

**ADULT GENERAL EDUCATION  
PRACTITIONERS' TASK FORCE  
General Educational Development (GED)**

**BY-LAWS**

**ARTICLE I – NAME**

The name of this Task Force shall be the GED Practitioners' Task Force (GED-PTF), hereinafter referred to as the PTF.

**ARTICLE II – AUTHORITY**

The PTFs exist by authority of the Florida Program Plan for Adult Education and Family Literacy and Florida's participation in federal funding of adult education and family literacy programs emanating from the Adult and Family Literacy Act State Grants Programs and Title II of the Workforce Investment Act of 1998.

**ARTICLE III – PURPOSE**

The primary purpose of this PTF is to be an adult education program and curriculum recommending body as it relates to specific adult education program areas. PTFs will constantly review critical program issues and recommend appropriate action plans relative to future program needs and service delivery strategies, improving or restructuring program areas, and establish consistent standards for performance measures and accountability components for adult, workforce, literacy and community education programs and activities. Secondly, PTFs will act as a program resource for practitioners and provide instructional area expertise, as appropriate, to Regional Training Councils and Literacy Centers whose mission it is to enhance practitioner capability through training and professional development. This particular PTF will have responsibility for the following program areas: General Educational Development (GED)

---

---

**ARTICLE IV – MEMBERSHIP**

A. Composition of the PTF:

The PTF shall be comprised of between 12 and 21 members who are representative of the program areas listed above in the state's adult and community education programs and are members of Local Educational Agencies (LEA), State Department of Corrections agencies, or Community Based Organizations (CBO)/Faith Based Organizations (FBO) in the state. Every effort will be made to have both faculty and program manager representation on the PTF with sufficient program area expertise to make substantive contributions to the efforts of the PTF. In addition, task force membership should include a representative from the Florida Department of Education's (FLDOE) Adult Education Office, and ex officio members as deemed necessary by the PTF.

#### B. Appointment:

All members shall be appointed by the Supervisor of Adult Education, Florida Department of Education, hereinafter called the Supervisor of Adult Education, upon nomination by adult education providers in the state through the Executive Committee. PTF members initially shall be appointed after receipt of the grant award letter by the PTF fiscal agent to two-year terms with reappointments required after every complete grant cycle (24 months). Members may continue to be reappointed indefinitely as long as they qualify for membership per these bylaws.

#### C. Resignation:

Any member may resign at any time by giving written or email notice to the Supervisor of Adult Education, with a copy to the Chairperson of the PTF. A resignation will take effect on the date of receipt of the notice. The acceptance of the resignation shall not be necessary to make it effective.

#### D. Termination of Membership:

A recommendation for termination of membership may be submitted by the Supervisor of Adult Education, or by the Executive Committee, to the PTF membership for any member who no longer qualifies as a representative of the category for which he/she was appointed, or for other just cause including failure to carry out the responsibilities assumed by acceptance of membership.

If a member is absent from two (2) consecutive regularly scheduled PTF meetings, his/her membership will be reviewed by the Executive Committee at a regular or specially called Executive Committee meeting. Such review shall be placed on the agenda of the Executive Committee by the Chairperson after at least fourteen (14) days prior written notice is given to the PTF member being recommended for termination.

If the Supervisor of Adult Education, or the Executive Committee, recommends termination of membership for cause, a letter conveying this recommendation shall be forwarded to the member by the PTF staff with a copy to the Supervisor of Adult Education. The recommendation will be placed on the agenda of the next regularly scheduled PTF meeting for approval/disapproval by the entire task force. At this meeting, the member being recommended for termination may show just cause why their membership in the PTF should not be terminated. If membership is terminated, the terminated member has the right to an appeals process.

#### E. Designees:

Members unable to be in attendance for a regular meeting may designate an alternate person to attend for them. Each member shall appoint a designee to act as an alternate member. Notification must be provided to the Chairperson, in writing, stating the name of the alternate member. This designee must represent the same constituency, agency, and/or organization as the PTF member for whom he/she is attending.

Designees shall be accorded voting privileges on all items requiring PTF action at the meeting in which they are serving as an alternate. Attendance at a regularly scheduled

PTF meeting by a designee shall not constitute a missed meeting by the member unless the member is not in attendance for two regular meetings. In this case, the second missed meeting will count as a missed meeting by the member.

