



Serving the Florida College System since 1949

BYLAWS



**Career
And
Professional
Employees
Commission**

**Association
Of
Florida
Colleges**

Career and Professional Employees Commission Board 2023

Chair	Melonie Miner mminer@pensacolastate.edu	Pensacola State College	PH: 850-484-1726
Chair-Elect	Vacant	Vacant	Vacant
Immediate Past -Chair	Obi Kalu okalu@pensacolastate.edu	Pensacola State College	PH: 850-484-2374
Secretary	Dr. Mark McKinney mckinm@phsc.edu	Pasco Hernando State College	352-518-1315
Treasurer	Cara Bennett bennettc@cf.edu	College of Central Florida	PH: 352-854-2322 x. 1447
Historian	Vacant	Vacant	Vacant
Parliamentarian	Vacant	Vacant	Vacant
Legislative Liaison	Vacant	Vacant	Vacant
Webmaster	Obi Kalu okalu@pensacolastate.edu	Pensacola State College	PH: 850-484-2374

Region Reps

Region I Rep	Vacant	Vacant	Vacant
Region II Rep	Vacant	Vacant	Vacant
Region III Rep	Vacant	Vacant	Vacant
Region IV Rep	Vacant	Vacant	Vacant
Region V Rep	Vacant	Vacant	Vacant
Region V Rep	Vacant	Vacant	Vacant

TABLE OF CONTENTS

Article I:	Name	Page 4
Article II:	Responsibilities.....	Page 4
Article III:	Purpose.....	Page 4
Article IV:	Membership	Page 5
Article V:	Executive Members	Page 5 - 8
Article VI:	Board of Directors	Page 9
Article VII:	Regions... ..	Page 10
Article VIII:	Committees	Page 10
Article IX:	Miscellaneous.....	Page 11
Article X:	Amendments.....	Page 11

ARTICLE I: NAME

The name of this organization shall be known as the CAREER AND PROFESSIONAL EMPLOYEES COMMISSION of the Association of Florida Colleges (AFC); hereinafter referred to as the "CPEC."

ARTICLE II: RESPONSIBILITIES

In accordance with the Association of Florida (AFC) Bylaws, CPEC responsibilities include:

- a. Planning the annual conference program for the CPEC business meeting
- b. Articulation among AFC members and other educational institutions
- c. Promotion and support of effective best practices within the commission's sphere of interest
- d. Making recommendations to the AFC Board of Directors
- e. Planning statewide and regional conferences and workshops as needed during the year
- f. Planning and developing annual goals for the CPEC

ARTICLE III: PURPOSE

The purpose of the Commission is to promote professional growth and exchange among the career and professional employees in the Florida College System. The CPEC strives to:

- a. Improve and encourage statewide communications among career and professional employees
- b. Receive career and professional employee input in other commissions activities in the areas in which career and professional personnel are employed, by attending meetings and reporting back to the Commission
- c. Provide workshops for career and professional employees as needed during the year
The Board of Directors shall determine the need for any workshops
- d. Serve as a forum for the discussion of career and professional employee programs
- e. Receive full support of career and professional employees in all 28 (deleted "public") colleges in all areas of employment
- f. Encourage the establishment of procedures at each college to insure adequate representation of career and professional employee interests in the administrative decision-making process

ARTICLE IV: MEMBERSHIP

Section 1. Selection of Representatives

Membership in the Career and Professional Employees Commission (CPEC) shall be in accordance with the Association of Florida Colleges (AFC) Bylaws, and as defined by our standing rules.

Section 2. Powers of Representatives

Representatives shall be the official voting body of the Commission. Voting representatives or their employee designates shall act as liaisons with their campus chapters to fulfill the purposes of the Commission.

Section 3. Voting

Each voting representative shall have one independent vote in all matters voted on by the Commission. Matters shall be decided by a majority of the votes cast.

