

Board of School Administrators Bylaws

Section One

Board Membership	page 2
Board Meetings	page 2 - 3

Section Two

Organization of the Board	page 3
---------------------------	--------

Section Three

Duties of Officers	page 5
Duties of Board members	page 6

BOARD OF SCHOOL ADMINISTRATORS BY-LAWS

Section One

BOARD MEMBERSHIP

A. Appointment and Terms of Office

1. The Board of Administrators consists of 10 members which include:
 - (1) one elementary school principal
 - (2) one secondary school principal;
 - (3) one higher education faculty member in an educational administration program approved by the board;
 - (4) one higher education administrator for an educational administration program approved by the board;
 - (5) one school superintendent;
 - (6) one classroom teacher;
 - (7) one community education director;
 - (8) one special education director; and
 - (9) two members of the public, one of whom must be a present or former school board member

2. Each member shall be appointed by the governor for a four year term, unless otherwise provided by law, and serve until a successor is duly appointed and qualified. However, for the initial appointments, the terms shall be as specified in M.S., Section 122A.192, subd.2.

A vacancy during the term of a member shall be filled by the governor for the unexpired term.

B. Vacancies; Removal of Members

1. The position of a Board of School Administrators member who no longer resides in Minnesota or whose professional position changes shall be deemed vacant pursuant to Minnesota law.

2. Removal of board members shall be pursuant to Minnesota law.

BOARD MEETINGS

Time and Location

1. The Board of School Administrators shall meet regularly at such times and places as the Board shall determine. The board shall adopt an official mailing address.

Rules of Order

1. Meetings of the board shall be conducted according to *Robert's Rules of Order*, unless it conflicts with Minnesota law.
2. The chair may appoint a parliamentarian at its first meeting and thereafter at the first meeting after the first of the year.
3. A quorum of the board must be present for any vote. The quorum shall consist of a simple majority of the total membership of the board.
4. Research papers, proposals, and staff and committee reports will be sent to the board members in advance of the meetings.

Section Two

ORGANIZATION OF THE BOARD

- A. The executive committee shall consist of three members: chair, vice chair and one additional member selected by the board.
 1. Prior to January 1st of each year a nomination committee shall be appointed by the chair. The committee shall forward recommendation to the Board for executive committee positions. Prior to Jan. 1 of each year the nomination committee shall be called and charged by the chair to present a slate of candidates for the consideration of the Board at its February meeting.
 2. Elections shall take place at the board's meeting in February.
 3. Officers shall be elected for a term of one year and shall assume office in February following the election.
 4. The term of office shall be from February through January 31st.
 5. Officers may succeed themselves in office.
 6. Elections shall be by written ballot unless otherwise determined by the board.
- B. The board shall have the following standing committees: executive,

licensing, legislative, professional development and program approval, and ethics.

1. Standing committee appointments shall be made by the chair and shall run from February through January. The members of the committee shall elect a chair of the committee by a majority vote.
2. Standing committee meetings shall be called at a time and place to be determined by the committee chair and in consultation with the chair of the board. A notice of time, place and agenda shall be prepared and distributed by the executive director in consultation with the committee chair.
3. The committee chair may conduct special meetings through the use of a conference telephone or similar communications equipment such as email, instant messaging or similar communication so long as the meeting complies with Minnesota's Open Meeting Law and all members participating in such meeting can communicate with one another at the time of such meeting. Participation in such a meeting constitutes presence in person at such meetings.
4. Each standing committee shall report to the board at regular meetings of the board.
5. Meetings of the standing committees are intended for the discussion of issues related to the task assigned to the committee by the board.
6. Staff will present pertinent information at committee meetings. Staff attending committee meetings shall prepare minutes of committee meetings when requested by the committee chair.
7. The function and structure of standing committees may be revised and modified by the board.
8. The purpose and duties of the standing committees shall be as follows:

Executive Committee

Responsibilities:

1. The Executive Committee shall annually audit board expenditures.
2. The Committee may make recommendations to the board on the business of the board.
3. The Committee may advise the executive director of the board in the implementation of board policies.
4. The Committee may advise staff in the preparation of the biennial budget request.
5. The Committee may take such actions as the board may direct.

Licensing Committee

Responsibilities:

1. Study the current licensure and fee structure and to make recommendations to the board regarding structure and types of licensure.
2. Make recommendations to the full board regarding licensure variance requests.

Professional Development and Program Review Committee

Responsibilities:

1. Annually review the overall standards expected of clock hour activities to meet the requirements in Administrative Rule 3512 for license renewal.
2. To recommend to the full board to grant or deny an appeal concerning clock hour activities that were denied by staff.
3. Accept /reject the recommendations from the Program Review Teams for initial approval or continuing approval of university preparation programs and make a recommendation to the board.
4. To make recommendations to the board regarding the revision of policies and rules governing program and institutional approval.
5. To develop guidelines for the roles of the board members representing the

board to other organizations, task forces and committees.

Legislative Committee

Responsibilities:

1. To keep the board informed of legislation that may affect the board or school administrators.
2. To develop strategies for implementation of legislative initiatives.
3. To offer testimony to appropriate committees of the legislature regarding any proposed legislation pertaining to the board.
4. To assist the chair in necessary contacts with the governor and/or staff and with the legislators and/or their staff members.

Ethics Committee

Responsibilities:

1. To review complaints and results of investigations alleging violations of a statute or rule which the Board is empowered to enforce to determine if disciplinary action is warranted.
2. In consultation with the Attorney General's Office, make recommendations to the board regarding the severity of disciplinary action against an administrator's license.
3. To make recommendations to the board regarding revisions to the Code of Ethics.

Section Three

DUTIES OF OFFICERS

A. Chair

1. Provide the executive director with guidelines for establishing the agenda
2. Call meetings of the Board according to the provisions of M.S. §122A.13
3. Chair each meeting of the Board and attend public hearings held by the Board.
4. Collaborate with the executive director in the preparation of budget requests.
5. Collaborate with the executive director in the preparation of annual and biennial reports as required by statute.
6. Establish and maintain liaison with professional organizations, associations, and councils.
7. Appoint committees and liaisons as needed to conduct Board business.
8. Serve as spokesperson for the Board.

B. Vice-Chair

1. Assume the duties of the chair when necessary.
2. Assist the chair in representing the Board.
3. Perform other related Board duties as requested by the chair.

DUTIES OF BOARD MEMBERS

- A. Attend all regular and special meetings of the Board.
- B. Notify the executive director in advance if unable to attend any regular or special meeting.
- C. Notify executive director of any anticipated late arrival and/ or early departure from any Board functions.

- D. Keep informed of Board mission, philosophy, goals, and initiatives.
- E. Read all Board material received prior to each meeting.
- F. Be available for special meetings, legislative and Board hearings, liaison functions, accreditation visits, and professional meetings.
- G. Give appropriate reports as requested by the chair of the Board.
- H. Serve on Board committees.
- I. Serve in a liaison role to task forces and ad hoc committees called by the Board as directed by the chair.
- J. Perform the following responsibilities when serving as chair of a Board committee or as a liaison to task forces and ad hoc committees called by the Board:
 - 1. Attend meetings of the committee or task force, making sure that members understand their charge(s) and that members function in accord with Board philosophy, intent, and guidelines.
 - 2. Keep the Board informed monthly of progress made by the committee or task force.
 - 3. Bring to the Board questions and concerns raised at committee or task force meetings.
 - 4. Serve as a resource to both the Board and the committee or task force.

Revised and approved by
Board November 26, 2018