#### F. Compensation:

PTF members will serve without compensation, but appropriate reasonable and necessary travel expenses for attending meetings and performing duties may be reimbursed if there are sufficient funds available in the PTF budget at the time of travel, and the member is not being reimbursed for travel expenses by their home institution. All travel and per diem reimbursement will be at the official State rates and consistent with State travel reimbursement policies. PTF members may be reimbursed on a project basis for specific work as long as the project has been approved by the full membership of the PTF, the reimbursement is deemed reasonable by the Supervisor of Adult Education, and there are sufficient funds available in the PTF budget for these types of supplemental expenditures.

#### G. Conflict of Interest:

Members will avoid conflicts of interest in regard to PTF membership and may not chair on more than one state-funded advisory or professional development agency at the same time. For example, a PTF member may not also concurrently serve as a member of a state-funded regional training council or other advisory committee.

1. No PTF member shall at any time seek personal gain or benefit, or appear to do so, from membership on the PTF.
2. Each PTF member must declare to the PTF and Supervisor of Adult Education a conflict of interest statement, whenever such conflicts occur, specifying any association with individuals, agencies, and/or organizations that might be directly impacted by activities and discussion of the PTF. Prior to any vote on an issue in which a PTF member has a vested relationship or interest, the PTF member who has such conflict of interest shall declare it and shall abstain from discussion and voting on the issue.
3. All policy and operational decisions are made at PTF meetings. No individual or subcommittee can speak for the full PTF, or act for the PTF, unless specifically authorized by the PTF to do so. Each PTF member must respect the rights of the PTF as a whole and represent policies and procedures of the PTF when appearing in public as a representative of the PTF. When presenting views and opinions contrary to PTF policies, or for which the PTF has no official position, the member must make clear that such views are given as an expression of personal opinion, not that of the PTF.

## **ARTICLE V – OFFICERS AND STAFF**

### **A. Officers and Staff:**

1. The officers of the PTF are as follows: Co-Chairpersons, of which one must be a staff member in the Adult Education Office of the Department of Education appointed by the Supervisor; Chairperson Elect, who is slated to take over as the Chairperson after the PTF Chairperson completes their term of office and serves as the Nominating Committee Chairperson. If recommended by the Nominating Committee and approved by a vote of the membership, a Vice-Chairperson may be elected to serve as an assistant to the PTF Chairperson and act as the Parliamentarian for the PTF.
2. These officers of the PTF, and Standing Committees Chairpersons, shall constitute the membership of the PTF Executive Committee (see Article VI).
3. The PTF may use grant funds to compensate an individual for providing staff and administrative support at a reasonable compensation rate previously approved by the Supervisor of Adult Education.

### **B. Terms of Office for Officers and Staff:**

1. PTF officers will serve for a term of two (2) years and may not succeed themselves in office. Except for Standing Committee Chairpersons, who will also serve for a term of two years, ad hoc committee chairs may only serve for a term of one (1) year.
2. PTF staff will serve at the pleasure of the task force membership but only for the duration of the grant period (24 months). An individual serving as a staff member may be asked to continue into subsequent grant cycles, but only after the new PTF has been constituted and approves this continuation by a majority vote of the membership.

### **C. Election of Officers and Committee Chairs:**

The PTF Nominating Committee shall recommend a slate of nominees, one or more for each officer and standing committee chairperson position, to the PTF membership at a regularly scheduled meeting. Officers and standing committee chairpersons will be elected by a majority vote of the membership.

### **D. Vacancies:**

The PTF shall fill a vacancy in any office from existing PTF membership. Prior to the next regularly scheduled meeting of the PTF after a vacancy is announced, the Nominating Committee will meet and prepare recommendations for consideration by the PTF membership. At that next regularly scheduled PTF meeting, the membership will vote from the Nominating Committee's slate to fill the un-expired portion of the officer's term.

### **E. Removal from Office:**

Any officer may be removed by appropriate action of the PTF when, in their judgment, the best interest of the PTF would be served thereby. Such action, if taken, requires a

two-thirds vote of the PTF members present and voting at a regularly scheduled PTF meeting. Said officer has the right to an appeals process.

