



## BYLAWS OF THE DC STATE BOARD OF EDUCATION

### INTRODUCTION

In accordance with the District of Columbia Official Code § 38-2652(d)(1) (referred to as “the DC Official Code”), the District of Columbia State Board of Education (“State Board” or “SBOE”) hereby adopts the following bylaws, effective as of the date and authorized signature below, for its own governance and to promulgate such regulations as may be necessary to carry out its powers and duties.

### ARTICLE I: COMPOSITION AND AUTHORITY

#### 1.1 Authorities & Jurisdiction

The authority and jurisdiction of the State Board are set forth in the DC Official Code § 38-2652. In accordance with the DC Official Code, the State Board advises and reviews for approval statewide educational issues, policies, regulations, plans and standards. Consistent with its role in shaping critical educational policies, the State Board of Education may also make recommendations that would improve public education in the District of Columbia.

#### 1.2 Official Acts

The State Board shall exercise its authority through the official acts of its members taken while the State Board is in session, when a quorum of the State Board is present and in compliance with the Open Meetings Act (DC Official Code §2-571 to §2-579).

#### 1.3 Quorum

A majority of properly seated members of the State Board present at a meeting shall constitute a quorum for the purpose of transacting business at any State Board meeting. A quorum consists of five (5) or more elected members of the State Board.

#### 1.4 Policies and Procedures

The State Board shall adopt official policies and procedures as needed for the efficient operation of the State Board and in partnership with its component Offices as defined in Article III below. In the absence of an adopted policy and procedure, the relevant policy or procedure of the District of Columbia government agency with subject matter jurisdiction over the subject matter at issue shall be identified and followed.



## ARTICLE II: MEMBERSHIP

### 2.1 Composition

The composition and governance of the State Board, the manner in which members are elected, qualifications for holding the office as a member of the State Board, and the term of office of members of the Board are established by the DC Official Code § 38-2651.

### 2.2 Student Representatives

Four (4) high school students attending a public school within the District of Columbia shall be selected by the State Board to serve as representatives of the District of Columbia's student population. The student representatives serve a one (1) year term from August-July, and shall be invited to participate in all meetings, as well as committees. The votes of student representatives shall be recorded but shall not affect the outcome of a State Board action, except where noted below in Article V: Committees. At least one (1) Student Representative must attend a school or live in Ward 7 or 8. Student representatives shall be selected through an application process established by the Executive Director, including review of applications by the State Board. The State Board will ensure that, to the greatest extent possible, the Student Representatives will represent the most diverse and cohesive group as possible to adequately reflect the diversity of the District of Columbia.

### 2.3 Officers

Officers of the State Board shall be a President and a Vice President. No member may serve as both President and Vice President at the same time.

### 2.4 President

The State Board is headed by a President, in accordance with the DC Official Code. The President shall serve in a general leadership role over the affairs of the State Board, shall conduct all meetings of the State Board as the "chair," and shall perform all duties of the President provided for by the DC Official Code. The President may make motions, second motions, participate in discussion, and vote on all matters at meetings of the State Board.

#### 2.4.1 Duties of the President

The President shall:

- (1) Serve as spokesperson for the State Board and make all formal statements in the name of the State Board. The President (or a designee) shall speak, write, and act on behalf of the State Board on the issues consistent with the functions, objectives, and purposes of the State Board;



- (2) Serve, or nominate members to serve, on other governmental bodies, committees or councils that may be created by statute, official order or other method to fulfill the State Board's responsibilities. Nominations shall be confirmed by majority vote;
- (3) Serve, as necessary, on local, state, and national organizations, committees or councils that have an impact on public education or nominate a member to serve in his or her place. Nominations shall be confirmed by majority vote;
- (4) Serve as an ex-officio voting member of any State Board committees or task force;
- (5) Preside at all meetings of the State Board and follow-up with the State Superintendent to ensure that all agreed-upon actions are implemented;

#### 2.4.2 Election of the State Board President

The State Board will select a President from among its nine (9) members. The President shall serve until his or her successor is elected in accordance with this section. The annual election of the President of the State Board shall be the first order of business on the agenda at the first Public Meeting in each calendar year.

The election of the President shall be carried out as follows:

- (1) The President shall be elected by a majority vote of State Board members present and voting under the rules set forth in these bylaws. The meeting to elect the President shall be called to order by the member of the State Board with the longest tenure on the State Board. In the event that two members have the same tenure, whichever member was sworn in first shall have the longer tenure.
- (2) Nominations for the President may be made by any member of the State Board. No second shall be required.

