any amendment to the Articles of Incorporation or the Bylaws; (2) final adoption, deletion, and amendment of resolutions and position statements; and (3) any determination to dissolve COSSBA.

Presence may be either in person or through electronic means that allows all participating delegates to simultaneously hear one another throughout the meeting. A quorum must be present at the time any action of the Member Meeting is taken for such action to be valid.

Motions that are made during deliberations are subject to the majority of the members present.

Article X – Decision-Making Authority of the Members, the Board of Directors, and the Executive Director

The following actions are subject to approval by the members of COSSBA acting through state delegates at a Member Business Meeting:

1. Any amendment to the Articles of Incorporation or the Bylaws.
2. Any change in the rights, privileges, or preferences of members except as otherwise set forth herein for business affiliations.
3. Adoption, deletion, and amendment of resolutions and position statements.
4. Any determination to dissolve COSSBA.

The actions and duties of the COSSBA Board of Directors are as set forth in Article VII, subject to and consistent with the related approval requirements of the members as set forth herein.

The Executive Director is responsible for the day-to-day operations of the COSSBA, including the hiring, firing and oversight of all staff and undertaking day to day expenditures consistent with adopted budgets, to the extent consistent with the Articles of Incorporation, and the Bylaws to the extent not reserved to the membership or the COSSBA Board of Directors herein. The Executive Director may delegate authority to subordinate staff if oversight of such authority is maintained by the Executive Director.

Article XI – Amendments

Any Member may propose an amendment to the Bylaws by submitting the same in writing to the Executive Director at least 60 days prior to the Annual Member Business Meeting.

Written notice of the proposed Bylaws amendments shall be given to all members at least 20 days before the Annual Member Business Meeting.

The Bylaws may be amended by a two-thirds majority of the entire voting membership.

Article XII – Resolutions and Position Statements

Any Member of COSSBA may propose resolutions or position statements pertinent to the purposes and objectives of the Consortium by submitting the same in writing to the Executive Director at least 60 days prior to the Annual Member Business Meeting.

Written notice of the proposed resolutions and position statements shall be given to all Members at least 20 days before the Annual Member Business Meeting.

Resolutions and position statements shall expire the day prior to the Annual Member Business Meeting and may thereafter be renewed, subject to voting requirements set forth herein, upon proposal of any Member or the COSSBA Board of Directors.

Final adoption of Resolutions and Position Statements shall require approval by a two-thirds majority of the entire voting membership. All other motions other than motions for final adoption that are made during deliberations are subject to a majority of the members present.

Article XIII – Parliamentary Procedure

The rules contained in Robert’s Rule of Order Revised shall be used as a guide to facilitate the fair and constructive conduct of and to help, not hinder, the business of COSSBA in all cases in which they are applicable and in which they are not inconsistent with these Bylaws or special rules adopted by the Members during any member meeting.

