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2  
3 APPENDIX  
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5 COUNCILS AND CAUCUSES  
6

7 National School Boards Association Council of Urban Boards of Education  
8 Amended and Substituted Bylaws  
9

10 ARTICLE I – ESTABLISHMENT  
11

12 In cooperation with the National School Boards Association (herein after referred to as “NSBA” Board  
13 of Directors, the Council of Urban Boards of Education (herein referred to as “CUBE”) is established  
14 pursuant to the Constitution and Bylaws of NSBA.  
15

16 ARTICLE II – MISSION AND PURPOSE  
17

18 A. CUBE Mission

- 19 (i) The mission of CUBE is to create opportunities for urban school board leaders to gain the  
20 knowledge and skills necessary to be effective policymakers and advocates for excellence  
21 and equity in public education. CUBE remains committed to the education of students in  
22 racially, ethnically, linguistically, and socio-economically diverse settings and closing the  
23 achievement and opportunity gaps that exist for students.  
24

25 B. CUBE Purpose

- 26 (i) To advocate positions; publish studies; support legislation, views and opinions; and make  
27 budget recommendations to meet CUBE program needs.  
28 (ii) To establish dues for CUBE membership and raise funds from CUBE members and other  
29 sources to assist in carrying out the mission of CUBE. All funds shall be expended in  
30 accordance with the budget approved by the NSBA Board of Directors, after consideration  
31 of recommendations, if any from the Steering Committee.  
32 (iii) To enter into mutually agreeable arrangements with NSBA to provide sufficient staff  
33 services to CUBE and to develop financial support for such services.  
34

35 ARTICLE III – MEMBERSHIP  
36

37 To be eligible for membership in CUBE, the school district must be a member in good standing with  
38 its State School Boards Association. CUBE membership is not restricted solely to districts that  
39 represent an urban community/city. Rural and suburban districts are welcome to become CUBE  
40 members.  
41

42 ARTICLE IV – GOVERNANCE  
43

44 A. CUBE Steering Committee

- 45 (i) Purpose and Responsibility of the CUBE Steering Committee  
46 (a) The Steering Committee shall manage the affairs of CUBE between regular business  
47 meetings as defined in Section B of this Article.

- 1 (ii) Eligibility to serve on the CUBE Steering Committee  
2 (a) Each Steering Committee Member, (16), (including the Immediate Past Chair) shall  
3 be a duly elected or appointed member of a school district's governing board, which  
4 school board is a member in good standing of a State Association.  
5
- 6 (iii) Election of the CUBE Steering Committee  
7 (a) The CUBE membership shall elect Steering Committee members at CUBE's Annual  
8 Business Meeting held in conjunction with NSBA's Annual Conference &  
9 Exposition. Newly elected Steering Committee members immediately assume their  
10 seats at the time of the election. The President of NSBA, or his/her designee, the  
11 NSBA Executive Director, and a representative from the NSBA Executive Directors  
12 Liaison Committee serve as an *ex-officio* member.  
13 (b) A quorum of the members of CUBE must be present at the time of election.  
14
- 15 B. CUBE Steering Committee Meetings  
16 (i) The CUBE Steering Committee shall have four (4) meetings per year. Those meetings are:  
17 (a) The Steering Committee will meet during the NSBA Advocacy Institute that is  
18 typically held annually in January or February.  
19 (b) The Steering Committee will meet before the NSBA Annual Conference and  
20 Exposition. Also during this time, the Council will host a business meeting to allow  
21 its membership to elect Steering Committee members.  
22 (c) The Steering Committee will meet during CUBE's Summer Issues Seminar.  
23 (d) The Steering Committee will attend a fall retreat at NSBA's headquarters.  
24 (e) The Steering Committee will meet during CUBE's Annual Conference.  
25 (d) Finally, the Steering Committee shall meet on call of the CUBE Chair or the President  
26 of NSBA.  
27 (ii) Notice Required In Event of Absence.  
28 (a) Members are expected to attend all of the meetings referred to in Article IV Section  
29 B (i).  
30 (b) If a member of the Steering Committee, due to an exceptional professional or personal  
31 circumstances, needs to be absent from any of the meetings referred in Article IV  
32 Section B (i), advance notice shall be sent to the CUBE Chair notifying him/her of the  
33 member's intention to be absent.  
34
- 35 C. Rules and Procedures Governing CUBE Steering Committee Meetings  
36 (i) A majority of the Steering Committee shall constitute a quorum at a Steering Committee  
37 meeting.  
38 (ii) The Steering Committee may meet in part or whole by electronic means.  
39 (iii) Proxy voting is not permitted at meetings of the Steering Committee.  
40
- 41 D. Terms of the CUBE Steering Committee Members  
42 (i) Members of the CUBE Steering Committee shall be limited to serving two full consecutive  
43 three-year terms.  
44 (ii) A person shall not be eligible to serve as a Steering Committee member, including by  
45 appointment, until two years have lapsed since the expiration of his/her two full consecutive  
46 three-year terms.  
47
- 48 E. Election of Officers of the CUBE Steering Committee  
49 (i) The CUBE Steering Committee shall elect annually by a simple majority vote, of the  
50 Steering Committee, a Chair, Vice-Chair, and Secretary.  
51 (ii) Proxy voting is not permitted.  
52 (iii) The Immediate Past Chair shall retain all voting rights.

