## NEVADA STATE BOARD OF EDUCATION

# NEVADA STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

# STANDING RULES AND PROCEDURES

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### NEVADA STATE BOARD OF EDUCATION NEVADA STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

#### STANDING RULES

#### **PURPOSES:**

In keeping with their Oath of Office, members of the Nevada State Board of Education (and the Nevada State Board for Career and Technical Education) will promote the general diffusion of knowledge, represent educational interests of Nevada citizens, provide counsel to the superintendent of public instruction, hold public hearings and deliberate upon educational issues as warranted, adopt regulations appropriate to the implementation of legislation, and take actions to ensure equality of educational opportunity, effective instruction of students, pursuit of educational excellence, and guidance for the productive use of public resources.

The State Board of Education shall hold meetings at a location selected by the board <u>at least</u> one month in advance of a scheduled meeting. In addition to the nine (9) meetings required by NRS 385.040, the secretary of the board may call a meeting upon written (electronic) request of the president or any three voting members of the board.

#### **OFFICERS**

The officers of the State Board of Education shall be a president, vice president, and secretary (Superintendent of Public Instruction).

#### **ELECTIONS**

- 1. The secretary to the board, the superintendent of public instruction, shall convene the January organizational meeting and oversee election of board officers at that meeting (Per NRS 385.030)
- 2. Officers shall be elected annually from among the legislatively specified seven voting members of the board. An officer must be selected by at least four of the legislatively specified seven voting members. Officers may serve for one or more years.
- 3. The president shall preside over public meetings of the board. In the absence of the president, the vice president shall serve as the presiding officer.
- 5. The deputy attorney general, assigned by the Attorney General's Office, serves as legal counsel for all matters under the purview and control of the board.

#### **BOARD PROCEDURES**

- 1. Robert's Rules of Order shall govern the course of business and debate so far as it may be applicable to the procedure of the State Board of Education, and when they are not in conflict with State statute or the board's adopted standing rules. The president may vote on all matters. Voting members must be physically present to vote.
- 2. Every meeting of the State Board of Education shall be conducted in accordance with a posted agenda pursuant to NRS Chapter 241 (Nevada Open Meeting Law). The agenda will be approved by the president prior to distribution and will be distributed to all members of the board at least ten (10) working days prior to the meeting.
  - A. If a request from a board member is received in writing or verbally, the president will place the item on the next appropriate agenda. If the request is denied, a copy of the request and the denial is sent to each member of the board.
  - A.B. If a total of four legislatively specified voting members prefer the item should be placed on the agenda, those members will notify the president in writing and the item will be placed on the next appropriate agenda.
- 3. Pursuant to NRS 385.040 a majority (or four) of the voting members of the State Board of Education constitutes a quorum. Any motion must have four votes from voting members.
- 4. The President may appoint such select committees as are deemed necessary for the select committee to gather information and make recommendations for deliberation by the full board. Any committees so appointed shall meet in compliance with the Nevada Open Meeting Law and shall be governed by Robert's Rules of Order.
  - a. A legislatively-specified non-voting member of the board may be appointed to any select committee, and may vote, during committee meetings, on recommendations to be made in a report to the full board.

#### MINUTES:

4.5. It shall be the policy of the board that minutes of meetings briefly summarize the deliberations of members, as well as action taken. Requests by board members for verbatim inclusion in the minutes may be made by stating, 'I would like my comments entered into for the record.' If a member of the public who addresses the board requests that the minutes reflect his or her remarks, the Ppublic comments will be summarized in the minutes, or if a member of the public submits a copy of prepared remarks and requests that they be included in the minutes, the prepared remarks may be included in the minutes. and Any other materials submitted during public comment will be included in the minutes only at the request of a member of the board pursuant to the requirements of NRS 241.035(1).