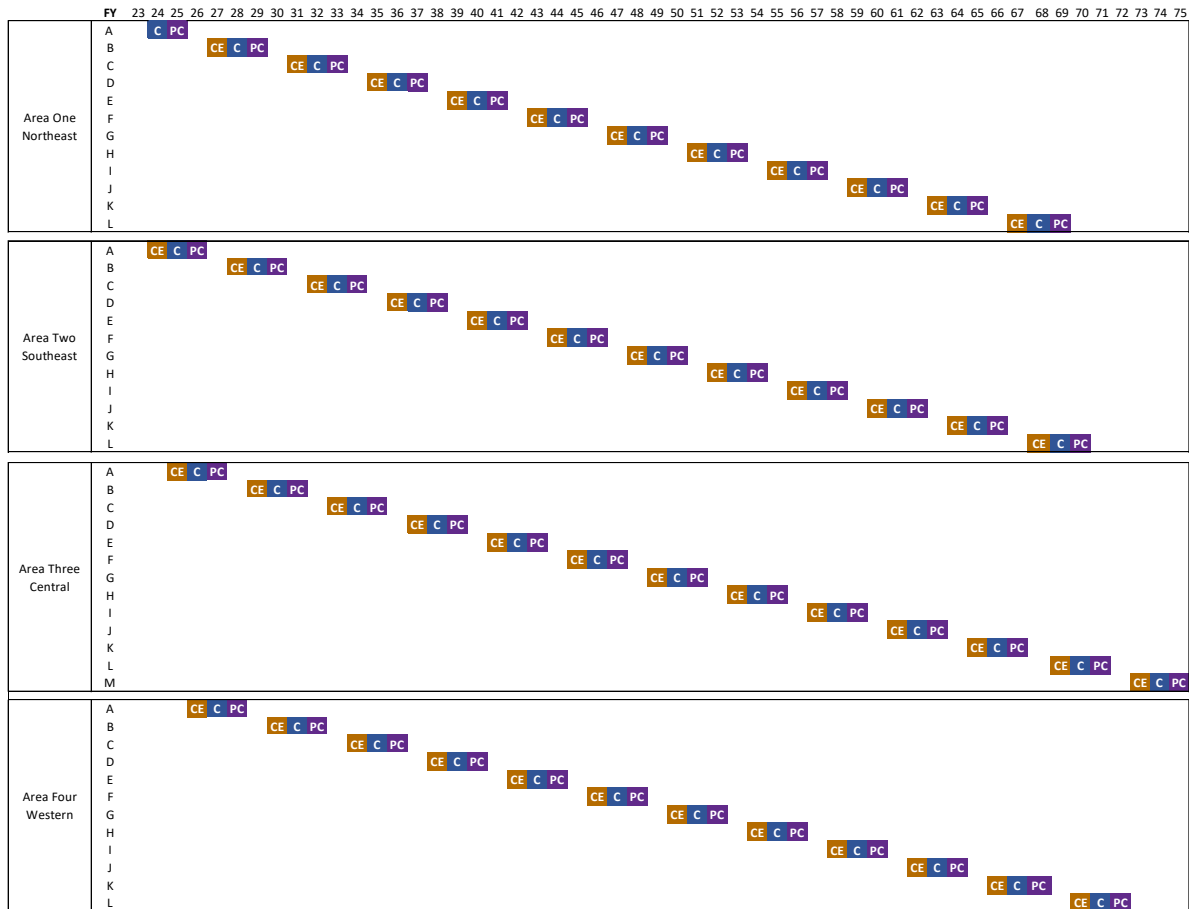
Article XIV – Distribution of Assets Upon Dissolution

Distribution of assets of the Consortium upon dissolution shall be as specified in COSSBA’s Articles of Incorporation, consistent with the governing laws of the state of incorporation concerning dissolution.

Any determination to dissolve COSSBA shall require a two-thirds majority of the entire voting membership. If a determination is made to dissolve COSSBA by the Members, COSSBA shall be dissolved if a majority of the COSSBA Board of Directors authorize the dissolution.

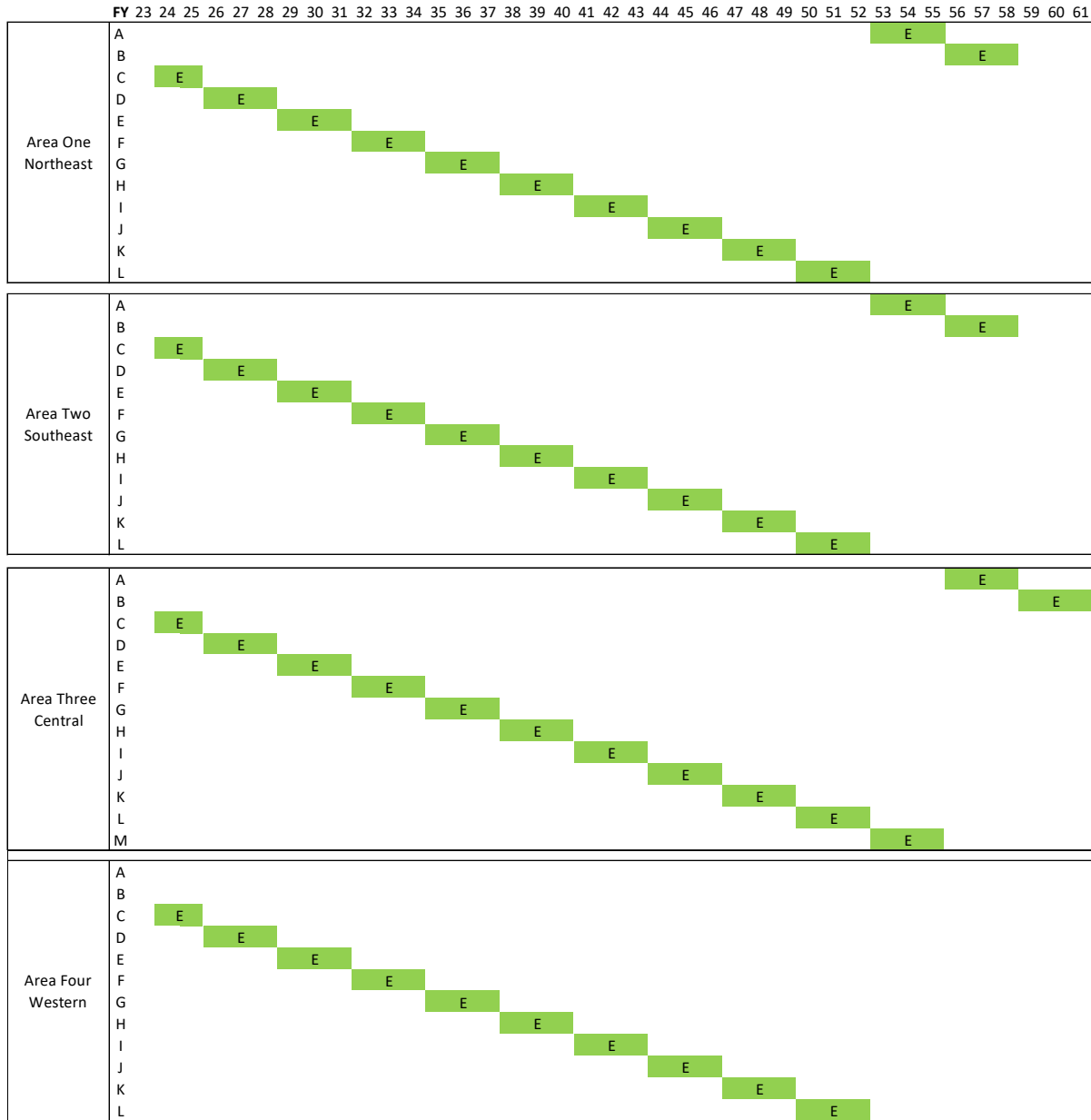
APPENDIX 1 – Consortium Wide Rotations for Chairperson-Elect

