QUALIFICATION SELECTION EVALUATION COMMITTEE
BY-LAWS

ARTICLE I. NAME

The name of this Council/Committee shall be the Qualification Selection Evaluation Committee.

ARTICLE II. PURPOSE

Advisory committees are established by The School Board to provide recommendations to it on issues within certain standing areas of responsibility. Advisory committees are intended to provide recommendations from a community perspective on specific areas as directed by The School Board or Superintendent and may inform The School Board of issues that are brought to the attention of committees by members of the community. The recommendations and opinions of advisory committees are not binding upon The School Board and do not necessarily reflect the positions and opinions of The School Board or of individual School Board Members or the Superintendent.

The primary objectives of the Qualification Selection Evaluation Committee, as outlined in School Board Policy 7003 shall be to:

- To recommend Contractor pre-qualification process and standardize pre-qualification applications.

- To review Contractor Pre-Qualification Applications and make recommendations for pre-qualification certification and re-certification of Contractors.

- To review Contractor appeals of applications that were recommended to the School Board, and approved, to not certify or re-certify for pre-qualification.

- To recommend selection process, evaluation and scoring criteria for selection of architects, engineers, design-builders, construction managers, total program managers or any procurement delivery method including any services offered in Consultants Competitive Negotiation Act (CCNA) as amended.

- To review qualifications and proposals submitted by firms in response to procurement solicitations and make recommendations to the School Board for their approval for selection of architects, engineers, design-builders, construction managers and total program managers or any procurement delivery method.
including any services offered in Consultants Competitive Negotiation Act (CCNA) as amended.

The responsibilities and duties of the Council/Committee will be in accordance with Florida State Statutes and all applicable Broward County School Board Policies.

**ARTICLE III. MEMBERSHIP**

The Council/Committee shall be representative of the ethnic diversity of the school’s/District’s student population. In order to satisfy this requirement, the minimum standards for representation shall be as follows:

Section 1: Voting: All School-Board Established Advisory Committees shall have a finite and set number of members. This number shall include all School Board-appointed representatives to the Qualification Selection Evaluation Committee and all individuals entitled to vote, as outlined in the enacting policy 7003. All voting must comply with Sections 286.012 and 112.3143 (3)(a) of Florida Statutes. All members must vote, unless there is a voting conflict. All abstentions require the form for voting conflicts to be completed.

Section 2: Terms of Membership: Members of the Qualification Selection Evaluation Committee should attend meetings on a regular basis. The appointment of any appointee or member shall automatically conclude and a vacancy upon the advisory committee shall exist if that appointee or member is absent from three (3) consecutive meetings of the Qualification Selection Evaluation Committee or is absent from a total of four (4) meetings of the Qualification Selection Evaluation Committee during the school year of the appointment. Vacancies will be filled pursuant to School Board Policy.

Section 3: Length of Term: No term limits shall be imposed upon any individual’s service as an appointee or member of the Qualification Selection Evaluation Committee.

Section 4: The Qualification Selection Evaluation Committee will be assigned a staff liaison to facilitate the committee’s activities. The staff liaison will collaborate with the committee chair to schedule and publicly notice all committee meetings and shall provide other similar administrative support. The Superintendent or her/his designee shall determine the
appropriate amount of staff support to be provided to each individual School Board-Established Advisory Committee.

Section 5: Each member of the Qualification Selection Evaluation Committee is required to complete the school district’s annual training program for School Board-Established Advisory Committees prior to the second meeting following their appointment to the Qualification Selection Evaluation Committee. The training will cover the following topics: ethics standards for public officers, The Sunshine Law, public records laws and Robert Rules of Order. This does not preclude members of the public from attending Qualification Selection Evaluation Committee meetings.

Section 6: Each member of the Qualification Selection Evaluation Committee is a public officer as defined in Sections 112.313(1) and 112.3143(1), Florida Statutes, and is subject to state ethics requirements and The Sunshine Law. Accordingly, each member of the Qualification Selection Evaluation Committee is required to execute the school district’s Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.

<table>
<thead>
<tr>
<th></th>
<th>One</th>
<th>At-Large School Board Member; or designee</th>
<th>Voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>One</td>
<td>For Site Specific Procurement: Single Member District Board Member from the district in which the project is located; or that Board Member’s designee; or; For County-Wide Procurements: Other At-Large School Board Member; or designee</td>
<td>Voting</td>
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<tr>
<td>3</td>
<td>One</td>
<td>Appointee of the Single Member District Board Member, if site specific procurement, or, Appointee of one of the At-Large School Board Members, if county-wide procurement</td>
<td>Voting</td>
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<td>4</td>
<td>One</td>
<td>Deputy Superintendent, Facilities and Construction Management Division, or designee</td>
<td>Voting</td>
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<td>5</td>
<td>One</td>
<td>Deputy Superintendent, Operations, or designee</td>
<td>Voting</td>
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<td>6</td>
<td>One</td>
<td>Coordinator, M/WBE, or designee</td>
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<td>7</td>
<td>One</td>
<td>Director, Safety, or designee</td>
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<td>8</td>
<td>One</td>
<td>Senior Project Manager or assigned Project Manager I, II, or III, as applicable</td>
<td>Voting</td>
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<td></td>
<td>One</td>
<td>Area Director or School Principal, as applicable</td>
<td>Voting</td>
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<tr>
<td>10</td>
<td>One</td>
<td>Representative of the South Florida Chapter, Associated General Contractors of America (AGC), or the Builder's Association of South Florida (BASF), or the South Florida Chapter of the Associated Builders and Contractors, Inc. (ABC) not having business with the District for a period of two (2) years. (Appointed for one (1) year alternating between.)</td>
<td>Voting</td>
</tr>
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<td>11</td>
<td>One</td>
<td>Facilities Task Force Chair, or designee, preferably from the district containing the project</td>
<td>Voting</td>
</tr>
<tr>
<td>12</td>
<td>One</td>
<td>Representative staff member from the Office of the Chief Auditor to serve in advisory role</td>
<td>Non-Voting</td>
</tr>
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</table>