#### TRAVEL

- 1. Pursuant to the *State Administrative Manual* (S.A.M.) Travel Policy and Reimbursement Schedule, and the Department of Education Rules of Practice, board members will receive reimbursement at state-approved reimbursement rates for the following:
  - A. Expenses for travel related to regularly scheduled or emergency meetings of the Nevada State Board of Education, and
  - B. Expenses for in-state or out-of-state travel, for attendance at conferences or other education functions that have been pre-approved by the board president, and/or voted upon by the board.
- 2. Board member travel arrangements are to be coordinated with the assistant to the board. Board members are to attend meetings at the location closest to their residence.
- 3. Required receipts for reimbursement must be forwarded to the Board Assistant within ten (10) working days after travel has been completed.
- 4. Travel expense reimbursement to attend meetings of subcommittees, task forces and/or ad hoc committees as a representative of the board, will be determined by funding capabilities.
- 5. All travel for board members, student representative(s) and assistant to the board, other than to regular or emergency meetings of the board, will have prior approval by the Superintendent of Public Instruction per NRS. 385.050.

#### RULES FOR PUBLIC TESTIMONY ON PROPOSED REGULATIONS

- 1. In accordance with NRS 233B.061, the board, or the superintendent as secretary of the board and executive head of the Departmentits designee, shall hold at least one Workshop to Solicit Comments to offer the opportunity for public comment on one or more general topics to be addressed in a proposed regulation. Not less than 15 days' notice will be provided for the date and time of the workshop. Proposed regulation language may or may not be provided at the workshop. Written comments may be submitted per 3 below.
- 2. In accordance with NRS 233B.060, the board, before adopting, amending or repealing any permanent or temporary regulation shall give at least 30 days of notice and three days for mailing of the intent to hold a public hearing on proposed regulation language.
  - Before holding a public hearing for possible adoption, at least one workshop to solicit comments from interested persons will be held per NRS 233B.061, with the exception of language for board permanent adoption upon closure of the temporary adoption period (July 1 of an even-numbered year to July 1 of an odd-numbered year).
  - The board will endeavor to hold public hearings on its intended action in two separate locations. The board does reserve the right to hold a hearing at only one location. Also,

under NRS 233B.060, the board has the authority to promulgate emergency regulations, which expire and then must go through the regular public hearing process.

- 3. All persons wishing to submit written testimony for a workshop or public hearing of the board should do so at least five (5) working days before the scheduled meeting date.
- 4. Written submissions should be sent to: Assistant to the Board, State Board of Education, Department of Education, 700 East Fifth Street, Suite 100, Carson City, Nevada. All materials will be duplicated for distribution to the board members.
- 5. Persons wishing to give oral testimony at the workshop or public hearing should sign in at the meeting on the cards provided and submit the card to the assistant to the board.
- 6. Each person giving oral testimony is asked to provide a single page abstract of comments, if possible.
- 7. The board president or superintendent, at the time of the workshop or public hearing, may ask persons to condense their testimony so that all persons wishing to speak will have the opportunity. Time limits on testimony may be placed at the discretion of the board president.

#### RULES FOR HEARINGS CONCERNING REPRISAL

Pursuant to NRS 391.632, the State Board may hold a hearing upon request from a school official who believes reprisal or retaliatory action has been taken again him or her as a result of disclosing information concerning irregularities in testing administration or testing security.

- 1. A minimum of 21 working days' notice must be given that a hearing will be held. The hearing will be held in public and in accordance with the Nevada Open Meeting Law.
- 2. The board may use its subpoena power (NRS 391.636) to compel witnesses to attend. If the school official requesting the hearing submits a list of witnesses to be called, the Board may use its subpoena power.
- 3. PWritten pre-hearing statements are required and will be taken by the superintendent or deputy attorney general assigned to the Department, as will be explained to the parties when they receive notice of the hearing. APre-hearing statements and any exhibits must be submitted at least five working days in advance of the hearing date, and each party must provide the other party a copy of their respective pre-hearing statements and any exhibits when they are submitted to the superintendent or deputy attorney general.