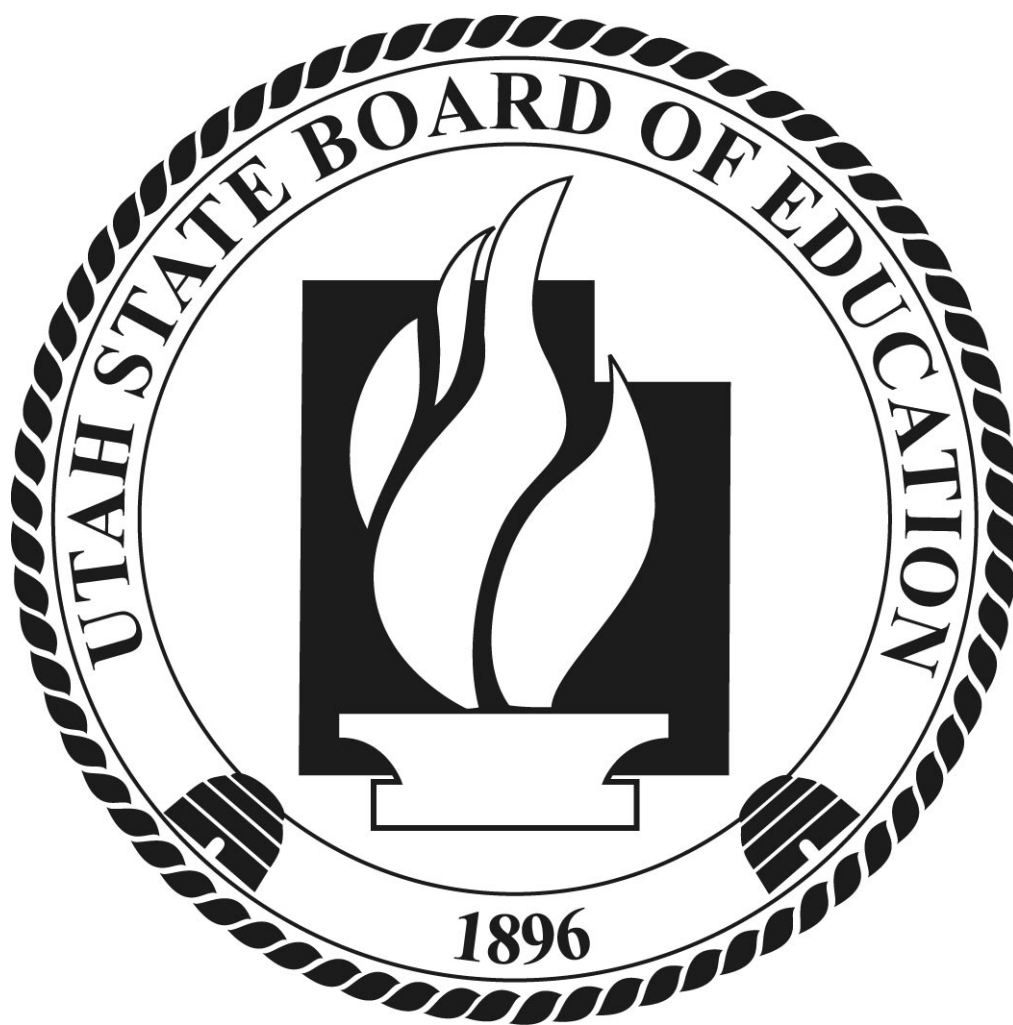


**BYLAWS OF THE
UTAH STATE BOARD OF
EDUCATION**



ARTICLE VIII—BOARD COMMITTEE PROCEDURES AND OUTSIDE COMMITTEE PARTICIPATION

- 1) Standing Committees of the Board:
 - a) Members are assigned to a standing committee by the Board Chair until otherwise reassigned, in consultation with the Vice chair(s), with consideration of Members' requests and potential conflicts of interest.
 - b) Chairs and vice chairs of the standing committees are appointed by the Board Chair, in consultation with the Vice chair(s).
 - c) Members shall review Standing Committee meeting materials and be prepared to discuss and take appropriate action before a standing committee meeting begins.
 - d) The Board Chair shall call standing committee meetings in consultation with committee chairs based on the needs and priorities of the Board.
 - e) After Board officer elections, the Board Chair, in consultation with the Vice chair(s), shall appoint Board committee chairs and vice chairs from among Members prior to the February Board meeting.
 - f) Standing committees are not subject to the Open and Public Meetings Act.
 - g) Standing committee meetings shall be open to the public, except as provided in Subsection (1)(h).
 - h) The Utah Schools for the Deaf and Blind Committee may close a meeting to the public, with 24 hours prior notice, for the following purposes:
 - i) Discussions regarding necessary services for an individual student;
 - ii) Discussions regarding appropriations that may affect specific individuals;
 - iii) Discussions regarding the implementation of safety protocols on USDB campuses; or
 - iv) Any other purpose allowed by Section 52-4-205.
 - i) A Member may not discuss confidential information discussed in a closed meeting outside of the closed session.
 - j) Standing committees may hold electronic meetings.
 - k) Standing committees shall adhere to the information/discussion/action item categories listed on the committee agendas.
 - l) Standing Committee Parliamentary Procedure:
 - i) Role of the committee - When the Board does not have sufficient information

