

**BYLAWS  
OF  
THE WORKFORCE, ADULT AND CONTINUING EDUCATION COMMISSION  
OF THE ASSOCIATION OF FLORIDA COLLEGES  
AFC-WACE COMMISSION**

**ARTICLE I: NAME OF COMMISSION**

The name of this commission shall be the Workforce, Adult and Continuing Education Commission of the Association of Florida Colleges. Will also be known as the AFC-WACE COMMISSION

**ARTICLE II: PURPOSE**

The purpose of this commission shall be to actively involve all interested community and state college personnel in the development, promotion, facilitation of concepts and programs relating to the Workforce, Adult, and Continuing Education Commission.

**ARTICLE III: MEMBERSHIP**

**SECTION I**

Membership is open to anyone in good standing of the Association of Florida Colleges from Florida's public community and state colleges.

**SECTION II OFFICERS**

**CHAIR, CHAIR ELECT, TREASURER, SECRETARY, REGION REPRESENTATIVES, HISTORIAN**

**ARTICLE IV: ELECTION OF OFFICERS**

**SECTION I ELECTIONS AND TERMS**

**a. ELECTION CYCLE**

1. All officers will be elected by a simple majority of the voting representation of the AFC-WACE Commission at the business meeting held in conjunction with the annual AFC Conference.
2. The Chair-elect will be elected each year.
3. Secretary shall be elected in odd years.
4. The Treasurer and the Historian shall be elected in even years.
5. The five region representatives shall be elected on the following cycle:
  - i. Regions I, III, and V in even years
  - ii. Regions II, and IV in odd years.

**b. TERMS OF OFFICE**

1. Chair – 3 years as Chair-elect, Chair, and Past Chair for each year of appointment
2. Secretary, Treasurer, Historian, and Region Representatives – 2 years
3. The term of office is January 1 through December 31, per their outlined cycle in Article IV, Section I, a.
4. Outgoing officers shall commit to meet with newly elected officers in the month of December for transition.

**c. VACANCIES**

1. Officers who resign shall notify the Chair in writing.

2. Should any officer miss 3 sequential meetings or 5 individual meetings in a 12-month period without communication to the Chair, the Chair will declare the position vacant and inform the officer of this in writing via email.
3. When a vacancy occurs, the Chair shall fill the office by appointment until the next annual conference when an election can be held to fill the office through completion of the term.

## **SECTION II DUTIES OF OFFICERS**

### **a. ALL OFFICERS**

- a. All officers shall serve on the steering committee.
- b. All officers shall be a voting member of the commission.
- c. All officers may receive additional duties as assigned by the Chair and/or based on the needs of the Commission or AFC, which may not be specifically outlined in this document.

### **b. CHAIR**

1. The Chair shall preside at all commission meetings and steering committee meetings.
2. The Chair shall notify the commission officers and representatives of meetings and shall publish an agenda at least two weeks prior to a meeting.
3. The Chair shall ensure that the activities of the commission are properly organized, publicized, and reported to the membership using AFC's *Current* and other appropriate vehicles.
4. The Chair shall attend the state board meetings to represent and report on behalf of the Commission. If the Chair is unable to attend, another WACE member will be designated to attend in their place.
5. The Chair may designate ad hoc committees and appoint individual members to perform such tasks as deemed necessary.
6. No later than June 1, the Chair shall appoint a WACE Exemplary Practice Award Committee to be chaired by the Past Chair and no less than three Commission officers and/or members. The committee shall review the standards, promote and seek nominations, and oversee the selection of the Award. If no Past Chair is available to chair the WACE Exemplary Practice Award Committee, another officer shall be appointed by the Chair.
7. No later than October 1, the Chair shall appoint an Election Committee to be chaired by the Chair-elect and no less than three Commission officers and/or members. The committee shall promote positions and seek nominations for the position of Chair-Elect and all other positions available for that year's cycle (per Article IV, Section 1, a) and/or vacancies. If no Chair-elect is available to chair the Election Committee, another officer shall be appointed by the Chair.
8. The out-going Chair (incoming Past Chair) shall maintain a file of commission minutes, ad hoc committee reports, and approved resolutions and/or recommendations. This file will be transferred to the incoming Chair (previous Chair-Elect) at the annual conference.

### **c. CHAIR-ELECT**

1. The Chair-elect shall preside over meetings when the Chair is unable to do so.
2. The Chair-elect shall chair the Election Committee to promote and seek nominations for available positions and oversee the election process at the Annual Conference. (per Article IV, Section II, b, 7)
3. The Chair-elect shall immediately take on the duties of the Chair position if the current Chair is unable to continue in their role.

### **d. PAST CHAIR**

- a. The Past Chair shall preside over meetings if the Chair and Chair-Elect are unable to do so.
- b. The Past Chair shall advise the Chair and officers on recent Commission history.
- c. The Past Chair shall chair the WACE Exemplary Practice Award Committee to review the standards, promote and seek nominations, and oversee the selection of the Award (per Article IV, Section II, b, 6)

### **e. SECRETARY**

1. The Secretary shall maintain a record of commission minutes, ad hoc committee reports, approved resolutions, and recommendations.
  2. The Secretary shall maintain records of attendance at Commission meetings.
- f. **TREASURER**
1. The Treasurer shall maintain a record of all financial reports and document all financial transactions.
  2. The Treasurer shall provide a finance report at all WACE board Meetings.
- g. **REGIONAL REPRESENTATIVES**
1. The Regional representatives shall generate, organize, and conduct regional meetings as coordinated through the Chair and/or Chair-elect of the commission.
  2. The Regional representatives shall be responsible for receiving and transmitting commission data, information, and programming to all members in their region.
- h. **HISTORIAN**
1. The Historian shall maintain the history of the Commission.
  2. The Historian shall work in conjunction with the Chair and officers by providing guidance on long-term Commission history.
  3. The Historian shall monitor the shared drive of the WACE Commission.

## **ARTICLE V: MEETINGS**

### **SECTION 1**

Annual meetings of the commission and the steering committee shall be held during the annual conference of AFC. Meetings of the full membership may be called by written notice of the Chair.

### **SECTION 2**

Members present at any regular or called meeting shall constitute a quorum.

### **SECTION 3**

Items on the agenda shall be given priority except as called for in Article VI. Consideration should be given in the agenda to items of major or universal interest, resolutions or recommendations from studies, work of sub-committees, etc.

## **ARTICLE VI: RESOLUTIONS**

Resolutions or formal recommendations to be presented at the Workforce, Adult and Continuing Education Commission meeting at the annual conference:

- a. Must be submitted in writing.
- b. Shall be submitted to the Commission Chair at least thirty days before the annual conference.
- c. Shall have been discussed at either a steering committee meeting or a regular meeting of the commission.
- d. Other resolutions must be presented by a voting delegate to the commission with majority approval for presentation of the resolution and its placement on the agenda.

## **ARTICLE VII: STEERING COMMITTEE**

The steering committee shall be composed of the commission chair, chair elect, secretary, treasurer, historian, and each of the five region representatives. The steering committee shall propose schedules and agenda for meetings, nominate officers and help provide aid to the regions.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

### **SECTION 1**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are not consistent with these bylaws and any special rules of order that the organization may adopt.

### **SECTION 2**

These bylaws should be reviewed on an annual basis. Proposed changes in the bylaws shall be circulated to the WACE membership for review as needed with at least two weeks' notice.

## **ARTICLE XI: FINANCES**

The steering committee shall develop an annual budget to provide for the support of the functions of the commission.

REVISED and APPROVED by WACE COMMISSION OFFICERS.  
February 10, 2021