Section 4. Quorum

A quorum of the Commission representatives shall be defined as two-thirds (2/3) of the representatives present at the annual meeting, provided that a majority of the member institutions are represented in the quorum. Roll call will be taken at the annual meeting to confirm quorum and record attendees.

Section 5. Annual Meeting

The Commission shall hold its annual meeting at the annual AFC Conferences. The Board of Directors may call other meetings of the Commission as it deems necessary.

Section 6. Individual Membership

Payment of current or lifetime dues to the AFC (once an acronym is used you keep it throughout) automatically entitles an individual, except administrators and faculty, to membership in the Career and Professional Employees Commission.

ARTICLE V: EXECUTIVE MEMBERS

Section 1. Officers/Executive Board

Elected Officers of the Commission shall be the Chair, Chair-Elect, Secretary, and Treasurer. Officers shall assume office on January 1st. following the annual meeting at which they were elected.

Section 2: Immediate Past-Chair

The immediate past chair of the Commission shall serve as ex-officio member without vote on the Board of Directors

Section 3: Terms of Office

All Officers and the Board of Directors shall serve a one-year (1) term. The Treasurer will serve a two (2) year term, elected in even numbered years.

Section 4: Election of Officers

- a. The following Officers shall be elected annually to a one-year term:
 - i. Chair-Elect
 - ii. Secretary
- b. The Treasurer shall be elected to a two year term starting in an odd numbered year.
- c. The Chair-Elect shall assume the office of Chair at the end of his/her term as Chair-Elect. However, if the office of Chair becomes vacant, the Chair-Elect shall assume the office of

Chair for the remainder of the unexpired term, then shall continue as Chair for a full term of his/her own.

If the office of Chair-Elect becomes vacant, with no one to assume the office of Chair on the next January 1, the Commission shall elect a Chair at the next annual meeting.

- d. The Secretary shall serve no more than two (2) consecutive terms.
- e. A person may only hold one (1) voting position on the Board during any calendar (January 1st. - December 31st) year.
- f. Officers shall be elected from the slate of candidates presented by the Nominating Committee. Nominations from the floor will be accepted and added.
- g. The Chair shall be empowered to appoint a member of the Commission to fill a vacancy in an elected office on a *pro tem* basis for the remainder of the term. The appointee shall assume and carry out the responsibilities of the office.
- h. The Historian, Parliamentarian, Legislative Liaison, and Web Master shall be appointed by the Chair. In the event of a vacancy, the Chair shall appoint a replacement to fill the unexpired term.

Section 5. Duties of the Officers

Attendance at CPEC Board meetings and functions is an obligation of the below positions. If an Officer is unable to fulfill this obligation, they will contact the CPEC Chair and Chair-Elect to determine a resolution.

- I. The Chair shall:
 - a. Be the Chief Elected Officer (CEO)
 - b. Represent the entire membership in the best interest of the Commission
 - c. Direct the overall operation of the Commission
 - d. Preside at and attend all meetings of the CPEC Board of Directors
 - e. Attend all Executive Committee and AFC Executive Board meetings
 - f. Appoint Chairpersons in accordance with the Bylaws
 - g. Serve as the official CPEC Commission spokesperson
 - h. Provide leadership for career and professional employees
 - i. Promote interest and participation in AFC and the Commission
 - j. Authorize expenditure and payment of CPEC funds
 - k. Maintain the Bylaws
 - l. Convene CPEC Board meetings

- II. The Chair-Elect shall:
 - a. Perform the duties of the Chair during the Chair's absence or disability
 - b. Coordinate the activities of the Standing Committees
 - c. Update and publish the CPEC Commission Handbook
 - d. Coordinate and publish the quarterly newsletter
 - e. Perform the duties assigned by the Chair

- III. The Secretary shall:
 - a. Record the minutes of the annual meeting and all other official meetings of the Commission, Board of Directors, and the Executive Committee
 - b. Accept further responsibilities as assigned by the Chair