A Chairperson-Elect will be nominated every year for a one-year term, followed by one year as Chairperson, and then one year as Past-Chairperson. Each year the new Chairperson-Elect will be nominated by the Member whose turn it is in the Area Rotation formula. The formula for the rotation will start with Area 2/State Position A, followed by Area 3/ State Position A, and then Area 4/ State Position A. When the rotation returns to Area 1 in year four, Area 1/State Position B will nominate a person for the Chairperson-Elect position. The rotation will continue in this manner. If a State Position is not a Member, then the next State Position in that Area that is a member will nominate a Chairperson-Elect. A record of this rotation will be maintained by COSSBA staff.



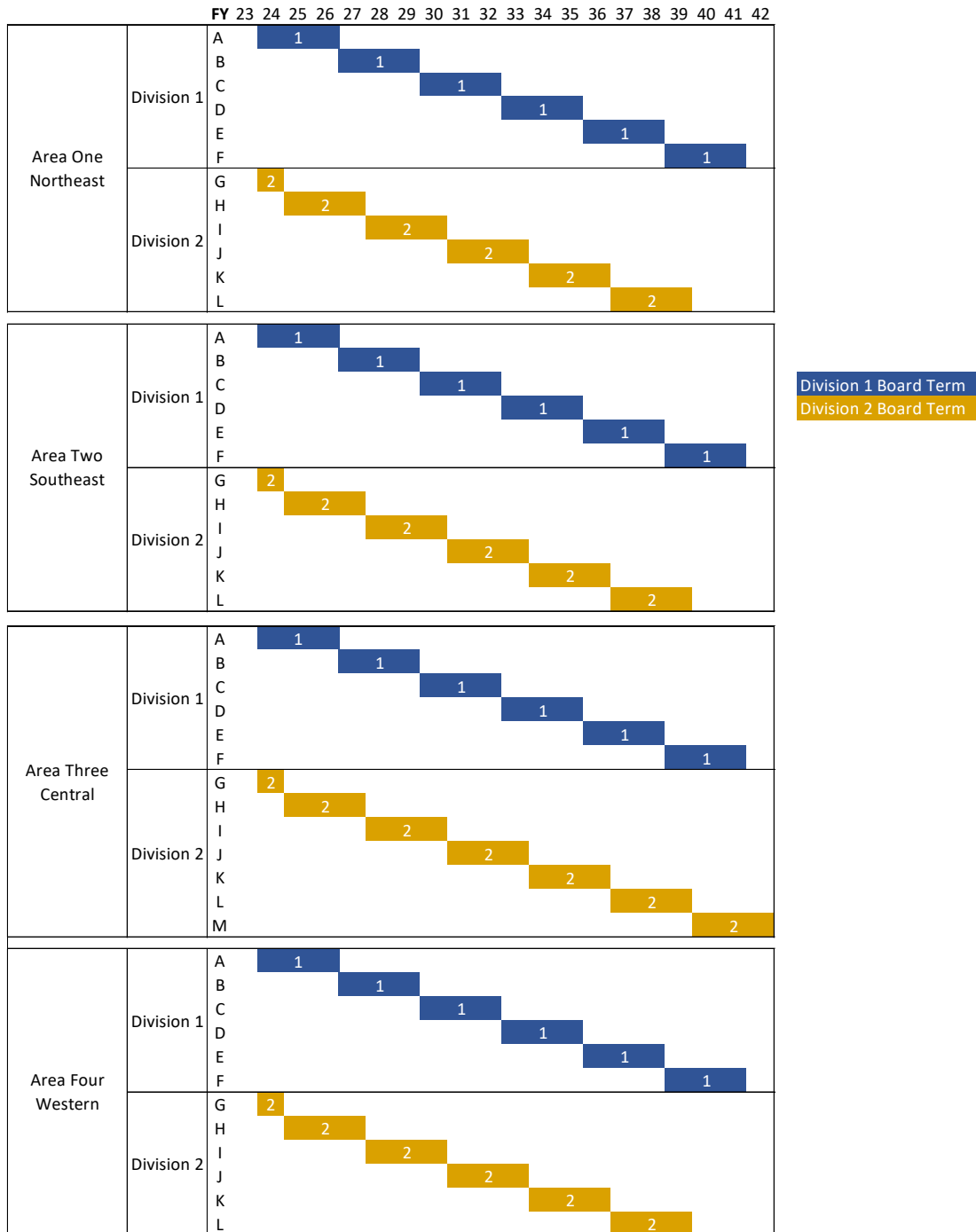
APPENDIX 2 – Area Rotations – for Executive Director Board Member

