



THE WASHINGTON STATE BOARD OF EDUCATION

A high-quality education system that prepares all students for college, career, and life.

Title: Operational Foundations: Bylaws, Board norms, and Roberts Rules

As related to:

<input type="checkbox"/> Goal One: Develop and support policies to close the achievement and opportunity gaps.	<input type="checkbox"/> Goal Three: Ensure that every student has the opportunity to meet career and college ready standards.
<input type="checkbox"/> Goal Two: Develop comprehensive accountability, recognition, and supports for students, schools, and districts.	<input checked="" type="checkbox"/> Goal Four: Provide effective oversight of the K-12 system.

Relevant to Board roles:

<input type="checkbox"/> Policy leadership	<input type="checkbox"/> Communication
<input checked="" type="checkbox"/> System oversight	<input type="checkbox"/> Convening and facilitating
<input type="checkbox"/> Advocacy	

Policy considerations / Key questions: To ensure legal and effective Board meetings, at the annual retreat, the Board will:

- Review and consider minor proposed amendment to SBE Bylaws
- Review and consider proposed revisions to SBE Board Norms
- Review *Robert's Rules of Order*

Relevant to business item: All business items, and specifically:

- Approval of revised SBE Bylaws
- Approval of revised SBE Board Norms

Materials included:

- SBE Bylaws with proposed amendment
- SBE Board Norms with proposed amendments
- *Robert's Rules of Order Parliamentary Procedure* PPT (created by Linda Sullivan-Colglazier, AAG)
- *Robert's Rules of Order Newly Revised in Brief* (BOOK)
- *Robert's Rules of Order Quick Study Guide*

Synopsis:

The Board's annual retreat is a propitious time to review and refresh legal documents and protocols related to the Board's operational foundations, to ensure legal and effective Board operations and meetings.

During this segment of the retreat, the Board will review and consider a minor proposed revision to SBE Bylaws, a foundational legal document adopted and amended by the Board to govern its members and regulate its affairs (in addition to RCW and WAC). The Board will also review and consider minor proposed revisions to SBE Board Norms.

The Board's Assistant Attorney General, Linda Sullivan-Colglazier, will present an overview of *Robert's Rules of Order Parliamentary Procedure* and answer Member questions because SBE's adopted **Bylaws, Article VI, Section 5, Parliamentary Authority**, stipulate that "the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the State Board of Education in all cases to which they are applicable and in which they are not inconsistent with these bylaws, state law and any special rules of order the State Board of Education may adopt."

If you have questions regarding this information, please contact Kaaren Heikes at Kaaren.heikes@k12.wa.us.

Bylaws

of the

Washington State Board of Education

Adopted January 15, 2009

Amended January 8, 2015

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ARTICLE I
Name

The name of this agency shall be the Washington State Board of Education.

ARTICLE II
Purpose

The purpose of the Washington State Board of Education is to provide advocacy and strategic oversight of public education; implement a standards-based accountability system to improve student academic achievement; provide leadership in the creation of a system that personalizes education for each student and respects diverse cultures, abilities, and learning styles; and promote achievement of the Basic Education Act goals of RCW 28A.150.210.

ARTICLE III
Membership and Responsibilities

Section 1. Board composition. The membership of the Washington State Board of Education is established by the Legislature and specified in the Revised Code of Washington (RCW 28A.305.011).

Section 2. Meeting attendance and preparation. Members are expected to consistently attend and prepare for board and committee meetings, of which they are members, in order to be effective and active participants. Members are further expected to stay current in their knowledge and understanding of the board's projects and policymaking.

Section 3. External communication. Members of the Board should support board decisions and policies when providing information to the public. This does not preclude board members from expressing their personal views. The executive director or a board designee will be the spokesperson for the board with the media.

Section 4. Board responsibilities. The board may meet in order to review any concerns presented to the chair or executive committee about a board member's inability to perform as a member or for neglect of duty.

Section 5. Member designation as external group liaison. (1) The board chair may designate an individual member as a liaison to an external group.

ARTICLE IV Officers

Section 1. Designation. There shall be five officers of the board: the chair, the vice chair, the immediate past chair, when available, and at least two members at-large.

Section 2. Term of officers. (1) The chair shall serve a term of two years and may serve for no more than two consecutive two-year terms.

(2) The vice chair shall serve a term of two years and may serve no more than two consecutive two-year terms.

(3) The members at-large shall serve a term of one-year and may serve no more than two consecutive one-year terms.

(4) (a) The immediate past chair shall serve a term of one-year.