#### 2.5 Vice President

The Vice President shall assist the President in his or her duties, as the President may direct, and shall preside at meetings. The Vice President shall chair the standing committee. The Vice President may, at the direction of or in the absence of the President, temporarily serve as the official representative of the State Board to the State Superintendent. At no time shall the Vice President serve in this function for more than one month without consent of the State Board by majority vote. The annual election of the Vice President of the State Board shall be the second order of business on the agenda at the first Public Meeting in each calendar year.

The election of the Vice President shall be carried out as follows:

- (1) The Vice President shall be elected by a majority of the full State Board. The meeting to elect the Vice President shall be called to order by the President.
- (2) Nominations for the Vice President may be made by any member of the State Board. No second shall be required.



## 2.6 Term of Office

Newly elected officers shall assume office immediately following their election as officers.

## 2.7 Absence of Officers

In the absence of the President and Vice President from an official meeting of the State Board, the chair will fall to the member of the State Board with the longest tenure on the State Board.

## 2.8 Vacancies

Whenever a vacancy occurs in the membership of the State Board, the vacancy shall be filled in accordance with the DC Official Code and any other applicable laws of the District of Columbia.

## 2.9 Officer Vacancies

Whenever the office of President or Vice President becomes vacant for any reason, the State Board shall hold a special election, at the next meeting of the State Board, to fill the vacant office. A vacant officer position shall be filled by a majority vote of the full State Board.

# ARTICLE III: OFFICES WITHIN THE AGENCY OF THE STATE BOARD

## 3.1 Offices of the State Board

The Agency of the State Board consists of the Office of the State Board, the Office of the Ombudsman for Public Education and the Office of the Student Advocate. Staff within the three offices shall be hired in accordance with DC Official Code and DC Municipal Regulations, unless an alternative policy or regulation is adopted by the State Board, Ombudsman or Chief Student Advocate in accordance with DC Official Code. The State Board shall not impair the exclusive budget and personnel authority granted to the Office of Ombudsman for Public Education pursuant to § 38-351, or the Office of the Student Advocate pursuant to § 38-371.

## 3.2 Office of the State Board.

An Executive Director shall be appointed by the State Board to support the State Board in all its operations. The Executive Director reports to the State Board; the President shall be the supervisor of the Executive Director. All staff within the Office of the State Board shall report to the Executive Director. The Executive Director shall serve as Head of Agency for the State Board and retain responsibility for the agency's budget, human resources, procurement, contracting, risk management, information technology, and other administrative requirements.



The Executive Director shall also serve as a liaison between the State Board and the Office of the State Board staff. After notice and an opportunity to be heard, the Executive Director may be removed for cause or with the two-thirds majority vote of the State Board.

### 3.3 Office of the Ombudsman for Public Education

The State Board shall in accordance with DC Official Code § 38-351 appoint an Ombudsman for Public Education. The Ombudsman reports to the State Board. The Ombudsman shall have exclusive authority over the personnel and budget of the Office of the Ombudsman for Public Education. The Ombudsman shall perform the duties and responsibilities of DC Official Code § 38-353 without interference from any outside agency, individual or organization. The Ombudsman shall not be constrained in the issuance of reports and recommendations. After notice and an opportunity to be heard, the Ombudsman may be removed only for cause that relates to the Ombudsman's character or efficiency by a two-thirds majority vote of the State Board of Education, in accordance with DC Official Code § 38-351(b)(3).

### 3.4 Office of the Student Advocate

The State Board of Education shall in accordance with DC Official Code § 38-371 appoint a Chief Student Advocate. The Chief Student Advocate reports to the State Board. The Chief Student Advocate shall have exclusive authority over the personnel and budget of the Office of the Student Advocate. The Chief Student Advocate shall perform the duties and responsibilities of DC Official Code § 38-373 without interference from any outside agency, individual or organization. The Chief Student Advocate shall not be constrained in the issuance of reports and recommendations. After notice and an opportunity to be heard, the Chief Student Advocate may be removed only for cause that relates to the Chief Student Advocate's character or efficiency by a two-thirds majority vote of the State Board of Education, in accordance with DC Official Code § 38-371.

