

Minutes
ADoT CSOTTE Meeting
October 21, 2018

Present: Mark Reid, Gina Anderson, Jannah Nerren, Rubén Garza, Donna Kubena, Jerry Burkett, Brandon Bush, Clif Tanabe, Laura Allen, Alexandra Leavell, Darla Baggett, Jodie Hilburn, Sandra Crawford, Elda Martinez, Caroline Wily, Patrice Werner, Christina Sinclair, Pamela Harrell, Sandra Stewart, Christina Ellis, and Kristie Cerling

The meeting was called to order by Mark Reid at 2:14 PM and welcomed attendees. An overview of meeting purpose was provided followed by introductions by all in attendance.

Mark expanded on the Agenda items:

- First hour will focus on revising the constitution; work on it began in January.
- Talked about using MailChimp to communicate with members. A sign-in link needs to be made available for MailChimp.
- Advocacy group report by Christina Ellis
- Currently there are no membership dues but may change as we grow
- Monday cocktail hour at 5 PM in hotel lobby
- Summer Leadership Academy - Next summer meeting – June 2019 at College Station – Chris Cherry will host; June 2020 at Texas Wesleyan

Discussion began by addressing each Article of the Constitution and making revisions where appropriate:

Article I. Affiliation and Name

Gina A. moved and Jenna H. seconded to remove “[pending approval by CSOTTE]” from this section; approved unanimously.

Article II. Purpose

Jannah H. moved and Rubén G. seconded to remove teachers and add a fourth bullet; approved unanimously.

Existing text addressed	Revised text
<p>The purposes of ADoT are the following:</p> <ul style="list-style-type: none">• Provide a forum for sharing ideas, expertise and common concerns• Engage in advocacy and action for the improvement of quality of teacher educator preparation in Texas• Maintain a communication network for member support	<p>The purposes of ADoT are the following:</p> <ul style="list-style-type: none">• Provide a forum for sharing ideas, expertise, and common concerns• Engage in advocacy and action for the improvement of quality of educator preparation in Texas• Maintain a communication network for member support• Facilitate leadership development opportunities

Article III. Membership

Sandra S. moved and Christina S. seconded suggested revisions; approved unanimously.

Existing text addressed	Revised text
<p>The ADoT organization membership to be comprised of new and continuing leaders in the state of Texas in colleges of education to include:</p> <ul style="list-style-type: none">• Associate Deans• Assistant Deans• Directors• Department Heads/Chairs	<p>The ADoT organization membership of new and continuing leaders in the state of Texas in colleges of education shall include:</p> <ul style="list-style-type: none">• Associate Deans• Assistant Deans• Directors• Department Heads/Chairs who serve in the same capacity as Associate or Assistant Deans or Directors

<p>Individuals can join the group by contacting an officer to express interest. Contact information can be found on the ADoT website: adot.info</p>	<p>Individuals can join the group by contacting an officer to express interest. Individuals may participate in ADoT while serving in the roles listed above. Contact information can be found on the ADoT website: adot.info</p>
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Article IV. Officers

Jannah H. moved and Gina A. seconded the suggested revisions; approved unanimously.

Existing text addressed	Revised text
<p>The following elected officer positions will serve for a period of one year. Each position is followed by a list of the major responsibilities for that office.</p> <p>President Elect</p> <ul style="list-style-type: none"> • Support the president • Organize leadership academies • Liaison with leadership academies' host universities <p>Past President</p> <ul style="list-style-type: none"> • Support current leadership • Provide context for decision-making <p>Secretary</p> <ul style="list-style-type: none"> • Maintain meeting minutes and make submissions to technology officer for website • Receive nominations for officers along with the president <p>Communications / Membership Officer</p> <ul style="list-style-type: none"> • Maintains membership list • Maintains email listserv or other communications <p>Technology officer</p>	<p>The following elected officer positions will serve for a period of one year, not to exceed three consecutive terms in the same role. Each position is followed by a list of the major responsibilities for that office.</p> <p>President Elect</p> <ul style="list-style-type: none"> • Support the president • Organize annual leadership academy • Liaison with annual leadership academy host university <p>Secretary</p> <ul style="list-style-type: none"> • Maintain meeting minutes and make submissions to technology officer for website • Receive nominations for officers in addition to the president <p>Communications / Membership Officer</p> <ul style="list-style-type: none"> • Maintain membership list • Maintain email listserv or other communications <p>Technology officer</p>

<ul style="list-style-type: none"> •Maintains website •Maintains social media •Maintains document repository 	<ul style="list-style-type: none"> •Maintain website •Maintain social media •Maintain document repository
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Article V: Executive Council

Kristie C. moved and Laura A. seconded to suggested revisions; approved unanimously.