(b) Once the immediate past chair has served her/his one year term, the fifth officer position shall be elected as a member at-large.

Section 3. Officer elections. (1) Elections shall be conducted by ballot and in accordance with RCW 42.30.060

(2) **Two-year positions.** (a) The chair and vice chair shall be elected biennially by the board at the planning meeting of the board.

(b) Each officer under subsection (1)(a) shall take office at the end of the meeting and shall serve for a term of two years or until a successor has been duly elected. No more than two consecutive two-year terms may be served by a Board member as chair, or vice chair.

(3) **One-year position.** (a) The member at-large officer positions shall be elected annually by the Board at the planning meeting of the board.

(b) The members of the board elected as members at-large shall take office at the end of the meeting and shall serve for a term of one year or until a successor has been duly elected. No more than two consecutive one-year terms may be served by a board member as a member at-large.

(c) The immediate past chair position shall be considered a member at-large position for the purpose of duties and term limits.

(4) **Vacancies.** (a) Upon a vacancy in any officer position, the position shall be filled by election not later than the date of the second ensuing regularly scheduled board meeting. The member elected to fill the vacant officer position shall begin service on the executive committee at the end of the meeting at which she or he was elected and complete the term of office associated with the position.

(b) Time served filling the remainder of a term of office due to vacancy does not count towards the established term limits.

(5) **Ties.** (a) After three tied votes for an officer position, the election shall be postponed until the next regularly scheduled meeting, at which time one final vote will be taken.

(b) If the final vote results in a tie, all candidate names shall be placed in a receptacle and the election for the officer position shall be decided by a blind draw of a candidate name from the receptacle by the chair.

Section 4. Duties. (1) **Chair.** The chair shall preside at the meetings of the board, serve as chair of the executive committee, make committee and liaison appointments, be the official voice for the board in matters pertaining to or concerning the board, its programs and/or responsibilities, and otherwise be responsible for the conduct of the business of the board.

(2) **Vice Chair.** The vice chair shall preside at board meetings in the absence of the chair, sit on the executive committee, and assist the chair as may be requested by the chair. When the chair is not available, the vice chair shall be the official voice for the board in all matters pertaining to or concerning the board, its programs and/or responsibilities.

(3) **Immediate Past Chair.** The immediate past chair shall carry out duties as requested by the chair and sit on the executive committee. If the immediate past chair is not available to serve, a member of the board will be elected in her/his place and shall serve as a member at-large.

(4) **Members At-Large.** The members at-large shall carry out duties as requested by the chair and sit on the executive committee.

(5) Members serving as officers of the board may continue to participate in board debates and vote on business items.

ARTICLE V EXECUTIVE COMMITTEE

Section 1. Executive committee. (1) (a) The executive committee shall consist of the chair, the vice chair, two members at-large, and the immediate past chair, if available, or third member at-large as elected.

(b) The executive committee shall be responsible for the management of affairs that are delegated to it as a result of Board direction, consensus or motion, including transacting necessary business in the intervals between board meetings, inclusive of preparing agendas for board meetings.

(c) The executive committee shall be responsible for oversight of the budget.

(2) When there is a vacancy of an officer position, the vacant position shall be filled pursuant to the election process in the Board Procedures Manual.

(3) The board chair shall serve as the chair of the executive committee.

(4) The executive committee shall meet at least monthly.

(5) The executive committee shall assure that the board annually conducts a board review and evaluation.

(6) Agendas for each meeting of the executive committee shall be provided to all board members prior to each executive committee meeting.

(7) Minutes for each meeting of the executive committee shall be provided to all board members promptly after each executive committee meeting.

ARTICLE VI Meetings

Section 1. Regular meetings. (1) The board shall hold regularly scheduled meetings, including an annual planning meeting, and other special meetings as needed at a time and place within the state as the board shall determine.

(2) The board shall hold a minimum of four meetings yearly, including the annual planning meeting.

(3) A board meeting may be conducted by conference telephone call or by use of video/telecommunication conferencing. Such meetings shall be conducted in a manner that all members participating can hear each other at the same time and that complies with the Open Public Meetings Act.

Section 2. Agenda preparation. (1) The agenda shall be prepared by the executive committee in consultation with the executive director.

(2) Members of the board may submit proposed agenda items to the board chair or the executive director.

(3) In consultation with the executive committee, the board chair, or executive director at the direction of the chair, will give final approval of all items and changes that will appear on the agenda at a board meeting prior to being sent to board members.