**ARTICLE IV. OFFICERS**

Officers of each School Board-Established Advisory Committee shall be elected by the membership, as outlined within its enacting policy. At a minimum, each such advisory committee shall annually elect a Chair and Vice Chair. Neither of those offices may be held by an advisory committee appointee or member for more than two (2) consecutive years. After serving as its Chair for two years, an advisory committee appointee or member may not serve as an officer of that advisory committee for a period of at least two (2) years.

Section 1: Officers of this Council/Committee will consist of a Chair and Vice Chair.

Section 2: The officers shall be elected annually at the July meeting.

Section 3: Installation of new officers will be held at the July meeting of the school year.

Section 4: If for any reason, an officer is unable to complete the term of office, a new election will be held at the next meeting.

**ARTICLE V. DUTIES OF THE OFFICERS**

Section 1: The Chair shall preside at all meetings of the Council/Committee and will be an ex-officio member of all committees except the nominating committee. The Chair will prepare an agenda at least seven (7) days in
advance for all meetings. A copy of the agenda shall be provided to anyone who requests same.

A. The Chair shall preside at all meetings of the Committee and will be an ex-officio member of all committees except the nominating committee. The Chair will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it.

B. Define duties of all officers.

If the Chair is not present at the meeting of the Committee, the Vice-Chair shall preside.

If the Chair or the Vice-Chair are not present at the meeting of the Committee, the members present at the meeting shall elect a temporary Chair to preside during that meeting.

Section 2: The Chair will meet annually with the Superintendent or her/his designee to collaborate on the goals and objectives for the school year. The Qualification Selection Evaluation Committee will finalize its goals and objectives for the school year by its second meeting of the school year. Subsequently, the goals and objectives will be provided to the School Board through the Superintendent.

ARTICLE VI. MEETINGS

The Qualification Selection Evaluation Committee shall meet regularly and the schedule of meetings for the year will be determined and published monthly for the current school year. Notification of all regular meeting places will be included in the minutes.

Section 1: Guests: All meetings are open to the public under the Florida Sunshine Law; however, nonmembers/guests may not vote on Council/Committee issues.

Section 2: Attendance of members will be kept for all meetings. The Secretary or a designee will take attendance. Attendance records will be sent to the assigned staff liaison.
Section 3: Minutes of all meetings will be recorded by the Secretary or a designee. Approved minutes will be sent to the assigned staff liaison, kept on file, and be made available for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted. Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions reached by consensus.

Section 4: Special meetings may be called by the Chair or by notice of any three (3) members in writing to the Chair.

Section 5: All scheduled meetings, meeting times, and places must be appropriately noticed in accordance with applicable statutory requirements. The Chair will work through the assigned staff liaison to coordinate all meeting notices with the Superintendent’s Office. Members must be advised of a change in the established date, time or location. All special meetings also require appropriate notice.

Section 6: All meetings will be scheduled at times and locations convenience for all stakeholders. Meetings shall not be conducted in July without receiving prior approval from the Superintendent, as public participation and staff support for committee meetings in July will be limited in availability.

Section 7: A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. A majority of the membership of the Council/Committee (50% plus one) constitutes a quorum.

Section 8: Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. Meeting discussions will be restricted to those topics on the agenda.

Section 9: Voting will be by roll call. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (pursuant to Florida’s Sunshine Law).
ARTICLE VII. COMMITTEES

Section 1: The Chair shall create such sub-committees as may be required in School Board Policy to promote the objectives of the Council/Committee.

ARTICLE VIII. AMENDMENTS

Section 1: By-Laws must conform to State of Florida Statutes and School Board Policy.

Section 2: Amendments to the By-Laws will be approved by a majority of the membership, as outlined in the enacting Policy 7003. By-Laws will be reviewed every two (2) years or at such time that legislation or School Board action occurs that would require review, or there is an amended By-Laws Template created by the District.

Section 3: All By-Laws and subsequent change(s) shall require School Board approval prior to being implemented by the Council/Committee

Ratified ____________________
(Date)

Amended ____________________
(Date)