Area Rotations, for the Executive Director position on the Consortium Board of Directors, will begin from a Member that is two Member positions down from the first Member in the Area and is also a Member that does not have board member nominated for the inaugural board of directors, if possible. Succeeding rotations will then move sequentially through the other Members in the Area. The inaugural term for an Executive Director position in this example is for two years to establish staggered terms on the Consortium Board of Directors.



APPENDIX 3 – Division Rotations – for Board Members

Division Rotation, for the Board Member position on the Consortium Board of Directors, will begin with the first Member in each Division and then move sequentially through the other Members in the Division. The inaugural term for the Division 2 board member is a one-year term to establish staggered terms on the Consortium Board of Directors.



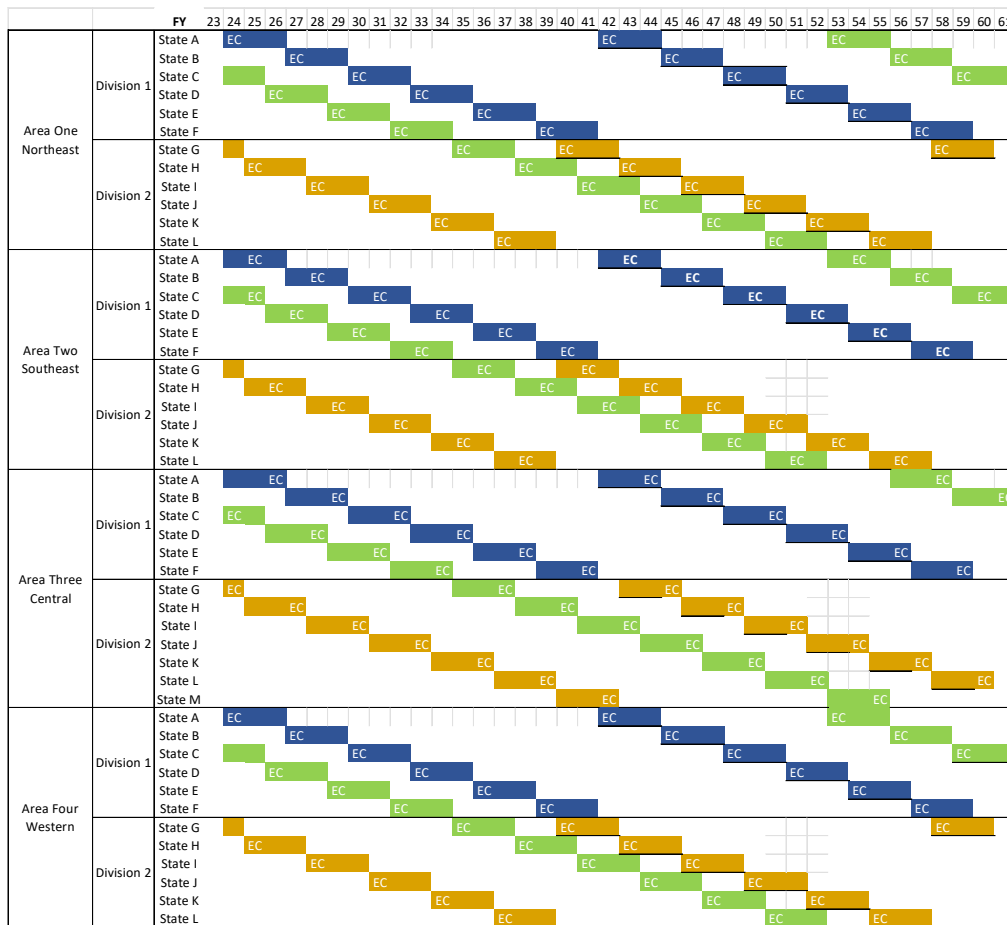
APPENDIX 4 – Executive Committee Rotation

