

## 4.2(o) Black Caucus

### **Committee Type**

Advisory/Service

### **Committee Mission (Purpose)**

- To provide a statewide forum on the practical issues facing black, ethnically and culturally diverse school board members;
- To support the efforts of OSBA in promoting and building public awareness of issues relating to racial diversity in schools, enhancing the academic achievement of black, ethnically and culturally diverse students, and equity in education;
- To provide professional development, engagement and advocacy relating to the mission.

### **Committee Vision (Desired Outcomes)**

To fulfill the roles and responsibilities listed below in accordance with OSBA's mission, vision and guiding principles.

### **Committee Member Roles and Responsibilities**

#### What the committee can do:

- Encourage OSBA members to be active in the initiatives of the OSBA Black Caucus;
- Set criteria, solicit scholarship applications and award scholarships in accordance with budget parameters and the Leo Lucas Scholarship Charter;
- Engage in fundraising activities for the Leo Lucas Scholarship fund that have been pre-approved by the OSBA Scholarship Foundation Board of Directors;
- Advise OSBA's chief executive officer on matters of interest.

#### What the committee cannot do:

- Operate in disregard of OSBA's mission, vision and guiding principles; the Bylaws of the OSBA Scholarship Foundation; or the Leo Lucas Scholarship Charter;
- Operate in disregard of OSBA's interests;
- Engage in activity or communication that knowingly can lead to, or appear to result in, a conflict of interest, including acceptance of financial or other goods or benefits that might influence actions or decisions;
- Adopt policies or participate in activities that might jeopardize either OSBA's 501(c)(4) status or the 501(c)(3) status of the OSBA Scholarship Foundation;
- Set OSBA policy;
- Authorize expenditures in excess of annual budget.

### **Committee Operating Procedures**

The Black Caucus is directed by the OSBA staff liaison, who coordinates and oversees the committees' meetings, programming and other activities. The OSBA staff liaison, in coordination with other OSBA staff, is tasked with the evaluation, development and delivery of programs products and services as recommended by the Black Caucus and its officers.

The Black Caucus shall have four officers – chair, chair-elect, immediate past chair, and secretary – each of whom shall hold office for one calendar year. The chair-elect and secretary shall be elected from the membership of the committee at the annual Black Caucus business meeting. The chair-elect's term of office shall commence on Jan. 1 following his/her election. The chair-

elect shall serve in that office until the next succeeding Jan. 1 when the chair-elect shall automatically become chair for a term of one year. Should the chair's and/or immediate past chair's term of office as a member of the Black Caucus expire prior to the expiration of his term as chairman and/or immediate past chair, respectively, they shall continue as a member of the Black Caucus and its membership shall increase by one or two until their terms(s) as chair or immediate past chair terminate(s).

### COMMITTEES

The Black Caucus, in consultation with the OSBA staff liaison, may establish or terminate subcommittees and work groups, including the Leo Lucas Scholarship Committee, for the purpose of assisting the Black Caucus in carrying out its purpose. A subcommittee or work group must be chaired by a member of the Black Caucus, but may include individuals who are not members of the Black Caucus.

The purpose of subcommittees and work groups is to provide advice and make recommendations to the Black Caucus. Such subcommittees or workgroups are not authorized to make decisions for either OSBA or the Caucus as a whole, and must report their recommendations to the Black Caucus for full deliberation and discussion.

### **Meetings**

#### Frequency:

The Black Caucus shall meet quarterly at times deemed appropriate and necessary to fulfill the committee's purpose and accomplish its duties. An annual business meeting shall be held during the Capital Conference or at such other time as determined by the officers. Additional meetings may be called by the chair and the OSBA staff liaison.

#### Participation requirements:

Members will make every effort to attend all meetings of the Black Caucus and be fully prepared to participate in the meetings. After two consecutive unexcused absences, a member may be replaced on the committee, unless the chief executive officer grants an exception due to extenuating circumstances.

#### Quorum:

A majority of committee members in attendance constitutes a quorum.

### **Committee Membership**

#### Composition:

The Black Caucus shall consist of fifteen board members, who are recommended by the OSBA chief executive officer and appointed by the OSBA president, in consultation with the Black Caucus chair. The membership of the Black Caucus may be increased from fifteen to sixteen when the immediate past chair's term of office as a member of the Black Caucus expires prior to the expiration of his term as immediate past chair. The membership of the Black Caucus may be increased from fifteen to seventeen if the terms of office of both the chair and immediate past chair as members of the Black Caucus expire prior to the expiration of their terms as chair and immediate past chair.

When making recommendations and appointments, OSBA's chief executive officer and president shall strive to ensure that the Black Caucus has equal representation from each of OSBA's regions and reflects a diverse representation of OSBA's members, with consideration being given to district type, district size, race, gender, religion, professional background and board experience.

The OSBA president may appoint other members as necessary to ensure diverse representation.

Experience requirements:

Board of education members from OSBA member school districts in good standing may serve on the Black Caucus.

Terms:

Black caucus members serve two-year staggered terms.

Process for change in committee membership:

When vacancies occur on the committee or members' terms expire, the chief executive officer will make recommendations to the OSBA president, who shall appoint successors, giving due regard to maintaining diversity and equal regional representation on the committee.

If a vacancy occurs in the office of chair, the chair-elect shall become chair and assume the duties of that office. He/she shall remain chair until the second Jan. 1 thereafter. If a vacancy occurs in the office of chair-elect, the Black Caucus shall appoint a member of the committee to serve until the next Jan. 1.

**Committee Time Frame**

The Black Caucus is a standing committee and will not sunset.

**Committee Communication**

<i>With whom do we need to communicate?</i>	<i>What outcomes need to be communicated?</i>	<i>Method of communication (verbal, written, formal, informal)</i>	<i>Who will communicate from this committee?</i>	<i>By when?</i>
Caucus members	Dates, times and location of meetings, agenda items and information on pending initiatives	Phone and email	Chair & OSBA Staff Liaison(s)	Ongoing
All member district board members	Information on membership and Capital Conference Dinner and annual membership meeting	Briefcase, email	Communication Services Division, OSBA Staff Liaison(s)	July
All member districts and district counselors	Information on application for student scholarships	Formal written and Briefcase	Communication Services Division, Chair & OSBA Staff Liaison(s)	Mid-October
All member districts, district counselors and scholarship recipients	Scholarship winners	Formal written	Chair & OSBA Staff Liaison(s)	Late April

Program speakers	Information on dates, times and location of speaking engagement	Formal written, phone and email	OSBA Staff Liaison(s)	Following speaker confirmation, plus a reminder 2 weeks prior to event

**Expense Reimbursement**

Committee members will be reimbursed for roundtrip mileage to attend the OSBA-scheduled Black Caucus meetings held during the year.

**Staff Liaison(s)**

As assigned by the chief executive officer.

**OSBA Board of Trustees Approval**

*Date of adoption by the OSBA Board of Trustees - 9/25/10*

*Date of amendment by the OSBA Board of Trustees – 11/13/16*

*Date of amendment by the OSBA Board of Trustees – 2/25/17*

*Date of amendment by the OSBA Board of Trustees – 11/11/18*

*Date of amendment by the OSBA Board of Trustees – 7/27/19*