

**Ohio Committee of Practitioners Bylaws**  
**Adopted May 15, 2003**  
**Amended February 2008**

**Article I. Name**

The name of the committee shall be the Ohio Committee of Practitioners, Elementary and Secondary Education Act (ESEA), reauthorized by the 107<sup>th</sup> Congress in January 8, 2002, as Public Law 107-110 the No Child Left Behind Act (NCLBA), Section 1903.

**Article II. Form of the Committee**

The committee shall include:

- A. As a majority of its members, representatives from local educational agencies;
- B. Administrators, including the administrators of programs described in Title I;
- C. Teachers, including vocational (career technical) educators;
- D. Parents;
- E. Members of local school boards;
- F. Representatives of private school children;
- G. Pupil services personnel; and
- H. Representatives of public and private institutions of higher education that prepare professional educators.

**Article III. Purpose**

The committee shall advise the State in carrying out its responsibilities under ESEA, Title I, and other Titles upon request of the Ohio Department of Education through the office of the Executive Director of Federal Student Programs.

The duties of such committee shall include a review, before publication, of any proposed or final State rule or regulation pursuant to this title.

In an emergency situation where such rule or regulation must be issued within a very limited time to assist local educational agencies with the operation of the program under this title, the State education agency may issue a regulation without prior consultation, but shall immediately thereafter convene the State committee of practitioners to review the emergency regulation before issuance in final form.

**Article IV. Membership**

The committee shall consist of

- A. Members appointed for a four-year term of service by the Executive Director and confirmed by the State Superintendent of Public Instruction. (Proviso: Beginning with the first meeting of 2003-2004 school year current Committee of Practitioners members will serve either a two year, three year or four year term. The length of the terms will be determined by drawing numbers.)

- B. Appointments shall be representative of geographic and ethnic balance. Appointees shall have an interest, experience and a demonstrated commitment to issues pertaining to ESEA. Appointments shall be made without regard to color, race, religion, gender, sexual orientation, national origin, parental or marital status, age, ancestry and/or disability. Members must be residents of Ohio.
- C. The Committee shall make reasonable accommodations to enable participation of its members and guests who are people with disabilities.
- D. There shall be no fee required for membership. Members shall not receive any financial reimbursement for their services. Members shall be reimbursed for necessary travel, meals, and overnight accommodations expenses at rates set by the Ohio Department of Administrative Services.
- E. Member vacancy: A Committee member position shall be deemed vacant when:
  - i. An appointee who has not been confirmed withdraws her/his name from consideration;
  - ii. A member no longer continues to meet qualifications for appointment during the term of office; or
  - iii. A member voluntarily resigns prior to the expiration of an appointed term.
- F. Committee members shall disqualify themselves from participation in any discussion and/or vote in which a board member of his/her family has a financial interest (tangible gain) or a personal interest which would affect independence in judgment or action in the performance of the member's duties.
- G. Members may not speak on behalf of the Committee without express permission of the Committee.
- H. Member Resignation: A Committee member may resign from Committee membership by giving written notice to the Chair and the Executive Director. The notice shall specify an effective date of resignation, and whenever possible, should be submitted 30 days prior to the effective date of resignation.
- I. A Committee member may be removed from the Committee only by the Executive Director. The Committee may recommend that a member be removed for failure to participate in Committee activities or for behavior that negatively impacts the Committee's purpose.

#### **Article V. Meetings**

- A. The Committee shall meet quarterly unless otherwise determined by a majority of voting members. The time of the meeting shall be determined by a consensus of the Committee. The location of the meeting shall be determined by the Executive Director or her/his designee. All meetings of the Committee shall be called, noticed, held, and conducted in accordance with Ohio Open Meetings Law.

