

STATE BOARD OF EDUCATION

HEARING TYPE: ___X___ ACTION

DATE: March 26-27, 2008

SUBJECT: **EXECUTIVE COMMITTEE ELECTIONS**

SERVICE UNIT: Ms. Edie Harding, Executive Director
 State Board of Education

PRESENTER: Mr. Jack Schuster, Board Lead

BACKGROUND:

Based on the State Board of Education by-laws, there will be a new Executive Committee elected at the March meeting. As Board Lead for this process, Jack is calling for nominations for the chair, vice chair, and member at large. Final nominations will be called the morning of March 26th and candidates will be announced at lunch time.

EXPECTED ACTION:

Ballots will be provided the morning of March 27th and results will be announced after lunch. The new officers' responsibilities will take effect at the end of the March 2008 Board meeting.

If the current chair is re-elected, and therefore does not fill the current past chair position, (currently held by Kris Mayer) the Board will need to decide if it wants to fill that position. If the Board decides to fill the position, Jack will call for nominations, from the floor, and there will be an election on the afternoon of March 27th.



WASHINGTON STATE BOARD OF EDUCATION

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February 27, 2008

TO: Board Members

FROM: Jack Schuster, Chair
March Executive Committee Elections

SUBJECT: **Background Information and Nominations Process**

As the Elections Committee Chair for the March Board meeting, I would like to thank our current Executive Committee officers: Mary Jean Ryan, Chair; Warren Smith, Vice Chair; Kris Mayer, two-year board liaison in place of current past chair slot; Bernal Baca, one-year Board Liaison; and Terry Bergeson, permanent member as the Superintendent of Public Instruction for all their hard work on behalf of the Board over the last whirl wind two years! We have all really appreciated their efforts.

I am now calling for nominations for the chair, vice chair, and member at large. Final nominations will be called the morning of March 26th and candidates will be announced at lunch time. Board members may nominate themselves or someone else. When nominating another Board member, please check with them first to determine if they are willing to run. Please send nominations, to include the office and candidate, to me at: jschuster@coastaccess.com.

Ballots will be provided the morning of March 27th and results will be announced after lunch. The new officers' responsibilities will take effect at the end of the March Board meeting.

If the current chair is re-elected and therefore does not fill the current past chair position, (currently held by Kris Mayer) the Board will need to decide if it wants to fill that position. If the Board decides to fill the position, I will call for nominations from the floor and there will be an election on the afternoon of March 27th.

Attached are the Boards current by-laws and the status of officers' terms on the Executive Committee. In the future, we may want to revisit these by-laws, now that we have two-years under our belt, but for the purpose of this election we need to abide by the current rules.

Please feel free to contact me, if you have any questions!

Sincerely,

Jack Schuster, Chair

Chair- Mary Jean Ryan • Vice Chair- Warren T. Smith Sr. • Dr. Terry Bergeson, Superintendent of Public Instruction
Dr. Bernal Baca • Amy Bragdon • Dr. Steve Dal Porto • Steve Floyd • Dr. Sheila Fox • Phyllis Bunker Frank • Zachary Kinman
Linda W. Lamb • Eric Liu • Dr. Kristina Mayer • John C. "Jack" Schuster • Jeff Vincent • Lorilyn Roller
Edie Harding, Executive Director
(360) 725-6025 • TTY (360) 664-3631 • FAX (360) 586-2357 • Email: sbe@k12.wa.us • www.sbe.wa.gov

Bylaws

of the

Washington State Board of Education

Adopted April 28, 2006

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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 goals of RCW 28A.150.210.

ARTICLE III Membership

Section 1. Board size. The membership of the Washington State Board of Education shall be composed of sixteen members who are residents of the state of Washington.

Section 2. Board composition. (1) Five (5) of the 16 members shall be elected by school district directors. Three (3) of the members shall be residents of Western Washington and elected by Western Washington school directors. Two (2) of the members shall be residents of Eastern Washington and elected by Eastern Washington school directors.

(2) One (1) of the 16 members shall be elected at-large by the members of the boards of directors of all private schools in the state meeting the requirements of RCW 28A.195.010.

