

Long-Range Plan for Public Education Steering Committee

Operating Procedures
Approved September 12, 2017

1. Purpose

The Long-Range Plan for Public Education Steering Committee (committee) was established by the State Board of Education (SBOE). The committee is to recommend long-term goals for the Texas public school system and identify the strengths, weaknesses, opportunities, and challenges of the system. Those recommendations will be used by the board when it crafts a Long-Range Plan for Public Education as statutorily required by Texas Education Code (TEC) §7.102(c)(1).

2. Membership

- (a) The committee is composed of 18 members.
- (b) The chair of the board and the chair of the board's Committee on School Initiatives, which has oversight responsibilities related to the long-range plan, are automatically members of the steering committee.
- (c) Board members shall elect three additional members to serve on the steering committee.
- (d) The agency heads of the Texas Education Agency, the Texas Higher Education Coordinating Board, and the Texas Workforce Commission will each be asked to appoint one agency employee to the steering committee.
- (e) The SBOE, using a process approved by the board, will solicit applications from those Texans interested in filling the remaining 10 seats. The 10 board members who are themselves not serving on the steering committee will each nominate three nominees from the applicant pool.
- (f) The five SBOE members serving on the steering committee will select the 10 stakeholders to serve on the committee from the pool of 30 nominees. Their goal will be to create a well-balanced panel that represents stakeholder groups such as educators, school trustees, parents, students and business people. The members will also consider geographic, ethnic and population diversity.
- (g) Steering committee members will participate to the extent feasible in the community conversations to be scheduled to gather stakeholder feedback.

3. Officers

- (a) Immediately after operating rules for the steering committee are adopted, the committee shall elect a chair who will serve as the presiding officer. The presiding officer may from time to time designate a committee member to serve as a temporary presiding officer. The presiding officer shall serve as the spokesperson for the committee or shall designate a person to serve in this role.
- (b) The committee shall also elect a vice-chair to serve in support of and in the absence of the chair.

4. Records

- (a) The presiding officer shall ensure that accurate minutes are kept of each meeting. The minutes shall include each vote, decision, or other action taken.
- (b) All committee records are subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code.
- (c) Communications with the entire committee will be managed by the TEA Division of SBOE Support.

5. Quorum

A majority of the committee constitutes a quorum. A quorum is necessary only for action items requiring a vote.

6. Absences

- (a) Because of the limited number of meetings planned for the steering committee, a member may be absent from no more than one meeting.
- (b) Members who exceed one absence forfeit their right to vote on the committee's final recommendations.

7. Findings and Recommendations

- (a) The committee shall adopt recommendations to the board. A majority vote by the committee members in attendance and voting is required to adopt a recommendation or report.
- (b) A member of the committee who dissents from the adoption of a recommendation is entitled to have a dissenting statement included in the report.
- (c) The board must carefully consider the recommendations of the steering committee but the board retains the right to craft the final version of the Long-Range Plan for Public Education.

8. Procedures

Meetings of the committee shall be conducted according to *Robert's Rules of Order, Newly Revised*, except as otherwise provided by the committee's operating procedures.

9. Subcommittees

The chair of the Long-Range Plan Steering Committee may, at his or her discretion, appoint members to serve on subcommittees or work groups to complete the charge of the committee. Subcommittees and work groups will keep minutes and records of decisions taken.