- 1 F. Officers of the CUBE Steering Committee
- 2 (i) Duties of the Chair
- 3 (a) The Chair shall preside at all meeting of the CUBE Steering Committee and at its
- 4 programs.
- 5 (b) The Chair shall serve as Ex-Officio member (with certain voting rights) on NSBA’s
- 6 Board of Directors.
- 7 (c) The CUBE chair is expected to attend and represent the interests of CUBE at all of
- 8 the meetings of the NSBA Board of Directors.
- 9 (d) The Chair shall appoint a chair for each standing committee.
- 10 (e) The Chair will also appoint the chair and co-chair of the task forces of the Steering
- 11 Committee.
- 12 (f) The Chair shall notify the Director of CUBE of any absences of Steering Committee
- 13 members before a meeting occurs.
- 14
- 15 (ii) Duties of the Vice-Chair
- 16 (a) The Vice-Chair shall perform the duties of the Chair in the event the Chair is unable
- 17 to act due to planned and/or emergency absence, illness, resignation, removal from
- 18 office, or abandoning the office until a special election.
- 19 (b) Additional duties shall be determined and assigned by the Chair.
- 20
- 21 (iii) Duties of the Secretary
- 22 (a) The Secretary shall keep and/or review the minutes of all the meetings of the Steering
- 23 Committee.
- 24 (b) The Secretary shall work with the CUBE Director to maintain an updated membership
- 25 list.
- 26 (c) Additional duties shall be determined and assigned by the Chair.
- 27
- 28 (iv) Duties of the Immediate Past Chair
- 29 (a) The Immediate Past Chair shall serve as Chair of the Nominating Committee.
- 30 (b) Additional duties shall be determined and assigned by the Chair.
- 31
- 32 G. Eligibility to Serve as a CUBE Steering Committee Officer
- 33 (i) Each Steering Committee Officer shall be a duly elected or appointed member of a school
- 34 district’s governing board that is a member of CUBE.
- 35
- 36 H. Term of CUBE Steering Committee Officers
- 37 (i) The Steering Committee shall elect annually from its membership, a Chair of CUBE, a
- 38 Vice-Chair, and a Secretary for a one-year term.
- 39 (ii) Officers of CUBE shall be limited to two consecutive one-year terms as officers, if elected.
- 40 (iii) Officers, other than the Immediate Past Chair, shall be filled by Steering Committee
- 41 members during their normal terms on the Steering Committee, except that a Steering
- 42 Committee member who has completed one year as Chair of CUBE when his or her term
- 43 as a Steering Committee Member expires, and who remains on his/her local school board,
- 44 shall be eligible to be elected to a second consecutive year as Chair.
- 45 (iv) The incumbent Immediate Past Chair may serve in this office for up to, but no longer than,
- 46 two years so long as the incumbent remains on his or her local school board and is the most
- 47 recent past chair of CUBE otherwise eligible to serve in this office, unless determined
- 48 otherwise by a vote of the Steering Committee.