One director of the COSSBA Board of Directors from each area (total 4) based on a modified Area Rotation. The rotation will utilize the current year of the board members’ term to determine when they serve on the Executive Committee.

Area	Year of Term	Inaugural Year Member
1	1	Division 1 Board Member
2	2	Executive Director Board Member
3	3	Division 2 Board Member
4	1	Division 1 Board Member

For example: Each Area has three board members on the COSSBA Board of Directors. For Area 1, of the three board members, the board member in the first year of their term will serve on the Executive Committee. For Area 2, the board member in the second year of their term will serve on the Executive Committee.

Because of the staggered terms within an Area, this allows for a rotation of each board member within the Area and every board member will serve on the executive committee for one year during their three-year term.



Division 1 Board Member
Division 2 Board Member
Executive Director

Executive Committee (EC) Term—Areas 1 and 4 board members serve on the Executive Committee in the first year of their term. Area 2 serves in the second year of their term. Area 3 serves in the third year of their term.

Appendix 5 – COSSBA Bylaw References that Impact the Governance Rotation

1. The inaugural appointments to the Board of Directors involve staggered terms followed by 3-year terms upon the expiration of inaugural terms. (Article VII)
 - a. Division 1 (3 years), Division 2 (1 year)
 - b. Executive Directors (2 years)
 - c. Three Chairperson Appointments (1,2,3 years)
2. Following the inaugural term all terms on the Board of Directors are three years with the Chairperson recommending an Appointment each year. (Article VII)
3. New Members to COSSBA do not enter the rotation for board service until the 2nd full year of membership. Note: If new Members join COSSBA at the beginning of FY24 this could affect the rotation for FY25 vacancies. (Article V). Based upon current membership LA becomes the Chairperson-Elect through FY24 followed by IN ('25), WY ('26), and PA ('27). (Appendix 1)
4. A state is restricted to a maximum of two members on the COSSBA Board of Directors at one time which includes the Executive Director and board members' positions. (Article VII)
5. State Association Board Member placements on the inaugural COSSBA Board of Directors are made first followed by Executive Director appointments. For the inaugural Board (only), a Member cannot have a board member and an Executive Director. This affected Executive Director eligibility for the board in FY24. PA, KY, and ID would replace the scheduled states in the rotation because of this restriction because the states (NH, IN, WY) that would have filled the spot already have a board member. (Appendix 2)
6. The rotation for Executive Directors starts two spots down from the top of the Area roster of states. This was to avoid overrepresentation from a Member. (Appendix 2)
7. The Executive Committee is determined by a rotation that includes the COSSBA officers, board members and Executive Directors. Since the rotation is based upon whether the Member is in their first, second or third year of their term on the board, some adaptation during this transition period is required because of staggered terms on the inaugural COSSBA Board of Directors. (Appendix 4)

The inaugural Executive Committee assignments of Executive Directors and Division Two Board Members will have the following terms to fulfill the need for staggered terms: Executive Directors serving two-year terms on the inaugural COSSBA Board of Directors will be considered to be in the second year of a three-year term. Division Two Board members serving one-year terms will be considered in the third year of a three-year term. This results in an Executive Committee comprised of the three officers (IL, NH, LA), three board members (NH, MN, WY), one Executive Director (MS), and the COSSBA Executive Director (ex officio).