Existing text addressed	Revised text
The Executive Council shall be comprised of the slate of officers listed in Article IV and two at large representatives who will also be elected for one year terms.	The Executive Council shall include the slate of officers listed in Article IV and two at-large representatives who will also be elected for one-year terms, not to exceed three consecutive terms in the same role.

Article VI: Business Meetings

Gina A. moved and Laura A. seconded the suggested revisions: approved unanimously.

Existing text	Revised text
The Executive Council will be the decision making body that meets during a called business meeting during the October CSOTTE conference each year. An additional business meeting may be held in the spring or summer of each year, with a minimum of a 15-day notice to all the members of the Executive Council. In addition, the Executive Council may make decisions between face-to-face business meetings via an email vote that requires a simple majority approval of the elected officers and two at large members.	The Executive Council will be the decision making body that meets during a called business meeting during the October CSOTTE conference each year. Additional business meetings may be held in the spring or summer of each year, with a minimum of a 15-day notice to all the members of the Executive Council. In addition, the Executive Council may make decisions between face-to-face business meetings via an email vote that requires a simple majority approval of the elected officers and two at large members.

Article VII: Quorum

Article VII Alex L. moved and Sandra S. seconded the suggested revision; approved unanimously.

Existing text	Revised text
For all face-to-face meetings of the Executive Council, a quorum will be defined as a majority of the elected officers and at large members listed in Articles IV & V. In the absence of a quorum, the members present for a scheduled business meeting can deliberate and generate recommendations to be presented to the entire Executive Council for a vote via email.	For all face-to-face meetings of the Executive Council, a quorum will be defined as a majority of the elected officers and at large members listed in Articles IV & V. In the absence of a quorum, the members present for a scheduled business meeting can deliberate and generate recommendations to be presented to the entire Executive Council for an electronic vote .

Article VIII: Nominations

Jannah H. moved and Rubén G. seconded the suggested revisions; approved unanimously.

Existing text	Revised text
In August of each year, the current president will send out a call via email to ask for nominations for officers and at large representatives. The president shall establish a deadline date during the month of August for the receipt of those nominations. An individual may self-nominate. Nominations must be sent to the president and the secretary.	Nominations will be taken from the floor during the summer meeting often scheduled for June. If no summer meeting occurs for a given year, nominations may be gathered electronically following an email call for nominations.

Article IX: Officer Elections

Jannah H. moved and Christina E. seconded the suggested revisions; approved unanimously.

Existing text	Revised text
The president will oversee an online voting process to elect new officers and at large members to serve from the end of the October meeting at CSOTTE to the same time the next year.	Voting will be conducted electronically during the month of September. Election results will be announced prior to the October CSOTTE meeting. The newly elected slate of officers

The voting must be completed before the end of September and the results announced prior to the CSOTTE October meeting.	will assume their positions at the conclusion of the general meeting for ADoT at CSOTTE each year.
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Article X: Constitutional and Bylaw Revisions

Jannah H. moved and Alex L. seconded the suggested revisions; approved unanimously.

Existing text	Revised text
Changes to the ADoT constitution and bylaws can only be made during a face-to-face meeting of the membership. All actions concerning revision of the constitution and bylaws must be approved by a majority of the members present at the meeting.	Changes to the ADoT constitution and bylaws can only be made during a face-to-face meeting of the membership at the Fall COSTTE meeting. All actions concerning revision of the constitution and bylaws must be approved by a 2/3 majority of the members present at the meeting.

By Laws

Patrice W. moved and Christina E. seconded to remove Section 7, as indicated below; approved unanimously.

Section 7: The first slate of ADoT officers elected in January 2018 will serve until the end of the CSOTTE conference in October of 2019.

The meeting was adjourned at 4:03 PM.

Submitted by Rubén Garza
Secretary