- to make an informed decision, when extensive discussion may be helpful, or when it appears that the Board could accomplish more through the work of a committee, the Board, Board Chair, or Board Executive Committee may assign issues to Board committees or special committees for subsequent presentation to the entire Board.
- ii) Committee meeting procedural rules differ from rules that apply to a full Board meeting as follows:
 - A) A committee quorum consists of a majority of the committee membership.
 - B) Standing committee meetings will be staffed by a secretary assigned by the Superintendent.
 - C) A second is not required for a committee motion.
 - D) There is no limit to the number of times a Member may speak to a question, and motions to close or limit debate generally are not in order.
 - E) Informal discussion of a subject is permitted while no motion is pending.
 - F) The committee chair may speak in a discussion without relinquishing the chair, may make motions, and may vote on all questions.
 - G) A Board rule heard and voted on by a committee is considered as the Board's first reading.
 - m) Standing Committee Reports to the Board:
 - i) A committee agenda item receiving a favorable majority vote of the committee members will be brought to the entire Board for consideration with a report and motion from the committee. The motion requires no second.
 - ii) A committee agenda item not receiving a majority vote of committee members shall be reported back to the entire Board with no committee recommendation. The Board Chair may then entertain a motion to determine whether a majority of the Board wants to hear the item. If so, the item may be considered immediately.
 - n) Committee Agendas
 - i) Committee chairs and vice chairs should work with the Superintendent to recommend committee agenda items.
 - ii) The Superintendent shall submit proposed agenda items for Board Executive Committee review in accordance with the deadlines provided by the Board

Secretary.

- o) The Board shall record all standing committee meetings and live stream on the internet where facility technology allows.
- p) By motion, a standing committee may give direction to staff to:
 - i) Gather additional information to inform the committee's work; or
 - ii) Incorporate information into a draft rule or other document, which will come back to the committee for consideration or review.

2) Board Executive Committee:

- a) The Board Executive Committee shall include:
 - i) The Board Chair;
 - ii) The Vice chair(s);
 - iii) The chairs of the standing committees; and
- b) The Superintendent.
- c) The Deputy Superintendents shall serve as staff to the Committee
- d) USBE and related staff may attend as invited by the Board Chair.
- e) The Board Secretary shall serve as the secretary to the Board Executive Committee.
- f) The Board Executive Committee agenda is determined by the Board Chair and Vice chair(s), with recommendations from the Superintendent.
- g) Board Executive Committee meeting agendas shall be distributed to Board Members prior to each meeting.
- h) Members who are not on the Board Executive Committee may attend Committee meetings as observers and may be invited to participate by the Board Chair.
- i) Members not on the Executive Committee planning to attend a Committee meeting shall notify the Board secretary to ensure a quorum of the Board will not be present.
- j) Board Executive Committee meetings are convened only for the purpose of discussing the agenda for the upcoming Board meeting or to implement other such administrative or operational matters affecting the Board as contemplated in the Open and Public Meetings Act, 52-4-101, et seq.

3) Board Audit Committee:

- a) The powers and responsibilities of the Board and Audit Committee specific to

63I-5-301(3) are as described in Board Policy 2006.

- b) Process for Audit Committee membership selection:
 - i) Board leadership shall propose the audit committee membership in an executive session to the Board and include the Board leadership’s reasoning for the proposed membership;
 - ii) The Board shall vote to approve or amend the proposed Audit Committee membership.
- c) The Board shall only appoint members to the Audit Committee.
- d) The Board Audit Committee will generally meet monthly.
- e) Each meeting agenda may include the following:
 - i) Confidential discussion with the Internal Audit Department;
 - ii) Confidential discussion with the Internal Audit Director; and
 - iii) Confidential discussion with the Internal Audit Director and Superintendent.
- 4) Committees requiring Board Member representation:
 - a) By statutory requirement:
 - i) One or more Members serve on the Student Data Policy Advisory Group. (53E-9-302(3)(a) and Board Policy 5003)
 - ii) Two Members serve on the Utah Underage Drinking Prevention Program Advisory Council. (53G-10-406)
 - iii) The Board Chair or the Board Chair’s designee serves on the Talent Ready Utah Board. (63N-12-503(1)(d))
 - b) By invitation, assigned Members participate in meetings of:
 - i) Utah School Boards Association (USBA) Board of Trustees (non-voting).
 - ii) Utah Rural Schools Association (URSA) Board of Directors.
 - iii) Utah High School Activities Association (UHSAA) Board of Trustees.
 - iv) Utah State Charter School Board (non-voting).
 - v) Two Members to serve on the USBE IT Governance Council.
 - vi) Teacher of the Year Selection Committee.
 - vii) Other committees, as invited.
 - c) By Board rule or policy:
 - i) Two Members serve on the Assessment and Accountability Policy Advisory Committee (AAPAC). (Board Policy 5002).

- 5) The Board may establish an ad hoc advisory group, taskforce, or advisory committee with respect to the Board's responsibilities in accordance with Board Policy 1004.
- 6) The Board may dissolve any non-statutory advisory committee if the Board determines the committee is no longer necessary or effective.
- 7) The Board may maintain membership in national organizations with relevance to the Board's mission.