(3) One (1) of the 16 members shall be the Superintendent of Public Instruction.

(4) Seven (7) of the 16 members shall be appointed by the governor.

(5) Two (2) of the 16 members shall be high school students determined by the Washington Association of Student Councils. Student members are non-voting members.

Section 3. Terms. (1) No person may serve as a member of the board, except the superintendent of public instruction, for more than two consecutive full four-year terms. Student members each serve one two-year term.

(2) The governor may remove an appointed member of the board for neglect of duty, misconduct, malfeasance, or misfeasance in office, or for incompetent or unprofessional conduct as defined in chapter 18.130 RCW. The governor shall appoint a new member to fill the vacancy.

(3) If an appointed member of the board resigns, the governor shall appoint a new member to fill the vacancy.

(4) If an elected member of the board resigns, the vacancy shall be filled by election at the next scheduled election opportunity. If the next election opportunity is more than one year away, the Superintendent of Public Instruction shall call for a special election to fill the vacancy.

Section 4. Compensation. (1) Members of the board who are not public employees shall be compensated in accordance with RCW 43.03.240 and shall be reimbursed for travel expenses incurred in carrying out the duties of the board in accordance with RCW 43.03.050 and 43.03.060.

(2) Members of the board who are public employees shall be reimbursed for travel expenses incurred in carrying out the duties of the board in accordance with RCW 43.03.050 and 43.03.060.

ARTICLE IV Officers

Section 1. Designation. The officers of the board shall be the chair, the vice chair, immediate past chair, the superintendent of public instruction, and a member 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 and immediate past chair shall serve a term of two years and may serve no more than two consecutive two-year terms.

(3) The member at-large shall serve a term of one-year.

(4) The Superintendent of Public Instruction shall serve for as long as this member is the Superintendent of Public Instruction.

Section 3. Officer elections. (1) **Two-year positions.** (a) The chair and vice chair shall be elected biennially by the board at the planning meeting of the board.

(b) Should the superintendent of public instruction hold the position of chair, vice chair, or immediate past chair, the board shall elect a second member at-large as provided in subsection (2) of this section to serve as an officer and executive committee member.

(c) 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, vice chair, or immediate past chair.

(2) **One-year position.** (a) The member at-large office position shall be elected annually by the board at the planning meeting of the board.

(b) The person elected as member 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 member at-large.

(3) **Vacancies.** Upon a vacancy in any officer position, except the Superintendent of Public Instruction, 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.

Section 4. Duties. (1) **Chair.** The chair shall preside at the meetings of the board, serve as chair of the executive committee, make committee appointments, be the official voice for the board in all 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) **Superintendent of Public Instruction.** The superintendent of public instruction shall sit on the executive committee.

(4) **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.

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

ARTICLE V Meetings

Section 1. Regular meetings. (1) The board shall hold an annual planning meeting and such other regular and special meetings 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. Procedures shall be developed and adopted in the BOARD PROCEDURES MANUAL to specify how recognition is to be sought and the floor obtained during such meetings.

Section 2. Agenda preparation. (1) The agenda shall be prepared by the executive committee in consultation with the executive director, and other staff as necessary.

(2) The board chair reserves final authority to approve all items that will appear on the agenda at a board meeting.

(3) Members of the board may submit proposed agenda items to the board chair.

(4) The full agenda, with supporting materials, shall be delivered 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) Hearings to receive information and opinions, other than those subject to the provisions of Chapter 34.05 RCW relating to adoption of rules and regulations or as otherwise provided by law, shall be scheduled when necessary on the agenda prior to final consideration for action by the board.

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 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 members present. There shall be no proxy voting.

(b) In order to vote at a meeting conducted by telephone or videotelecommunications 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, unless a roll call is requested and sustained by a majority of the voting members who are present.

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

Section 4. 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.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. Executive committee. (1) The executive committee of the board shall consist of the chair, the vice chair, the immediate past chair, the superintendent of public instruction, and a member at-large.

(2) When there is a vacancy of an officer position, excepting the Superintendent of Public Instruction, 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)(a). The executive committee shall be responsible for the management of such affairs as may be delegated to it by the board, including transacting necessary business in the intervals between board meetings, inclusive of preparing agendas for board meetings.