- IV. The Treasurer shall:
 - a. Keep the checking and cash ledger of the Commission
 - b. Present for review, the checking and cash ledgers to the Board of Directors and the state AFC office for an annual audit
 - c. Provide the Board with a written report at each meeting
 - d. Accept further responsibilities as assigned by the Chair

- V. The Historian shall:
 - a. Keep and document the official history of the Commission through photographs, printed materials, and related items
 - b. Collect items and compile a Commission book available for viewing at CPEC functions
 - c. Develop and maintain the Commission's book for the annual convention and submit it for consideration for Commission of the Year awards
 - d. Should the Historian not be able to attend any function, a replacement should be appointed and briefed by the Historian

- VI. The Parliamentarian shall:
 - a. Work in consultation with the Chair to ensure that all Commission proceedings are conducted according to proper parliamentary procedure
 - b. Should the Parliamentarian be unable to attend any meeting at which official business is conducted, the Chair shall appoint a qualified substitute

- VII. The Legislative Liaison shall:
 - a. Stay in close contact and current with any bills or relative legislation that may influence or be of interest to the members of the Career and Professional Employees Commission and the members it represents.
 - b. Will distribute this information through the CPEC contact people at each campus in an effort to keep all of our members informed and up-to-date on the activity of the Florida State legislators.
 - c. Take any legislative concerns that commission members would like to have researched and present them to the Commission Board of Directors to determine if the issue is valid
 - d. If the Board passes the issue by a majority, the Chair will forward the issue to the appropriate state level committees for review.
 - e. If at any time the issued is denied, the Commission Chair will have the opportunity to present the issue at the next AFC Board of Directors Meeting.
 - f. Legislative issues must be presented to the Commission Chair no later than April 1 of the year proceeding the next legislative session.

- VIII. The Web Master shall:
 - a. Maintain the Commission's Web page with current and relevant information
 - b. Maintain the Commission's Facebook page accounts

- IX. The Immediate Past- Chair will
- a. Provide ongoing leadership for the incoming Chair
 - b. Provide historical context regarding issues when necessary at Board meetings
 - c. Attend CPEC Board meetings and functions

ARTICLE VI: BOARD OF DIRECTORS

Section 1. Members

The voting members of the Board of Directors shall be the Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair

Ex-Officio: Historian, Parliamentarian, Legislative Liaison, Web Master and Immediate Past Chair. In addition, all standing committee chairs and regional representatives shall be voting members of the Board. Any voting member who is not able to attend a Board meeting may send a designate that shall be empowered to cast a vote in the absent member's stead.

Section 2. Responsibilities

The Board of Directors shall:

- a. Approve an annual operating budget for the Commission
- b. Plan for the Commission's program for the annual conference
- c. Review committee recommendations
- d. Set annual goals
- e. Act on such other matters as may be necessary to the operation of the Commission.
- f. Attend CPEC Board meetings and functions

Section 3. Quorum

A quorum for all meetings of the Board of Directors shall be two-thirds of the voting members of the Board. If a voting member cannot attend a Board meeting, but sends a designate in his/her place, the designate shall be counted toward the quorum.

Section 4. Alternate Voting Procedure

In cases where the Board needs to vote on an issue and it is not possible or practical to convene a Board meeting, the Board may vote by way of telephone, FAX, electronic mail or postal mail, provided that the number of votes cast by an alternate method satisfies the requirement for a quorum.

ARTICLE VII: REGIONS

Section 1. Regions

The following Regions are established to carry out activities consistent with the purposes of the Commission as stated herein.