(4) The full agenda, with supporting materials, shall be provided to the members of the board at least one week in advance of the board meeting, in order that members may have ample opportunity for study of agenda items listed for action.

(5) The board chair may modify the agenda and items as needed following finalization and provision to board members.

(6) (a) If a member proposes a new agenda item (as described in subsection 2) and it is not included on the final agenda, any member may bring the agenda item for consideration to the board.

(b) If the board passes a motion in support of including the agenda item, the item shall be included on the agenda at a future meeting.

Section 3. Board action. (1) All matters within the powers and duties of the board as defined by law shall be acted upon by the board in a properly called regular or special meeting.

(2) A quorum of eight (8) voting members must be present in person, or by telephone or video telecommunications, to conduct the business of the board.

(3)(a) Subject to the presence of a quorum, the minimum number of favorable votes necessary to take official board action is a majority of the voting members present. There shall be no proxy voting.

(b) In order to vote at a meeting conducted by telephone or video telecommunications conference call, members must be present for the discussion of the issue upon which action will be taken by vote.

(4) The manner in which votes will be conducted to take official board action shall be determined by the board chair. A roll call vote shall be conducted upon the request of an individual member or the chair.

(5) All regular and special meetings of the board shall be held in compliance with the Open Public Meetings Act (Chapter 42.30 RCW).

Section 4. Consent agenda. (1) Routine matters and waiver requests meeting established guidelines may be presented to the board on a consent agenda.

(2) Items shall be removed from the consent agenda upon the request of an individual board member.

(3) Items removed from the consent agenda shall be added to the regular agenda for further consideration.

Section 5. Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the State Board of Education in all cases to which they are applicable and in which they are not inconsistent with these bylaws, state law and any special rules of order the State Board of Education may adopt.

[Section 6: Public Comment. The Chair may decide on the subject relevance of public comment, such as restricting the public to only providing comments on items listed on the agenda or subject matters under the authority of the Board.](#)

ARTICLE VII Committees

Section 1. Designation. (1) Responsibilities of the board may be referred to committee for deeper discussion, reflection and making recommendations to the whole board.

(2) The board chair shall appoint at least two board members to each committee to conduct the business of the board.

(3) The board chair or executive director shall inform the board of the formation of any committee and of the appointment of members to that committee.

(4) Board members of committees of the board shall determine which board member shall chair the committee.

ARTICLE VIII Executive Director

Section 1. Appointment. The board may appoint an executive director.

Section 2. Duties. (1) The executive director shall perform such duties as may be determined by the board and shall serve as secretary and non-voting member of the board. The executive director shall house records of the board's proceedings in the board's office and the records shall be available upon request. The executive director is responsible for the performance and operations of the office and for staff support of board member duties.

(2) The board shall establish or modify a job description for the executive director, as needed.

Section 3. Annual evaluation. (1) The board shall establish or modify the evaluation procedure of the executive director, as needed,

(2) The annual evaluation of the executive director shall be undertaken by the board no earlier than one year after the job description or evaluation tool is established or modified. Subsequent to the evaluation, the chair, or chair's designee, will communicate the results to the executive director. If available, the vice chair shall participate in the communication.

Section 4. Compensation of the executive director. The rate of compensation and terms of employment of the executive director shall be subject to the prior approval of the board at the planning meeting.

Section 5: Termination and discipline of the executive director. (1) Decisions regarding the termination and discipline of the executive director shall be subject to the approval of the board.

(2) Decisions regarding the termination and discipline of the executive director may be made at a regular or special meeting if action is required prior to the next scheduled annual planning meeting.

ARTICLE IX
Amending Bylaws

Section 1. Amending bylaws.

(1) These bylaws may be amended only by a two-thirds affirmative vote of the voting board members present at the meeting.

(2) All members shall be given notification of proposed amendments to the bylaws at the meeting preceding the meeting at which the bylaws are to be amended.

(3) The board shall review the bylaws every two years.

Section 2. Suspending bylaws. These bylaws may be suspended at any meeting only by a two-thirds affirmative vote of the voting board members present at the meeting.



THE WASHINGTON STATE BOARD OF EDUCATION

A high-quality education system that prepares all students for college, career, and life.

