

***MONTANA BOARD OF PUBLIC EDUCATION  
CERTIFICATION STANDARDS AND PRACTICES ADVISORY  
COUNCIL***

**B Y L A W S**

**ARTICLE I. NAME**

The name of the organization shall be the Montana Certification Standards and Practices Advisory Council.

**ARTICLE II. PURPOSE**

The Montana Certification Standards and Practices Advisory Council, hereinafter referred to as the Council, has been formed in accordance with 2-15-1522 MCA, and shall have as its purposes:

- A. To study and make recommendations to the Board of Public Education in the following areas:
1. Teacher certification standards, including, but not limited to, precertification training and education requirements and certification renewal requirements and procedures;
  2. Administrator certification standards, including, but not limited to, precertification training and education requirements and certification renewal requirements and procedures;
  3. Specialist certification standards, including, but not limited to, precertification training and education requirements and certification renewal requirements and procedures;
  4. Feasibility of establishing standards of professional practices and ethical conduct;
  5. The status and efficacy of approved teacher education programs in Montana; and
  6. Policies related to the denial, suspension, and revocation of teaching certification and the appeals process. For the purpose of preparing recommendations in this area, the Council is authorized to review the individual cases and files that have been submitted to the Board of Public Education.

- B. To submit a written report with its recommendations annual and at other appropriate times to the Board of Public Education.
- C. To complete a comprehensive review and adoption of the Professional Educators of Montana Code of Ethics on a five-year cycle beginning January 1, 2012.

### **ARTICLE III. MEMBERSHIP**

- A. **Membership.** The Council shall consist of seven members appointed by a majority vote of the Board of Public Education. The membership must include:
  - 1. Three teachers engaged in classroom teaching, including:
    - a. one who teaches within kindergarten through grade 8;
    - b. one who teaches within grade 9 through 12; and
    - c. one additional teacher from any category in subsection (2) (a) or (2) (b) of 2-15-1522 MCA.
  - 2. one person employed as a specialist or K-12 specialist;
  - 3. one faculty member from an approved teacher education program offered by an accredited teacher education institution;
  - 4. one person employed as an administrator, with the certification required in 20-4-106 (1) (c); and
  - 5. one school district trustee.
- B. **Tenure.**
  - 1. The term of office of an appointed member is three years. If a vacancy occurs on the Council, the Board of Public Education shall appoint a person from the category of membership in which the vacancy occurred to serve the unexpired term. Regular appointments shall begin June 1 and end May 31 of the third year of the term.
  - 2. Any member desiring to resign from the Council shall submit his/her resignation in writing to the Council and to the Board of Public Education.
- C. **Compensation.** Council members are entitled to travel expenses incurred for each day of attendance at Council meetings or in the performance of any duty or service as a

Council member in accordance with 2-18-501 through 2-18-503 MCA. Eligible Council members are also entitled to per diem for each day of attendance at Council meetings, not to exceed eight days per year, in accordance with 2-15-122 MCA.

- D. In order to receive reimbursement or compensation for out-of-state activities, the Council member must obtain the approval of the Council Chairperson and the Council Administrator in advance of undertaking the activity.

#### **ARTICLE IV. MEETINGS**

- A. **Meetings.** The Council shall meet quarterly and at other times as may be required for the proper conduct of the business of the Council at the call of the chairperson. Such business may include, but not be limited to:
1. Information, discussion, and action on matters related to the purposes of the Council described in Article II;
  2. Election of officers and appointments to committees as described in Article V;
  3. Apprising the Board of Public Education of budgetary needs of the Council and making recommendations on a preliminary budget;
  4. Reviewing Council Budget on an ongoing basis for further recommendations to the Board.
- B. **Quorum.** A quorum for a meeting shall be not less than four Council members.
- C. **Notice.** Each member of the Council shall be given written notice stating the place, day, and hour of any regularly scheduled meeting at least 10 calendar days prior to the meeting. It shall be delivered by mail to the last known address of each member.
- D. **Absence.** Recognizing the value of his/her contribution to the business of the Council, each Council member shall be responsible to notify the chairperson in advance of any anticipated absence from a scheduled meeting. If a member is absent from three consecutive scheduled meetings, his/her membership shall be subject to review by the Board of Public Education to determine if the member's office shall be deemed vacant. If deemed vacant, the vacancy shall be filled in accordance with Article III, Section B.
- E. **Special Meetings.** Special meetings may be called by the Chairperson of the Council or by a request in writing of two regular appointed members. When necessary the Council may hold meetings for resolution of specific agenda items either by a meeting in person, by conference call or by a combination of both. In the case of a

special meeting, the administrative officer shall notify each regular member either by mail or by telephone sufficiently in advance of the meeting to allow all council members to travel to the meeting site from their principal Montana residence.