- B. Additional meetings deemed expedient, or at the request of the majority of the Committee shall be called at a time and place agreed upon by the Chair and/or the Executive Director. Additional meetings shall be called, noticed, held, and conducted in accordance with the Ohio Open Meetings Law.
- C. Quorum: At any meeting, a quorum shall consist of a majority of the Committee members. No action item requiring the Committee's vote shall be resolved in the absence of a quorum.
- D. Voting: The vote on all questions coming before the Committee shall be by voice vote, raising of hands, or other effective method. The Chair shall vote in all cases, when present.  
Upon request by any Committee member, a vote will be tallied and recorded in the meeting minutes.
  - **Upon written notification prior to a meeting to the chair or designee, a member can submit their vote on any agenda item**
- E. Attendance: Members are expected to attend all regular meetings, but two absences per year may be excused. A member who can not attend may send an alternate who shall be non-voting.

#### Article VI. Officers

- A. The Officers shall serve a two-year term. The Officers of the Committee shall consist of the chair, vice-chair, and recording secretary.
- B. Election of the officers will be held during the last meeting of the school year and assume office at the first meeting of the school year (School year defined as July 1 – June 30).
- C. The Officers shall be elected by the committee.
  - a. The Chair shall:
    - i. Preside at all regular and Executive Committee meetings.
    - ii. Serve as Chair of the Executive Committee.
    - iii. Formulate the meeting agendas, establish the calendar for the year and call special meetings when necessary jointly with the Executive Director or her/his designee.
    - iv. Oversee the Committee work plan.
    - v. Serve as the spokesperson for the Committee.
    - vi. Perform such other duties as required and approved by the Committee.
  - b. The Vice-Chair shall:
    - i. Assist the Chair in fulfilling her/his duties and shall serve as chairperson during the absence of the chairperson.
    - ii. Serve on the Executive Committee.
    - iii. Chair subcommittees on special subjects as designated by the Committee.
    - iv. Ensure that all Committee activities adhere to the Committee bylaws
    - v. Shall perform such duties as required and approved by the Committee.



c. Secretary

- i. Record meetings of the committee.
- ii. Prepare communications to committee members as needed.
- iii. Serve on the Executive Committee.

D. Officer Resignation: A Committee officer may resign from office by giving written notice to the Chair or the Executive Director. The notice shall specify an effective date of resignation, and whenever possible should be submitted at least 30 days prior to the effective date of resignation.

E. Officer Vacancy; In the event the Chair is unable to fulfill her/his duties or resigns in the middle of the term, the Vice-Chair automatically assumes the duties of the Chair until elections of the office are held. In the event of a vacancy in any other officer position, the Committee shall elect a Committee member to fill the unexpired term.

**Article VII. Recruitment and Appointment of Members**

Committee vacancies and resignations will be filled in the following manner:

- A. The Executive Director, or her/his designee, will seek out potential Committee members.
- B. Openings will be made known to the organizations represented on the Committee.
- C. Qualified individuals who are recommended by their professional organization will be invited to serve on the Committee.

**Article VIII. Subcommittees**

An Executive Subcommittee shall consist of the Committee Officers, Subcommittee Chairs and one member-at-large. The at-large member shall be elected from the general Committee membership and shall have a term coinciding with that of the Committee's Officers.

Executive Committee meetings shall be open public meetings to which all Committee members are invited. The Executive Committee shall meet as needed to facilitate the direction and completion of Committee business. The Executive Subcommittee will have the authority to set Committee agendas and to conduct Committee business which requires timely action in the intervals between regular meetings.

Special Subcommittees: The Chairperson shall have the authority to create any subcommittees that may be deemed helpful to the work of the Committee and the accomplishment of its purpose. Subcommittee Chairpersons shall serve on the Executive Committee. Subcommittees shall cover issues relevant to the mission of the Committee.

**Article IX. Finances**

The Committee shall neither receive funds nor make disbursement of its own authority.

**Article X. Support Services**

Secretarial, mailing, telephone, and other minimal support services essential to the work of the Committee will be provided by the Ohio Department of Education. Minutes will be posted on the Ohio Department of Education web site at least ten business days before the next meeting. All official records of the Committee shall be kept at the Ohio Department of Education Office of Federal Student Programs and upon request will be made available for public inspection during regular business hours.

**Article XI. Amendments**

These bylaws may be amended by a majority vote at any meeting of the Committee provided that notice of the proposed amendment(s) have been sent to all members ten business days in advance of the meeting.

**Article XII. The Rules** The Rules contained in Robert's *Rules of Order* Newly Revised shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.