Region I	Chipola, Gulf Coast, Northwest Florida, Pensacola, Tallahassee, Division of Florida Colleges
Region II	Florida State College at Jacksonville, Florida Gateway, North Florida, St. Johns River, Santa Fe.
Region III	Central Florida, Daytona, Eastern Florida, Lake-Sumter, Seminole, Valencia
Region IV	Florida Southwestern, Hillsborough, Pasco-Hernando, Polk, St. Petersburg, South Florida and State College of Florida
Region V	Broward, Florida Keys, Indian River, Miami-Dade, Palm Beach

Section 2. Region Representatives

The Commission shall:

- a. Have five (5) Region representatives, if available, appointed by the Commission Chair
 - a. The appointment must be approved by the voting members of the Executive Board
 - b. The responsibilities of the representative include, but are not limited to:
 - i. Distributing commission information to each CPEC contact person in his/her region
 - ii. Contacting chapters within his/her region
 - iii. Coordinating information for the CPEC newsletter
 - iv. Acting as liaison between his/her region and the Commission board
 - v. Attend CPEC Board meetings and functions

Section 3. Meetings

Regional meetings shall be held periodically during the year at a place and in a manner to be determined by each region.

ARTICLE VIII: COMMITTEES

Section 1: Executive Committee

- a. The Executive Committee shall be composed of the five (5) elected officers and the Immediate Past Chair.
- b. The Executive Committee shall:
 - a. Serve as the chief budget officer of the Commission
 - b. Develop an annual operating budget for submission to the Board of Directors for approval prior to the annual meeting
 - c. Monitor all Commission expenditures and shall propose such budget amendments as may be necessary to the Board of Directors for approval.
 - d. Submit a report of the receipts and expenditures for the preceding year to the Commission representatives at the annual meeting

Section 2: Standing Committees

The Commission shall have five (5) Standing Committees: Ways and Means, Program, Nominating, Bylaws, and Awards. The Commission Chair shall appoint a chair for each Standing Committee. Each committee chair shall then secure commission members to serve on his/her committee. Each committee shall have at least one representative from each region, if available. The chair of each committee shall be included in the member count of the committee.

A. Ways and Means Committee:

- a. The Ways and Means Committee shall:
 - i. Consist of five (5) members
 - ii. Make recommendations for projects for the membership
 - iii. Be responsible for conducting activities designed to generate income for the Commission.

B. Program Committee:

- a. The Program Committee
 - i. May consist of five (5) members who shall:
 1. Make all arrangements for programs, conferences, etc., including site selection, for the year
 - a. All programs and functions shall be approved by the Board of Directors and the AFC Board of Directors
 - b. In addition to the region representatives, there may be one additional representative from the region hosting the annual workshop, and one additional representative from the region hosting the annual meeting.

C. Nominating Committee:

- a. The Nominating Committee shall:
 - i. Consist of five (5) members
 - ii. Prepare a slate of candidates for the Commission's elected positions making every reasonable effort to secure at least two candidates for each position

D. Bylaws Committee:

- a. The Bylaws Committee shall:
 - i. Consist of five (5) members
 - ii. Study and recommend revisions to the Bylaws on a yearly basis
 - iii. In accordance with ARTICLE X, the Committee shall submit any proposed revisions to the Chair at least 40 days before the annual Commission meeting.

E. Awards:

- a. The Career and Professional Employees Commission in its attempt to recognize our outstanding employees will seek nominations and participation for the following awards:
 - i. Innovator Exemplary Practice Award,
 - ii. Career and Professional Employee of the Year (Recognition of Excellence)
 - iii. CPEC Education Scholarship.

ARTICLE IX: MISCELLANEOUS

Robert's Rules of Order (Newly Revised) shall govern procedure at all Commission meetings, except as it may conflict with Commission Bylaws.

ARTICLE X: AMENDMENTS

Amendments to these Bylaws requires a two-thirds (2/3) vote of Commission representatives present and voting, at the regular annual meeting. Proposed changes must be submitted in writing to the Commission Chair at least forty (40) days before the Commission meeting. Proposed changes not submitted in the required timeframe will not be considered. The Chair shall distribute such proposed changes in written form to all voting representatives at least thirty (30) days prior to the annual meeting.

Updated
01/13/2023
(Not ratified yet)