



# THE WASHINGTON STATE BOARD OF EDUCATION

Governance | Accountability | Achievement | Oversight | Career & College Readiness

<b>Title:</b>	<b>Nominations Process for Executive Committee</b>	
<b>As Related To:</b>	<input type="checkbox"/> Goal One: Effective and accountable P-13 governance. <input type="checkbox"/> Goal Two: Comprehensive statewide K-12 accountability. <input type="checkbox"/> Goal Three: Closing achievement gap.	<input type="checkbox"/> Goal Four: Strategic oversight of the K-12 system. <input type="checkbox"/> Goal Five: Career and college readiness for all students. <input checked="" type="checkbox"/> Other
<b>Relevant To Board Roles:</b>	<input type="checkbox"/> Policy Leadership <input type="checkbox"/> System Oversight <input type="checkbox"/> Advocacy	<input type="checkbox"/> Communication <input type="checkbox"/> Convening and Facilitating
<b>Policy Considerations / Key Questions:</b>	What is the Board's process for securing nominations to the executive committee of the Board? What dates and by-laws requirements apply?	
<b>Possible Board Action:</b>	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Adopt <input type="checkbox"/> Approve <input type="checkbox"/> Other	
<b>Materials Included in Packet:</b>	<input checked="" type="checkbox"/> Memo <input type="checkbox"/> Graphs / Graphics <input type="checkbox"/> Third-Party Materials <input type="checkbox"/> PowerPoint	
<b>Synopsis:</b>	<p>This section includes information on the process for nominations to the executive committee. Under Board by-laws, the election of new leadership is set to occur at the September Retreat.</p> <p>The materials in this section include:</p> <ul style="list-style-type: none"> <li>• Overview of elections process</li> <li>• Board membership term summary</li> <li>• Copy of the Board by-laws.</li> </ul> <p>At this meeting, the Board could identify a Nominations Chair.</p> <p>.</p>	

# Bylaws

of the

## Washington State Board of Education

Adopted January 15, 2009

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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 outlined 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.

**ARTICLE IV**  
**Officers**

**Section 1. Designation.** The officers of the board shall be the chair the vice chair, immediate past chair, and 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) The immediate past chair shall serve a term of one-year.

**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) 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.

(2) **One-year position.** (a) The members at-large office 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.

(3) **Vacancies.** 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.

**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 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.

(4) **Members At-Large.** The members 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) 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 will give final approval of all items and changes that will appear on the agenda at a board meeting.

(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 one quarter 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. Consent agenda.** (1) Non-controversial matters and waiver requests meeting established guidelines may be presented to the board on a consent agenda.

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

(3) Items removed from the consent agenda shall be referred to a standing committee or shall be considered by the full board at the direction of the chair.

**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.

## ARTICLE VI EXECUTIVE COMMITTEE

**Section 1. Executive committee.** (1) (a) The executive committee shall consist of the chair, the vice chair, the immediate past chair, and two members at-large.

(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.

## **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 the business of the board.

(3) Appointments of non-state board members to a state board committee shall be made by the board chair in consultation with the committee chair(s) and the executive director, 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.** (a) 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.

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

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

(b) 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.

**Section 4. Compensation and termination of the executive director.** The rate of compensation or termination of the executive director shall be subject to the prior consent of the full board at the 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 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.

(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

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## The SBE Executive Committee Election Process

- ✓ Nominations for Executive Committee should be submitted via email to this year's committee lead, \_\_\_\_\_, by (Day), (Month), (Year). All members of the Board may vote except student board members. There are five positions open for election – they are:
  - Chair
  - Vice Chair (if Deborah Wilds is elected Chair)
  - Immediate Past Chair (if the past chair is unavailable, a third member-at-large is elected to fill the position – see Article IV (4) (3) of the bylaws).
  - Two Members at Large

Terms for the positions are as follows:

- Chair – two year term with option for a second term
- Vice-chair – two year term with option for a second term
- Immediate Past Chair – one year following the Chair term of office if not re-elected
- Two Members at Large – one year term with option of second term

The eligibility status for current executive committee members for re-election to the committee is as follows:

- Kris Mayer (current Chair): Ms. Mayer is leaving the Board in January of 2015 (term limited). **Ms. Mayer will serve as Immediate Past Chair until such time as her time expires.**
  - Deborah Wilds (current Vice Chair): Eligible for all positions.
  - Judy Jennings (Member at Large): **Not eligible for Member at Large position, as she has served two consecutive one year terms.**
  - Kevin Laverty (Member at Large): Eligible for all positions.
  - Isabel Munoz-Colon (Member at Large): Eligible for all positions.
- ✓ The first agenda item on the first day of the September meeting is “Announcement of Nominations for the Executive Committee” and Chair, Kris Mayer, will ask for additional nominations. At this time, each candidate has the option of discussing their interest in participating in the Executive Committee. The Board packet will include ballots reflecting nominations made as of that date and provide for additional names if additional nominations are made at the meeting.
  - ✓ The last agenda item on the first day of the September meeting is “Election of Officers for the Executive Committee” and members will vote in sequence on the open seats (for example, the vice chair position will not be voted on until the chair position has been filled). Per the Public Meeting Act RCW 42.30.060, the ballots are required to be signed. Executive assistant, Tami Jensen, and staff designee will count them and the winners announced by \_\_\_\_\_, Committee Lead.



- ✓ Ballots will be cast, and votes will be counted, in the following order: Chair, Vice-Chair and three Members at Large (two Members at Large if Immediate Past Chair is available). The person elected to the position of Chair will be removed from the ballot for Vice Chair and Members at Large if previously nominated. The successful Vice Chair will also be removed from the Member at Large ballot if they were previously nominated. Elections will be based on majority vote of the ballots and must constitute a majority of a voting quorum.
- ✓ If a tie happens in any category, members will re-vote for that position until a nominee is elected on a majority vote.
- ✓ The outgoing Chair adjourns the meeting and the new Chair facilitates the meeting on the second day.

**RCW 42.30.060**

**Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret voting prohibited.**

- (1) No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void. (2) No governing body of a public agency at any meeting required to be open to the public shall vote by secret ballot. Any vote taken in violation of this subsection shall be null and void, and shall be considered an "action" under this chapter.[1989 c 42 § 1; 1971 ex.s. c 250 § 6.]

### Board Member Term Summary

Name	Position Type	Position #	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Cindy McMullen	Elected	Region #1							1st term	1st term	1st term	1st term			
Daniel Plung	Elected	Region #2									1st term	1st term	1st term	1st term	
Kevin Laverty	Elected	Region #3									1st term	1st term	1st term		
Bob Hughes	Elected	Region #4				1st term	1st term	1st term	1st term	2nd term	2nd term	2nd term			
Peter Maier	Elected	Region #5								1st term	1st term	1st term	1st term	1st term	
Deborah Wilds	Appointed	Position #1									1st term	1st term	1st term	1st term	
Tre' Maxie	Appointed	Position #2						2	2	2	2	2	2	2	
Connie Fletcher	Appointed	Position #3				3	3	3	3	3	3	3	3	3	
Holly Koon	Appointed	Position #4									1st term	1st term	1st term	1st term	
Isabel Munoz-Colon	Appointed	Position #5								5	5	5	5	5	
Kristina Mayer	Appointed	Position #6	6	6	6	6	6	6	6	6	6	6	6	6	
Jeff Estes	Appointed	Position #7									1st term	1st term	1st term	1st term	
Judy Jennings	Private Schools									4	4	4	4	4	
Randy Dorn	Superintendent					1st term	1st term	1st term	1st term	2nd term	2nd term	2nd term	2nd term		
Mara Childs	Student										1st term	1st term	1st term		
Madaleine Osmun	Student											1st term	1st term		

Grandfathered term or part of initial staggered term    
  Finished someone else's term    
  1<sup>st</sup> term    
  2<sup>nd</sup> term

