PROFESSIONAL STANDARDS & CODE OF ETHICS

Review and Maintenance Process
ASBO INTERNATIONAL PROFESSIONAL STANDARDS & CODE OF ETHICS DEVELOPMENT AND MAINTENANCE

Update in Progress

PROJECT

The ASBO International Professional Standards Ad Hoc Committee is issuing an open invitation to participate in revising the *School Business Management Professional Standards and Code of Ethics*. The standards specifically address the role of school business officials (SBOs) and their importance to the overall educational management scheme on national and international levels. It provides a framework for the performance of SBO duties, training requirements, and ethical practices.

SUMMARY OF INTENT

- Assist those currently working in the profession of school business management to perform their duties as expertly as possible.
- Delineate the content of both the pre-service and professional development experiences of those entering or seeking growth in the profession.
- Provide a framework for establishing accreditation standards for higher education institutions involved in training school business officials.
- Present a model from which to build certification standards for the profession and assist local decision makers in seeking and securing the best person for the school business official position.

SCOPE

- This project will cover the revision of the standard by using validated SBO competency requirements as its framework.
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VOLUNTEER REQUIREMENTS

The quality of a standard is directly connected to contributions from active participants and adherence to obligations. Participation is open to all who are affected by the standard; there are no exclusions based on ASBO International membership or financial restrictions. Volunteers are welcome based on their experience and knowledge in subject areas. By accepting a volunteer appointment, individuals are committing to actively participate and share their expertise with their group. Examples of required participation may include: responding to inquiries, posting comments, updating language and charts, citing applicable narrative, and other assigned obligations.

Volunteers must also:

- Adhere to the ASBO International Code of Conduct.
- Adhere to Confidentiality and Conflict of Interest Agreement.
- Maintain general consensus.
- Resolve disputes amicably.
- Respect all volunteer participants.
- Adhere to deadlines.

Develop quality standards by maintaining:
- Transparency
- Openness
- Impartiality and Consensus
- Relevance

VOTING MEMBER RESPONSIBILITIES

Voting members are selected based on their interest category and/or field of work related to school business administration. ASBO International maintains a balance of interest. Only one representative from a given interest entity or organization can serve as a voting member.

WORKING GROUP RESPONSIBILITIES

Working group participants actively work in groups to review and revise the current content outlined in the standards. They may not vote, but shall review initial and subsequent revisions of the standards under the auspices of a chair and vice chair.

VOTING GROUP RESPONSIBILITIES

- Provide technical expertise.
- Review drafts from working groups and provide comments in a timely manner.
- Document and submit ballots within required timeframe.

WORKING GROUP RESPONSIBILITIES

- Review scope and purpose of assigned content.
- Provide technical expertise.
- Document list of major changes.
- Reorganize or clarify content.
- Cite references (bibliography).
- Provide new terms and definitions (where applicable).
- Provide or update examples where applicable (tables, graphs, and figures if applicable).
- Respond to comments from voting committee.
MEETING STRUCTURE (VOTING MEMBERS AND WORKING GROUPS)

Most volunteers are spread out across North America; a few are in international regions. Therefore, the recommended format for meetings is via electronic media such as web conferencing or email. In-person meetings are not recommended. Meeting announcements will be posted online. Please contact standards@aspointl.org for assistance with scheduling meetings.

THE ROLE OF THE CHAIR AND VICE CHAIR (WORKING GROUPS)

Chairs help their working groups reach an agreement via majority consensus. It is important to remain neutral and encourage open, fair discussions. The chair is also tasked with scheduling meetings and providing deadlines, agendas, and action items prior to the start of each meeting. A minimum of two weeks notification is recommended to ensure attendees are prepared for a meeting.

A vice chair performs the supporting role and fills in during the absence of the chair. The chair and vice chair may appoint a secretary for record keeping, if needed.

SUGGESTED GUIDELINES FOR MEETINGS (WORKING GROUP)

CHAIRS SHOULD:

- Provide the goal of the meeting and share deadlines for deliverables.
- Ensure participation is recorded (roll call or virtual participation).
- Provide a breakdown of topics to be discussed.
- Instruct the working group members to review main or subtopics and divide members into subgroups if necessary.
- Suggest relevant documentation or research topics that may be useful.
- Maintain and provide reminders of action items and unresolved issues.