#### F. Duties of the Officers:

##### 1. PTF Chairperson:

- a. To schedule, preside at, and conduct all meetings of the full PTF and meetings of the Executive Committee.
- b. To develop, with the FLDOE Co-Chairperson, agenda items for meetings of the PTF and Executive Committee.
- c. To ensure that the functions of the PTF as described in Article III are carried out, oversee critical PTF processes, and ensure compliance with these bylaws.
- d. To promote the PTF's continuous cooperative working relationship with public and private adult education providers throughout the state.
- e. To serve as the official spokesperson for the PTF in all activities and meetings which the PTF may deem proper and at those times when it is necessary for an opinion to be expressed for the PTF.
- f. To establish and terminate ad hoc committees as necessary and appoint all ad hoc committee chairpersons and membership in conjunction with the FLDOE Co-Chairperson.
- g. To oversee the day-to-day operations of the staff in support of the PTF mission and have co-signatory authority for the PTF.
- h. To develop and foster ongoing and meaningful communication, collaboration, and coordination takes place between the PTF, FLDOE, and other state-funded advisory and professional development councils and other practitioner's task forces in the state so that duplication of effort can be minimized and best practices can be shared.

##### 2. PTF Chairperson Elect:

- a. To preside as the Nominating Committee Chairperson and appoint, in consultation with the PTF Chairperson, members of the Nominating Committee.
- b. In the absence of a Vice-Chairperson, to fulfill the Vice-Chairperson's responsibilities outlined below.
- c. To be prepared to take over as the Chairperson at the completion of the Chairperson's term of office.

##### 3. PTF Vice-Chairperson

- a. To act as the PTF parliamentarian and assist with implementation of *Robert's Rules of Order* in conducting regularly scheduled PTF meetings and ensure an equal opportunity for each member to express his/her opinion.
- b. To assist any established standing committee and ad hoc committees established by the Chairperson with accomplishing their assigned tasks and report to the Chairperson as necessary.
- c. To carry out the duties of the Chairperson in the absence of the Chairperson. To insure that all PTF products and promotional materials

are published on a timely basis and made available to the FLDOE's Adult Education Office, RTCs, other Practitioner's Task Forces, Florida TechNet, the ACE office, LEA's, CBO's/FBOs, and practitioner's at large throughout the state.

#### G. Duties of the Staff:

The PTF staff person will provide administrative and coordination support to the PTF to include, but not be limited to, filing, typing and distributing meeting agendas, minute taking and transcription, printing, mailing, submission of reports and invoices to FLDOE, administering needs assessment surveys, collecting and summarizing practitioner comments, and publication and coordination of meeting locations, dates, and times.

### **ARTICLE VI – COMMITTEES**

#### A. Executive Committee:

The Executive Committee shall be comprised of the Co-Chairpersons, the Vice Chairperson (if approved by the PTF), the Chairperson-Elect/Nominating Committee Chairperson, and Standing Committee Chairpersons. The Executive Committee's duties shall be:

1. To serve in an overall advisory capacity to the PTF in the formation on policy and operational procedures.
2. To take any emergency action deemed necessary by a majority of the committee on behalf of the PTF. Any such actions, whether in meetings or conference calls, shall be reported to the full PTF for information or for the purpose of vote, approval, or disapproval at the next regularly scheduled PTF meeting.
3. To assist in the monitoring the work of all PTF committees.

#### B. Standing Committees:

1. Nominating Committee: The Nominating Committee will be a standing committee of the PTF. After receipt of the PTF grant award letter by the PTF fiscal agent, the Supervisor of Adult Education will convene a meeting of the prior year's Executive Committee that will be chaired by the FLDOE Co-Chairperson. At this meeting, the Executive Committee shall elect five (5) previous PTF members to serve as the Nominating Committee, one of which will be the prior year's Chairperson Elect who will also serve as the Chairperson of the Nominating Committee. Also, at this meeting, the Nominating Committee will re-constitute, by previous invitation, membership in the PTF (ensuring membership criteria in Article IV-A is adhered to), schedule the first full meeting of the PTF, and be responsible for presenting a slate of candidates for all officer and standing committee (new Nominating Committee and Budget and Fiscal Committee) positions.
2. Budget and Fiscal Committee: The Budget and Fiscal Committee will be a standing committee of the PTF, and will include the Supervisor of Adult and Community Education of Hillsborough County Public Schools representing the fiscal agent. The representative(s) of the fiscal agent will provide financial reports to the committee. Hillsborough County Public Schools Supervisor of