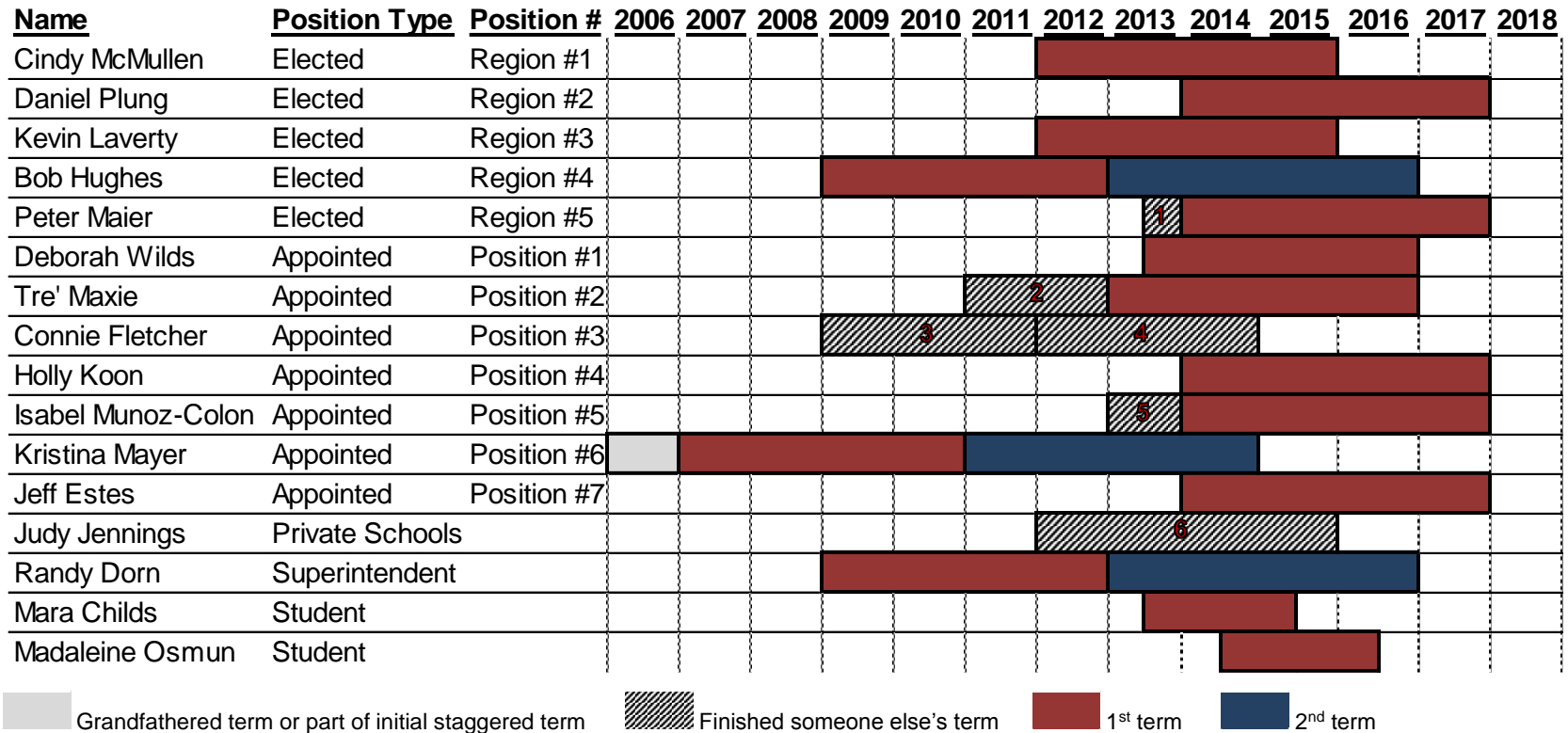
- 1** – Before being elected, Peter Maier finished the term vacated first by Warren Smith and then Tre' Maxie
- 2** – Before being appointed, Tre' Maxie occupied the elected region #5 position vacated by Warren Smith
- 3** – Before being appointed, Connie Fletcher finished the elected region #3 position vacated by Steve Floyd
- 4** – Connie Fletcher is finishing the term vacated by Eric Liu
- 5** – Before being reappointed, Isabel Munoz-Colon finished the term vacated by Sheila Fox
- 6** – Judy Jennings is finishing the term vacated by Jack Schuster



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No board member, other than the Superintendent of Public Instruction, can serve more than two consecutive four-year terms.