Board Norms for the Washington State Board of Education

Proposed – September, 2017

Deleted: Adopted by the Board, November 5, 2015

- Board meetings will focus on State Board of Education goals as articulated in the Strategic Plan, while recognizing that other matters may also be part of a meeting agenda.
- At board meetings, and in all communications with the public and staff, Board members will maintain the dignity and integrity appropriate to an effective public body.
- Every board member is expected to play a meaningful role in the Board’s overall operations. Each member expects of one another a dedication to the work of the Board and will endeavor to understand the views of other members and to engage in civil discussion. The Board embraces healthy debate on policy issues.
- The purpose of Board meetings is to discuss policies that help all students to succeed and to graduate college- and/or career-ready. Agendas, presentations, and discussions for each board meeting should reflect this overarching purpose.
- Board meetings include the following procedures:
 - Board meetings will start on time and end on time.
 - Meeting materials will be made available one week in advance (see Bylaw Article V section 2) and should consistently be of high quality.
 - Board members are expected to consistently attend and prepare for Board meetings and to read the materials in advance of the meeting (see Bylaw Article III, section 2).
 - Each staff presentation will start with clarity of the purpose of the presentation and the decision to be made or issue to be considered.
 - Board members will hold their questions (except for brief clarifying questions) until the end of each presentation, or until the presenter offers a designated “pause” for questions.
 - The rules contained in the current edition of Robert’s Rules of Order Newly Revised will govern SBE and its meetings.
 - Board members will strive to utilize the phrase, “I agree with _____” to avoid repetition of the same ideas and points.
 - Board members will do their best to be succinct to maintain opportunity for all to express themselves.
 - In the interest of orderly and efficient meetings, and in an effort to balance Board members’ speaking time, the Board Chair – or his/her designee – will “call on” a Board member who indicates a desire to speak prior to that member speaking.

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- Each Board member expects of others a commitment to speak with purpose during each discussion. The Board Chair – or his/her designee – will provide leadership to ensure that the discussions and deliberations are leading to a focused outcome.
- Board meetings should be a forum for Board discussion. Staff and guest presentations will be structured to facilitate this discussion, not supplant it.

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- When considering policy proposals or other decisions, each Board member expects of others an opportunity for advance review. The Board agrees to a “no surprises” mode of operation – all significant proposals should be sent in advance of the meeting (preferably before Board packets are sent) to the Chair and Executive Director for their consideration in constructing the agenda and advance materials for the meeting.

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- Board members may submit proposed agenda items to the Chair or Executive Director (see Bylaw Article V, section 2) for consideration by the Executive Committee. The Executive Committee will respond to member proposals as appropriate.

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- Although the Board is composed of appointed and elected members, Board members strive for commonality and unity of purpose through their deliberations.

- Board members will maintain the confidentiality of executive sessions.

- Members of the SBE will support Board decisions and policies when providing information to the public. This does not preclude Board members from expressing their personal views.

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- Each year, the Board may choose one-three issues to explore and learn more about over the next year with a goal of identifying one or possibly two new initiatives to include in the next iteration of the Strategic Plan. The exploration is not necessarily a commitment to future Board action, but rather lays the groundwork to identify and build the SBE’s capacity on possible initiatives where the SBE could have a significant impact.

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Process for selection of these one-three issues:

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- During a set time period, Board members send the Executive Director suggestions of issues for the Board to consider.
- Executive Director gathers suggestions, and where appropriate groups or combines related issues.
- Executive Director analyzes how the suggestions fit into the present Strategic Plan and SBE staff capacity to work on each issue.
- Executive Committee reviews suggestions and reports back to Board at a subsequent meeting about suggestions and possible recommendations for one-three issues.

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- At a subsequent meeting the Board votes on one-three issues to work on in coming year.

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- For these selected **one-three** issues, the SBE staff will provide Board members with 1) background materials to read (or links to resources); 2) identification of key outside experts and possible partners for an SBE initiative; 3) identification of key questions and issues (including suitability of the area for SBE involvement); 4) description (tentatively, for initiation of discussion) of possible approaches and solutions, including how other states are addressing the issue; and 5) any other information requested by the Board or Executive Committee, or considered appropriate by the Executive Director.
- At a future Board meeting, probably as part of the annual Strategic Plan review, the Board may vote to include one or more of these issues in the SBE Strategic Plan work plan.

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ROBERT'S RULES OF ORDER - PARLIAMENTARY PROCEDURE

Presented to the State Board of Education
September 2017

By Linda Sullivan-Colglazier, Assistant Attorney General

FUN STUFF WE'LL TALK ABOUT

- What Are Robert's Rules of Order?
- General Overview of Parliamentary Procedure and How Robert's Rules Fit In
- Meeting Basics
- Motions, Debate, Amendments, Voting
- Reports and Public Comment
- Suspending the Rules
- Frequently Asked Questions
- Informal Procedures in Small Boards

In a land where perhaps most persons . . . are members of one or more societies, some knowledge of parliamentary [procedure] may be justly regarded as a necessary part of the education of every man and woman . . .