Adult and Community Education has the authority for the expenditure of the funds advanced by Hillsborough County Public Schools for the PTF project. The Chairperson of the Budget and Fiscal Committee will serve as the Treasurer of the PTF and have responsibility for expenditure of PTF funds. This committee will be comprised of at least three (3) members, one of which will be the Chairperson. The staff representative of the fiscal agent will be responsible for presenting a Treasurer's Report at each regular meeting of the PTF. This report, as a minimum, should consist of a fiscal summary to date including funds encumbered and expended since the prior meeting. Notification of revenue received from invoices to the FLDOE will be reported, if received prior to the project end date. The committee will also have the responsibility of making budgetary recommendations to the PTF and preparing a suggested budget for any continuation or competitive PTF proposals submitted to FLDOE.

### C. Ad Hoc Committees:

Ad hoc committees can be formed to serve a particular need and to aid the PTF in its operation. Membership in these committees shall be by appointment of the PTF Co-Chairpersons in consultation with other members. Suggested, but not required, ad hoc committees include the following:

1. Needs Assessment Committee: This committee would establish baseline needs assessment information and identify current program and curriculum needs throughout the state. They would be responsible for compiling, distributing, and evaluating the annual needs assessment survey as may be required by the grant.
2. Training Development Committee: This committee would assist in the design and modification of existing training materials, explore development options for new training materials, and work closely with the Regional Training Councils to investigate alternative modalities for providing training and professional development in their assigned program areas to various constituent groups throughout the state.
3. Grant Development and Review Committee; This committee would be responsible for drafting the grant competitive and continuation proposals for upcoming grant cycles as well as insuring that current year grant deliverables are being met and reported to FLDOE.

## **ARTICLE VII – MEETINGS**

A. The PTF will meet as often as necessary to conduct its business, including regularly scheduled meetings at least two (2) times per year.

B. All meetings and the related meeting agendas of the PTF and its committees shall be announced on the Florida TechNet, Florida Literacy Coalition, and ACE web sites as well as announced to the Regional Training Councils, Regional Literacy Centers, and state practitioners via email or listserv, if one exists, because they shall be open to the public. Each regularly scheduled PTF meeting shall provide an opportunity for public input at a scheduled time on the noticed agenda. In order to provide an opportunity for public comment without disrupting the flow or timing of the meeting, time limits may be

imposed at the discretion of the Chairperson. Individuals may be heard at other times during the meeting at the discretion of the Chairperson.

C. A quorum for a PTF meeting shall be over thirty-three percent (33%) of the appropriate membership, including designees.

D. Official minutes must be kept on all PTF and Executive Committee meetings. Minutes must be approved by the PTF and must be made available to the public upon request.

E. The PTF, and its committees, shall follow, in all cases involving parliamentary procedure, *Robert's Rules of Order*, most recent edition, when such rules do not conflict with these by-laws. The rules may be suspended by a two-thirds (2/3) vote of the members present and voting at any meeting of the PTF or its committees.

F. Any action required or permitted to be taken by the PTF under these by-laws shall require a majority vote (51% or more) of those members present and voting for passage of said action, unless otherwise required by these by-laws. Should there be a need for specific PTF business at a time other than a regularly scheduled meeting, the Chairperson may seek an PTF decision through telecommunication or mail.

## **ARTICLE VIII – FISCAL YEAR**

The Fiscal Year shall be from July 1 through June 30.

## **ARTICLE IX – BY-LAWS**

1. These by-laws shall be recommended to the Supervisor of Adult Education by appropriate action of the Chairperson after approval by the full PTF. Upon approval by the Supervisor of Adult Education, or other appropriate Department of Education official, they shall be in force.
2. Amendments to the by-laws require the submission of a written proposal at a regularly scheduled meeting, with action taken on the proposal at the next regular meeting. Should the action require a vote, passage requires a vote of two-thirds (2/3) of the members present.
3. Amendments may be proposed by any member, including ex-officio, of the PTF.
4. Any provision of the by-laws may be suspended by a two-thirds (2/3) vote of the members present and the approval of the Supervisor of Adult Education.

### **Note:**

- For recipients with a district or college as a fiscal agent, if that agency's operational guidelines conflict with the by-laws, use the guidance provided by that institution. If you have questions, contact Teresa Bestor at 850-245-9906 or [Teresa.Bestor@fldoe.org](mailto:Teresa.Bestor@fldoe.org)