- 1 I. Vacancies on the CUBE Steering Committee  
2 (i) Vacancies on the Steering Committee may be filled by the Chair, by appointment, until the  
3 next Annual Business Meeting of CUBE, at which time an election shall be held for any  
4 unexpired term.  
5 (ii) A vacancy can automatically occur if a Steering Committee member resigns, dies, or loses  
6 his/her school board seat.  
7 (iii) A CUBE Chair, Vice-Chair, Secretary, or Immediate Past Chair who loses their local school  
8 board seat may serve until the next annual election at the NSBA Annual Conference.  
9 (iv) Time served as an appointed member of the Steering Committee shall not be counted toward  
10 the two consecutive three-year terms to which Steering Committee members are limited.  
11 Full terms shall begin once the term of the vacated seat is complete.  
12  
13 J. Removal of CUBE Steering Committee Members  
14 (i) In the event of two or more absences yearly, excused or unexcused, which, in the judgment  
15 of the Steering Committee, limit a member's effectiveness, the Steering Committee reserves  
16 the right to declare a seat vacated by a vote of the majority. Prior to such action,  
17 however, the Steering Committee shall notify the member, via certified mail, that because  
18 of his or her attendance record further absence may result in such action.  
19  
20 K. Special Elections for Vacancy of Officers  
21 (i) In the event a seat is vacated by an officer of the Steering Committee, the Committee shall  
22 fill the position by special election as soon as possible. A new officer shall be elected by a  
23 simple majority. A quorum of the Steering Committee members must be present for the  
24 vote to occur.  
25  
26 L. Staff Services  
27 (i) Staff services for CUBE shall be provided by NSBA permanent staff. At least one staff  
28 member shall be designated by the NSBA Executive Director to serve as the Director of  
29 CUBE in accordance with NSBA policies.  
30

## 31 ARTICLE V – STANDING COMMITTEES 32

- 33 A. Appointments To and Composition of CUBE Standing Committees.  
34 (i) The Chair, in consultation with the Steering Committee, shall appoint such standing or  
35 special committees as may be deemed advisable.  
36 (ii) A member of the Steering Committee will chair each committee. When appropriate,  
37 appointments may be made of school board members from CUBE participating districts  
38 who are not Steering Committee members.  
39 (iii) All standing and special committee recommendations and actions, excluding the charge of  
40 the Nominating Committee, must be considered and approved by the full Steering  
41 Committee.  
42  
43 B. These Bylaws do hereby establish the following Standing Committees:  
44 (i) Nominating Committee Shall:  
45 (a) Be chaired by the Immediate Past Chair. When the position of Immediate Past Chair  
46 is vacant, the Nominating Committee will be chaired by a member of the Steering  
47 Committee designated by the CUBE Chair. The Immediate Past Chair shall appoint a  
48 Nominating Committee of four (4) persons from CUBE participating districts, none  
49 of whom can be Steering Committee Members. Applicants for CUBE Steering  
50 Committee positions must be school board members from participating districts in  
51 good standing;  
52 (b) Receive and screen nominees whose application is complete and received by the stated  
53 deadline, and recommend to the Council a slate consisting of at least one nominee for  
54 each vacancy;

- 1 (c) Give preference to board members from districts that are not represented on the  
2 Steering Committee at the time of election;  
3 (d) Consider regional, gender, and racial representation on the Steering Committee; and,  
4 (e) Give high priority to an urban board which has not been previously represented on the  
5 Steering Committee.  
6
- 7 (ii) Bylaws Committee shall:  
8 (a) Have a Committee Chair Appointed by CUBE Chair;  
9 (b) Provide general oversight of the CUBE Bylaws and propose revisions and/or  
10 amendments for consideration and recommendation to the Steering Committee.  
11 However, all revisions and amendments must occur in accordance with all of the  
12 relevant provisions of the CUBE Bylaws;  
13 (c) Complete all amendments by January 15 of each year; and,  
14 (d) Propose amendments in writing to the NSBA Board Policy Review Committee, after  
15 consideration and approval by the Steering Committee.  
16
- 17 (iii) Resolutions Committee Shall;  
18 (a) Have a Committee Chair appointed by CUBE Chair;  
19 (b) Annually consider proposals for amendment to the Beliefs and Policies and  
20 Resolutions of the National School Boards Association (NSBA);  
21 (c) Complete this task by November 10 of each year; and,  
22 (d) Propose amendments in writing to the Policies and Resolutions Committee of the  
23 Delegate Assembly of NSBA after consideration and approval by the Steering  
24 Committee.  
25
- 26 (iv) Program and Training Committee shall:  
27 (a) Have a Committee Chair appointed by CUBE Chair; and,  
28 (b) Provide input to the CUBE Director and the full Steering Committee on the  
29 formulation of CUBE programming and on issues related to urban school governance.  
30
- 31 (v) Finance Committee shall:  
32 (a) Have a Committee Chair appointed by CUBE Chair.  
33 (b) Work together with the CUBE Director to provide input to the Steering Committee on  
34 the expenditures and revenues associated with CUBE's programming.  
35