DOCUMENT REVIEW (WORKING GROUP)

Document location must be centralized and accessible to all committee members (for example, Google Docs can be used as a platform for everyone to access and edit in real time). Safeguards such as password protection are advised when emailing documents.

Edits must be tracked, dated, and recorded. This is vital for proper document circulation, management of working group, and adherence to deadlines. The latter is especially important for completion of reviews in a timely manner.

MEETING DOCUMENTATION

To maintain control and uniformity, the following is suggested for meeting documentation:

- Full date of meeting held
- Version of documentation being reviewed (e.g., Draft or Final, Version x)
- Status or action required (e.g., Edit, Review, Comment)

A sample working group document is attached for recording and tracking changes. Committee may modify to ensure a best fit with their needs.
COPYRIGHTS AND TRADEMARKS (VOTING MEMBERS AND WORKING GROUPS)

When relying on other sources for content, it is imperative to obtain permission for usage of these works. It is the responsibility of content contributors to secure this permission from the copyright holder or publisher.

ASBO International standards and drafts of standards are copyright protected and may not be reproduced without ASBO International’s permission. However, during the updating of the standard, sharing of drafts is permitted. Every draft version of the standard must be labeled with the appropriate copyright notices and ASBO International’s official logo.

BALLOT PROCESS (VOTING GROUP)

All ballots must be submitted. This is a crucial step, as it allows stakeholders who did not participate in the writing process the opportunity to share their input. Teleconference or electronic voting is acceptable.

- Only ballot members can cast a vote; the working group is not included.
- Interests of all parties must be properly represented.
- A 75% or 2/3 approval rate from ballot members is a recognized process.
- A specific reason should be provided for a negative vote. The comment(s) offered should be made in the spirit of developing a good standard, be forwarded in a timely manner, and allow for corrections or improvements by the working group.
- The recommended timeframe for a ballot to be open for this review is two to four weeks.

SUGGESTED GUIDELINES FOR BALLOTTING GROUP

- Provide an agenda in advance.
- Provide a deadline for voting.
- Ensure participation is recorded (roll call or virtual participation). Use of emails, video conferencing, Internet meetings, and teleconferences may be considered equivalent to the “verbal” process at a physical meeting.
- Voice all requested group decisions in the form of stating a motion; obtain “second” to the motion.
- Call for and count negative votes.
- Call for all abstentions (it is reasonable to ask for explanation for abstentions).
- Allow non-voting if there is a clear case of conflict of interest for the voter. In such cases, it is permissible to consider these votes as “Approved.”
- Record and provide voting results.

SOCIAL MEDIA AND PRESS (VOTING MEMBERS AND WORKING GROUPS)

It is not uncommon for volunteers to share their standards development work on social media or to be contacted by the press. These communications must be coordinated with and approved by ASBO International to avoid dissemination of inaccurate or conflicting information. Please contact Allison Barton-Kramer at Abarton-kramer@asbointl.org for questions regarding social media and the press.
ADMINISTRATIVE SUPPORT (VOTING MEMBERS AND WORKING GROUPS)

ASBO International will assign an administrative support team to work closely with the committee chairs. The support team members must be neutral and cannot participate in the decision-making process. Responsibilities may include:

- Serving as a liaison between the SFO Commission and standards chairs.
- Serving as a liaison between the ASBO Executive Committee and standards chairs.
- Facilitating implementation of quality improvement and quality assurance throughout the process.
- Recording suggestions for implementing or improving policies and procedures.
- Responding to inquiries from volunteers and other stakeholders.

APPEALS AND GRIEVANCE

The ASBO International Standards ad-hoc committee reviews concerns that cannot be resolved at the working group and voting group level. Volunteers who are dissatisfied or wish to report their concerns must send their complaint to standards@asbointl.org.

- All submissions are handled in a confidential manner.
- Confirmation of receipt will be provided within 48 business hours.
- A resolution or decision may take up to six weeks, depending on the nature and type of complaint filed.
- Responses are provided in writing.

DISCLAIMER

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For more details about the standards review process, please contact standards@asbointl.org.