- Henry M. Robert

ROBERT'S RULES OF ORDER

- **Robert's Rules of Order – Newly Revised, 11th Edition (RONR)**
 - Bigger black book – more detailed (the actual rules)
 - Excellent resource for more in-depth questions
 - Have a copy in your office at least
- **Robert's Rules of Order – Newly Revised, In Brief**
 - Littler yellow book – simpler, easy-to-read format
 - Excellent reference for quick answers to most questions (but not the actual rules)
 - Good to have a copy at all of your meetings
 - Give a copy to your chair! (and maybe all of your members)
 - Has references to RONR

GENERAL OVERVIEW

Authorities Governing an Assembly's Meetings

- **Law:** RCWs and WACs governing meetings (e.g., OPMA) and those specific to your agency, board, or commission
- **Bylaws/Charter:** Governing the structure and operation of the organization
 - May cover some topics in Robert's Rules and take precedence
- **Rules of Order:**
 - Special Rules of Order: Specific to your organization
 - Parliamentary Authority: General book of rules (e.g., **Robert's Rules**)
- **Common Practice or Custom**
 - Not in written rule

MEETING BASICS

- **Presiding Officer**
 - Chair, or if not present, Vice-Chair or other designated person
- **Quorum (or not)**
 - Minimum number of members who must be present to conduct business
 - Usually majority or number established in law or bylaws
- **Agenda/Order of Business**
 - Can adopt a standard Order of Business or circulate agenda prior to meeting
- **Minutes**
 - Approve prior meeting minutes at beginning of each meeting
 - Record of what was DONE at the meeting, not of what was SAID
- **Adjournment or Recess**

MOTIONS, DEBATE, AMENDMENTS, AND VOTING

How Decisions of the Group Are Made

- **Motion is made** – Motion = formal proposal made by a member at a meeting that the group take certain action
- **Seconded** – Another member must second a motion to bring it before the entire group
- **Chair "states" the Question** – Repeats the exact words of the motion
- **Debate** – Discussion of the merits of the Question
- **Secondary Motions** – Most common is an amendment
- **Vote** – Chair "puts" the Question if there is no more discussion; group votes; Chair announces the result

REPORTS AND PUBLIC COMMENT

- **Reports**
 - May be regular Officer or Committee reports
 - Members decide what reports they want
 - Should be listed on the agenda/order of business
- **Public Comment**
 - Not required in RONR or OPMA
 - If allowed, is still under the control of the Presiding Officer
 - Limitations on time and subject relevance may be imposed

SUSPENDING THE RULES

Allows the Assembly to Do Something Contrary to What the Adopted Rules Say

- Need Motion to Suspend the Rules
- Motion made by stating what you want to be able to do that would violate the rules (do not need to name the rule you want to suspend)
- Need a second
- Requires two-thirds vote

FREQUENTLY ASKED QUESTIONS

POP QUIZ!

- Can President/Chair only vote to break a tie?
- Once a quorum is established, does it continue even if some members leave?
- What constitutes a majority?
- Can you round down for a two-thirds vote?
- Is it necessary to summarize matters discussed at a meeting in the minutes?

INFORMAL PROCEDURES IN SMALL BOARDS

If No More Than About a Dozen Board Members Are Present, More Informal Procedures May Be Followed:

- Member may raise hand to obtain floor instead of standing
- Member may remain seated when making motion or speaking
- Member may speak more than twice during debate
- Can discuss a subject informally even if no motion pending
- Chair need not stand when putting questions to a vote
- Chair may participate in debate, make motions, and vote without giving up the chair

ADDITIONAL RESOURCES

- Attorney General's Office's Open Government Manual and Trainings: <http://www.atg.wa.gov/open-government-resource-manual> (OPMA/PRA)
- Municipal Research Services Center (MRSC) - Parliamentary Procedure: A Brief Guide to Robert's Rules of Order: <http://mrsc.org/Home/Explore-Topics/Governance/Legislative-Organization,-Meetings-and-Process/Parliamentary-Procedure.aspx>
- The Official Robert's Rules of Order Website: <http://www.robertsrules.com/> - includes short history of Robert's Rules, the basics of parliamentary procedure, question and answer forum, and "Ask the Authors" feature



THE END

- Any Questions?

