

# EDUCATION PURCHASING ADVISORY COMMITTEE BY-LAWS

Adopted May 13, 2004

## INTRODUCTION

Group Purposes: The Education Purchasing Advisory Committee (EdPAC) has, as its goal, the increase of voluntary cooperative group purchasing by public school districts. Regular contact between purchasing heads is encouraged for the specific purpose of developing group contracts, specifications development and discussion of state contracts.

Membership: Membership includes at least eight (8) members from a cross-section of school districts, three (3) representatives from large school districts, two (2) representatives from medium-sized school districts, two (2) representatives from small rural districts, and the Chief Procurement Officer of the State of Utah or his/her appointed representative. Other members may be named as determined by EdPAC.

Quorum: Fifty percent of the Committee constitutes a quorum.

Term of Office: Term of office for membership on this committee, excluding the Chief Procurement Officer of the State of Utah or his/her appointed representative whose appointment is permanent, will be at least four years, with new members to be appointed anytime.

## ORGANIZATIONAL STRUCTURE

### Contract Communication Channel

1. Specification Input: When the state contemplates contract development or contract renewal it should give the Committee at least 90 days notice before bidding the contract. The purpose of this is to allow members time to provide feedback to the State of those items important to the schools that should be included in the specifications. The State is expected to include school recommendations in its specifications where possible.
2. Specification Development: Specifications for contracts under development will be submitted to the State Contract Specifications Analyst at least thirty (30) days prior to bid negotiation.

## Meetings

1. Frequency: At a minimum, the committee will meet at least six (6) times per year. More frequent meetings may be called as needed. An EdPAC Fall Workshop will be held each year, and may replace a regularly scheduled committee meeting.

Minutes: The secretary will ensure that each member of the committee receives a copy of the unapproved minutes for review and correction and a reminder of the date, time and location of the next meeting. The Public Education Coordinator for the State of Utah, Division of Purchasing, will keep archive records and arrange for the production of the approved minutes of each meeting and post them to the EdPAC website.

2. Duties of Members: Members with suggested agenda items should have them included in the minutes or should communicate them to the chairperson of the committee at least ten days prior to the next scheduled meeting. This will allow the chairperson time to develop an agenda and distribute it to all participants.

## Officers

Election of Officers: The election of the secretary will occur as part of the regularly scheduled meeting in January of each year. The replaced secretary will become the vice-chairperson; the vice-chairperson will become the chairperson (After Officers are named at the first meeting in January.)

## Duties of Officers

1. Chairperson: The chairperson is responsible for calling meetings, developing the agenda and ensuring the expeditious conduct of business.
2. Vice-Chairperson: The vice-chairperson will assist the chairperson as needed and will assume his/her responsibilities, if, for any reason, the chairperson is unable to perform them. The vice-chairperson is also responsible for organizing the Annual Fall Workshop.
3. Secretary: In addition to taking minutes and arranging for their production and distribution, the Secretary is responsible for maintaining a historical file on the organization. This file should include copies of minutes from all meetings and copies of any reports to oversight authorities which EdPAC may make.

**By-Law Changes**

Proposed by-law changes must be included in the formal meetings agenda. Changes will be adopted by a quorum vote of the membership.

**Financial Responsibility**

The State of Utah, Division of Purchasing will serve as the fiscal agent for EdPAC.

*Revised May 13, 2004*

# UTAH SCHOOL DISTRICTS