## 36 ARTICLE VI – BUSINESS MEETINGS 37

### 38 A. Council Meetings

- 39 (i) The Council shall consist of board members from each CUBE participating district.  
40 (ii) The Council shall meet at least annually to transact business and to elect Steering  
41 Committee members. These actions occur during the NSBA's Annual Conference and  
42 Exposition.  
43

### 44 B. Rules and Procedures Governing Council Business Meetings

- 45 (i) Proxy voting is not permitted at meetings of the Council.  
46 (ii) Held in conjunction with NSBA's Annual Conference and Exposition, notice of at least  
47 thirty (30) calendar days is required prior to any meeting of the Council that is called for  
48 the purpose of conducting business.  
49 (iii) The number of member boards of CUBE in good standing that are present at the time of the  
50 meeting that has been called, via official notice, shall constitute a quorum.  
51

### 52 C. Council Voting Privileges

- 53 (i) One designated board member from each district will have voting capability to cast one vote  
54 on behalf of their board. All board members present may have a voice, in any discussion,

1 but the district shall have only one vote.  
2

3 D. Suspension of Bylaws

- 4 (i) The Steering Committee may suspend any provision of its bylaws with at least two thirds  
5 (2/3) majority vote with good cause shown for suspending the provision.  
6

7 ARTICLE VII – AMENDMENTS  
8

9 The Bylaws of CUBE may be amended by a two-thirds majority vote of the representatives present at  
10 an officially called business meeting. Proposed amendments must have been submitted in writing by  
11 the Steering Committee to all members of CUBE at least thirty (30) days prior to the meeting at which  
12 they are to be voted upon. Any board member may propose amendments, but such amendments must  
13 be made at least sixty (60) calendar days prior to a meeting. Amendments made from the floor that are  
14 not germane to an amendment proposal properly before the Council will be referred to the Steering  
15 Committee and acted upon at the next business meeting of the Council. The NSBA Board of Directors  
16 shall have final approval of all amendments to these Bylaws.  
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19 Policy History: Adopted by CUBE and approved by the Board, April 1967  
20 Revised by CUBE April 10, 1976, and  
21 Approved by the NSBA Board October 14, 1976  
22 Amended by CUBE April 6, 1979, and  
23 Approved by the NSBA Board April 19, 1979  
24 Revised by CUBE October 1, 1994, and  
25 Approved by the NSBA Board December 16, 1994  
26 Reviewed and Approved by the NSBA Board February 2, 1996  
27 Reviewed and Approved by the NSBA Board June 19, 1998  
28 Amended and Approved by the NSBA Board June 19, 1999  
29 Reviewed and Approved by the NSBA Board November 10, 1999  
30 Reviewed and Approved by the NSBA Board September 2000  
31 Reviewed and Approved by the NSBA Board June 2002  
32 Reviewed and Approved by the NSBA Board April 2003  
33 Reviewed and Approved by the NSBA Board June 9, 2005  
34 Reviewed and Approved by the NSBA Board June 9-10, 2006  
35 Reviewed and Approved by the NSBA Board June 6, 2008  
36 Revised and Adopted by CUBE April 13, 2013 and  
37 Reviewed, Amended, and Approved by the NSBA Board June 7, 2013  
38 Revised and Adopted by CUBE April 6, 2014 and  
39 Reviewed and Approved by the NSBA Board June 6, 2014  
40 Revised and Adopted by CUBE March 22, 2015  
41 Reviewed and Approved by the NSBA Board January 21, 2016  
42 Revised and Adopted by Cube March 25, 2017  
43 Reviewed and Approved by the NSBA Board December 5, 2017