(b) The executive committee shall be responsible for oversight of budget and personnel issues.

(c) The executive committee shall bring to the board recommendations regarding the duties and other matters relating to the executive director.

(d) The executive committee shall conduct an annual evaluation of the executive director with a report to the board. The evaluation will be based, in part, on the fulfillment of job responsibilities outlined in the director's job description.

(5) The executive committee shall meet monthly.

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

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. Rule changes should be discussed in committee before recommended language is referred to the board for discussion and possible vote.

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

(3) Appointments of non-state board members to a state board committee shall be made by the board chair, taking into consideration nominees submitted by board members, and identified groups or organizations.

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

(5) Each committee will be responsible for recommending to the budget process costs associated with responsibilities of the committee.

ARTICLE VIII Executive Director

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

Section 2. Duties. The executive director shall perform such duties as may be determined by the board. The job description will be approved by the executive committee. The person thus appointed shall serve as secretary of the board, without any vote in its proceedings, for the purpose of keeping a

record of board proceedings which shall be kept in the office of the board. The executive director, upon request, shall furnish to any person a copy of such proceedings. The executive director is responsible for performance and operations of the office; and for staff support of board member duties.

Section 3. Compensation and termination of the executive director. The rate of compensation and termination of the executive director shall be subject to the prior consent of the full board.

ARTICLE IX Amending Bylaws

Section 1. Amending bylaws.

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

(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.

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.

Washington State Board of Education By-Laws on Officers from 2006 Adoption

Section 1. Designation. The officers of the board shall be the chair, the vice chair, immediate past chair, the superintendent of public instruction, and a member 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 and immediate past chair shall serve a term of two years and may serve no more than two consecutive two-year terms.

(3) The member at-large shall serve a term of one-year.

(4) The Superintendent of Public Instruction shall serve for as long as this member is the Superintendent of Public Instruction.

Section 3. Officer elections. (1) **Two-year positions.** (a) The chair and vice chair shall be elected biennially by the board at the planning meeting of the board.

(b) Should the superintendent of public instruction hold the position of chair, vice chair, or immediate past chair, the board shall elect a second member at-large as provided in subsection (2) of this section to serve as an officer and executive committee member.

(c) 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, vice chair, or immediate past chair.

(2) **One-year position.** (a) The member at-large office position shall be elected annually by the board at the planning meeting of the board.

(b) The person elected as member 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 member at-large.

(3) **Vacancies.** Upon a vacancy in any officer position, except the Superintendent of Public Instruction, 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.

Section 4. Duties*. (1) **Chair.** The chair shall preside at the meetings of the board, serve as chair of the executive committee, make committee appointments, be the official voice for the board in all 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) **Superintendent of Public Instruction.** The superintendent of public instruction shall sit on the executive committee.

(4) **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.

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

Executive Director Note: During the months when the legislature is not in session, the Executive Committee talks on the phone an average of once every two weeks on Friday mornings. During the months when the legislature is in session, the executive committee talks on the phone every week. The phone calls last one hour. Recently, the Executive Committee has decided to add some face to face conversations, which last about three hours. The face to face meetings included a joint meeting with the Professional Educator Standards Board and selected education stakeholders. Regular participation in these meetings is critical to obtain a rich discussion that represents the full Board perspective. The new Executive Committee may decide to organize itself differently and take additional tasks on. One suggestion would be to have the new group lead the strategic planning effort with perhaps a few additional members. Average expected time for Executive Committee work per month varies from 5-8 hours in addition to regular Board meetings.

State Board of Education Executive Committee Current Officers February 2008

Officer	Term	Current Status
Chair	Two year term, may serve no more than two consecutive terms	Mary Jean Ryan has served one two-year term
Vice Chair	Two year term, may serve no more than two consecutive terms	Warren Smith has served one two-year term
Immediate Past Chair	Two year term, may serve no more than two consecutive terms	Kris Mayer has served one two-year term as a Board liaison
Member at large	One year term, may serve no more than two consecutive terms	Bernal Baca has served two consecutive one-year terms
Superintendent of Public Instruction	Permanent member	Terry Bergeson serves as the SPI member