

Item 17:

Board Operating Policies and Procedures (BOPP)

INFORMATION ONLY

SUMMARY: This information item presents the State Board for Educator Certification (SBEC) Board Operating Policies and Procedures (BOPP).

STATUTORY AUTHORITY: The statutory authority for the BOPO5i.0 OPO5i.0 iadopted in October 1996. The was amended on the following dates: September 1997, May 2000, May 2002, August and December 2004, January and March 2005, July 2006, January, March, May, July, and October 2008, February and June 2009, May and October 2013, February, August, and October 2014,

Staff Member Responsible:
Kameryn McCain, Director, EPCE Operations

Attachment:
Board Operating Policies and Procedures

C. Scope

These Board Operating Policies and Procedures apply to all activities conducted by the Board.

D. Responsibility for Implementation

1. Not participate in stakeholder committee or advisory group meetings brought together to advise the Board or TEA staff;
2. Not attend a conference as a Board representative;
3. Not participate in educator preparation program monitoring visits.
4. Make all requests to staff for information between Board meetings through the associate commissioner copying the chair.

E. Non-Voting SBEC Members

To ensure there is no conflict of interest of non-voting members regarding Board action, the Board agreed that non-voting members will not:

1. Make or second motions or
2. Serve as SBEC officers.

IV. MEETINGS OF THE BOARD

A. Meetings of the Board

1. Regular Meetings. Regular meetings of the Board shall be held at such intervals

463-7795 or by personal delivery in accordance with timelines established under Section §2001.146(d) of the Texas Government Code.

- c. The Administrative Liaison to the Board shall submit copies of the motions and replies to the Board's legal counsel. The Board's legal counsel shall submit copies of the motion and replies to each board member in a separate email using authorized email addresses. The Board's legal counsel shall include a brief reminder of the procedures and timeframes in the correspondence.
- d. Board members shall direct questions regarding motions and replies to the Board's legal counsel and not to TEA staff and shall not confer with each other regarding motions and replies.
- e. Each board member shall send an individual email to the Board's legal counsel indicating approval or denial of the motion for rehearing to the Board's legal counsel within the time frame established under Section §2001.146(d) of the Texas Government Code. Failure to respond within the appropriate time frame shall be considered a denial of the request.
- f. For purposes of IV.A.6, all members shall be deemed present to conduct business and a majority needed to grant a motion for rehearing shall be an affirmative vote from six voting members.

B. Executive Sessions

Executive Sessions of

B. Advisory Committees

1. The Board may establish advisory committees and shall approve advisory committee members but may not serve as an ex officio member of the advisory committee.
2. An advisory committee may adopt its own rules for internal governance, as long

VIII. MISCELLANEOUS

Table 1:

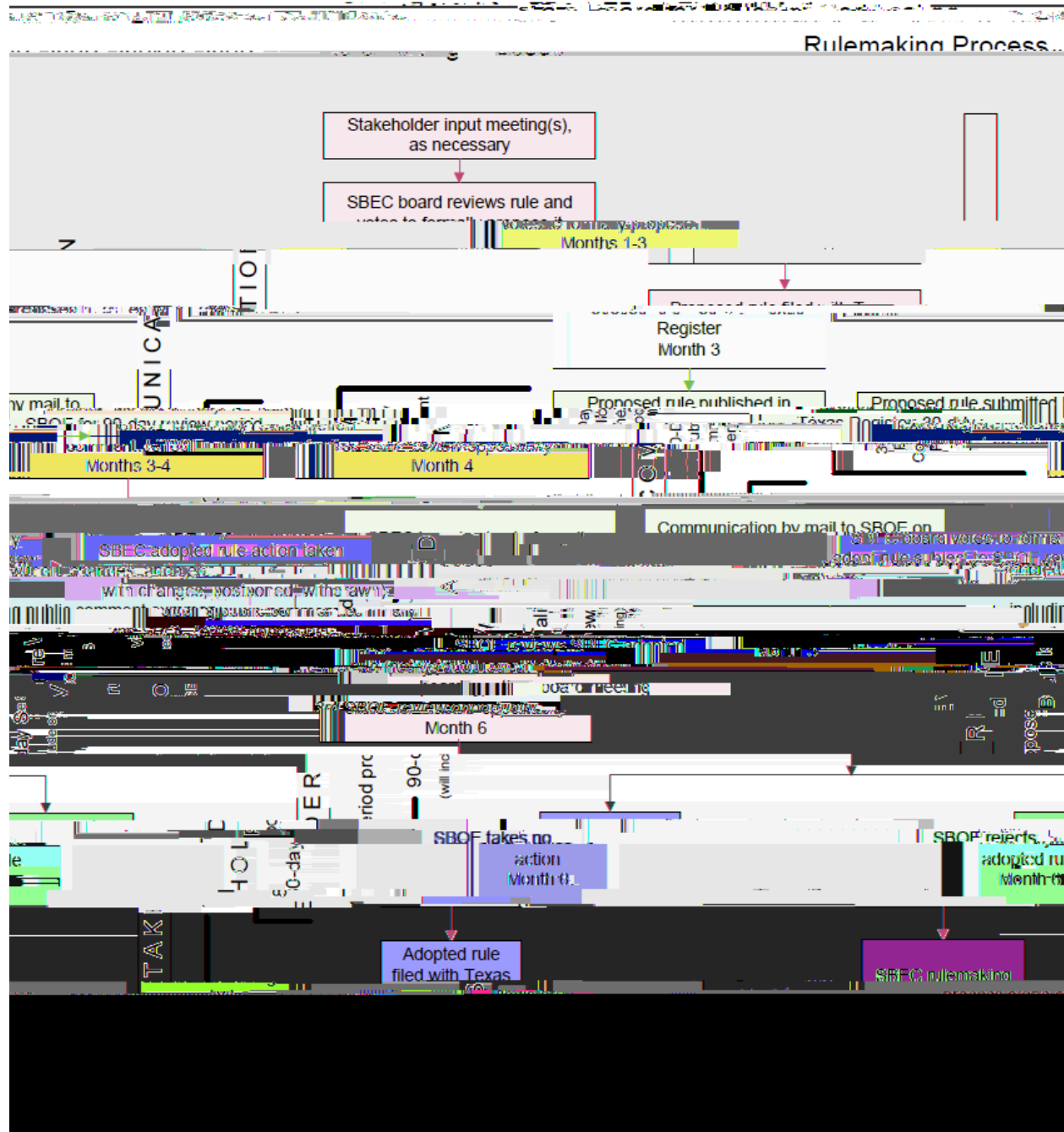


Table 2:

MEMORANDUM OF AGREEMENT

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
 COUNTY OF TRAVIS §

This **MEMORANDUM OF AGREEMENT (AGREEMENT)** is between the **STATE BOARD FOR EDUCATOR CERTIFICATION (BOARD)**, a Texas state agency acting through its Chair, and the **TEXAS EDUCATION AGENCY (TEA)**, a Texas state agency acting through the Commissioner of Education. The **AGREEMENT'S** purpose is to establish the process by which **TEA** will provide administrative support and services to the **BOARD**.

WHEREAS, Section 21.035(a) of the Texas Education Code provides that the Board is administratively attached to TEA;

WHEREAS, Education Code, chapter 21 authorizes the Board to adopt rules and fees relating to the regulation of educators and the administration of chapter 21, and certain other topics specified in chapter 21

NOW, THEREFORE, in recognition of the foregoing, **THE BOARD AND TEA AGREE AS FOLLOWS**:

I. PERIOD OF AGREEMENT:

This agreement becomes effective upon signature of the representatives of the parties and continues in effect unless notice is given by either party at least 60 days in advance of a requested termination date.

II. PURPOSE OF AGREEMENT:

The purpose of this agreement is to implement the legislative directive that TEAen81.1 (ti)1e5 (en)5.3 a

provided by the General Appropriations Act, accounting for all funds received and disbursed by TEA for the certification function during the preceding fiscal year; and

(D) execute contracts to perform administrative functions and services.

(2) The Board will carry out its duties, including but not limited to the duties required by section 21.040:

(A) to appoint the members of any advisory committee to the Board;

(B) for each class of educator certificate, appoint an advisory committee composed of members of that class to recommend standards for that class to the Board; and

(C) develop and implement rules and policies.

(3) The Board must approve the following final actions:

(A) entry of a final order based upon a proposal for decision issued by the State Office of Administrative hearings;

(B) approval or sanction of an education preparation entity; and

(C) proposal, amendment, or adoption of Board rules.

(4) Although the Board will propose and adopt all rules authorized by statute, TEA staff shall be responsible for performing the duties of drafting and revising the rules in accordance with the instruction of the Board, transmitting the proposed and adopted rules to the *Texas Register* and ensuring that they are properly and timely filed, as required by the Texas Administrative Procedure Act (chapter 201, subchapter C, sections 2.8 (e), 4.9 (3) (2), 7 (0), 89 Twf4is) 1.36G.8 (e) 31.2.6 (p) 13.1 2.2 (t) (o) 6.6