In the case of a conference call, forty-eight hours prior to the meeting shall be deemed sufficient notice.

**F. Meeting Procedure.**

1. Meetings of the Council shall be governed by the following rules:

- a. The chair or vice-chair shall preside at all meetings. In their absence, a temporary presiding officer shall be selected by the membership.
- b. The presiding officer shall neither introduce nor second a motion.
- c. A motion shall require a simple majority of those present to pass.
- d. Any motion shall be in order as long as no previous motion is on the floor.
- e. Minutes shall be taken at all open sessions of the Council. The minutes shall be made available for public inspection by the Board of Public Education, subject to reasonable regulation in the time and manner of inspection.
- f. The current edition of Robert's Rules of Order shall prevail on questions of parliamentary procedure.

2. The regular order of business shall be as follows:

1. Call to order
2. Roll Call
3. Approval of the minutes of the preceding meeting
4. Agenda adoption
5. Agenda
6. Date and place of next meeting
7. Adjournment

3. An agenda shall set the structure for meetings of the Council.

- a. A tentative agenda shall be prepared as the last item of business by the Council at each regularly scheduled meeting.
- b. The tentative agenda may be modified by the membership through written notice at least 20 days prior to the meeting, at which time the tentative agenda, as modified, becomes the proposed agenda.
- c. The proposed agenda shall be included with the written notice of meeting required in Section C of this article.
- d. Persons or organizations desiring to address the Council may be placed on the proposed agenda by making a written request to a member. The Council member will present the request to the chair to be considered at the time of approval of the proposed agenda.
- e. The proposed agenda becomes the approved agenda by a majority vote of Council members at the beginning of the meeting.
- f. Whenever possible, support materials for the agenda shall be in graphic and/or written form and readily available to the membership.

## **ARTICLE V. ORGANIZATION**

### **Section A. Officers.**

1. The Council shall select, by majority vote, a chair and vice-chair from its appointed members annually during the spring meeting of each year.
2. The term of elective office shall be for one year and an officer may not serve more than six consecutive years.
3. The chair shall be the presiding officer and shall preside over all regular, special, and public meetings of the Council. The vice-chair shall perform the functions of the chair in the absence of the chair.

### **Section B. Committees.**

1. At the beginning of the chair's term, and as vacancies occur, the chair shall, with concurrence of a majority of the Council, appoint the committee chairs.

- a. The Pre-Professional Preparation and Development Committee will initiate studies and recommendations on precertification training and education requirements for teachers, administrators and specialists.
  - b. The Licensure and Endorsement Committee will initiate studies and recommendations on types and alignments of certification and endorsements.
  - c. The Professional Practices Committee will study and make recommendations to the Board of Public Education on policies related to denial, suspension, and revocation of educator licensure and the appeals process. The Professional Practices Committee will oversee the 5-year review cycle of the Professional Educators of Montana Code of Ethics
2. The Chair may appoint Special Committees as needed that will allow in-depth study of issues that are the responsibility of the standing committees.
  3. The Executive Committee shall consist of the chair and vice-chair. The Executive Committee shall be responsible for presenting budgeting proposals to the Council and to the Board of Public Education. The Executive Committee shall be responsible for performing other duties as assigned by the chair or Council.
  4. The committees will meet at times agreed upon by the majority of the committee. The Council Chair and Executive Secretary of the Board of Public Education shall be informed of the purpose, time and place of all committee meetings.

#### **ARTICLE VI. ASSISTANCE**

The Council may request research, administrative, and clerical staff assistance from the Board of Public Education.

#### **ARTICLE VII. COMMUNICATIONS**

These bylaws may be added to or amended by a two-thirds majority vote of the entire Certification Standards and Practices Advisory Council provided that the proposed amendment is sent in writing to all members of the Certification Standards and Practices Advisory Council at least seven days in advance.