## ARTICLE IV: BOARD OFFICIAL MEETING PROCEDURES

### 4.1 Regular Meetings

The board can have the following types of meetings: public meetings, working session and roundtable.

#### (1) Public Meetings

Official public meetings are the monthly meeting of the State Board pursuant to the DC Official Code. A public meeting of the State Board is held for the purpose of taking testimony concerning business before the State Board and conducting votes on matters before the State Board.



## (2) Working Sessions

A working session is a meeting held for the purpose of determining the contents of a measure to be considered by the State Board. A working session is different from a public meeting as in a working session, no votes are taken and no testimony is taken from the public, although the public may attend the working session.

## (3) Roundtables

A roundtable is a meeting of individuals or representatives of organizations in which people (including board members) discuss topics on equal terms in order to hear various viewpoints and debate an issue before the State Board in a more informal manner.

### 4.2 Special Meeting

The President may call special meetings of the State Board not less than seventy-two (72) hours prior to the meeting. A majority of properly seated members of the State Board may call a special meeting of the State Board by informing the President in writing of the purpose of the special meeting not less than seventy-two (72) hours prior to the meeting. The agenda of the special meeting shall include only those items set forth in the notice of the purpose of the meeting.

### 4.3 Open Meetings & Public Notice

All meetings of the State Board shall be open to the public in accordance with the District of Columbia Open Meetings Act (DC Official Code §2-571 to §2-579). The State Board shall give public notice of meetings at least forty-eight (48) hours or two (2) business days prior to the time of the meeting, showing the agenda, date, time and place thereof.

### 4.4 Time and Place of Meetings

The State Board shall conduct its meetings at a time and place designated by the State Board, as required to conduct official business in accordance with the District of Columbia Open Meetings Act

### 4.5 Community Input

The State Board is committed to receiving community input with respect to issues brought before it through community meetings and forums, surveys of families and students, public comment, engagement with stakeholders and other methods designed to amplify community voices. Additional information about community input opportunities shall be set forth in official policies of the State Board.

### 4.6 Required Consideration of Matters



In order for a matter to be voted upon by the State Board, it must first be considered at the immediately preceding working sessions, or receive the support of two thirds of members for a motion to waive previous notice. Effort shall be taken to ensure Board deliberations are informed by research provided by the State Board staff, the State Superintendent, and other relevant organizations.

#### 4.7 Voting

Motions and approval of resolutions will be passed upon a majority of members present having voted in the affirmative. In the event of a tie vote, the resolution will fail. Votes shall be recorded for the official record.

- (1) Participation of members by telephone or other approved electronic device must be approved by majority vote of the State Board and occur in accordance with the Open Meetings Act;
- (2) In the event of a vote involving a member who is participating by telephone or other approved electronic conference call device the vote shall be recorded by roll call in accordance with the Open Meetings Act (DC Official Code §2-571 to §2-579).

#### 4.8 Written documents

Written documents presented at a meeting or written documents provided to the State Board prior to a meeting, may be acted upon and inserted into the record without reading the material into the record at the discretion of the President or person conducting the meeting on behalf of the President.

#### 4.9 Parliamentary Authority

Roberts' Rules of Order, Newly Revised, 11th Edition shall be used as a guide to govern the conduct of business at meetings of the State Board, and any committee authorized by the State Board in all cases in which they are applicable and not in conflict with these bylaws. The Executive Director shall serve as Parliamentarian.

#### 4.10 Meeting Materials

Items such as regulations, standards, policies, resolutions and other official materials may only be placed on the agenda for consideration at a public meeting or working session of the State Board if the material has been received by the office of the State Board by noon on the day five days prior to the meeting. Ceremonial actions, resolutions or recognitions are not subject to this provision.

#### 4.11 Agenda



(a) A written agenda of matters to be considered at each regular or special meeting shall be given to each Board member no less than three (3) business days prior to the date fixed for the meeting.

(b) Any Board member may submit an item for consideration provide the submission is made at least seven (7) business days prior to the date of the meeting at which consideration is desired. The item should include, at minimum, a title and/or description of the agenda item, supplementary material as necessary to explain the need of the item and a statement on how the item will increase equity in education in the District of Columbia .

(c) The State Superintendent of Education may submit items for consideration provided that they are submitted at least seven (7) business days prior to the date of the meeting at which consideration is desired and containing a title and/or description of the agenda items.

(d) The agenda for public meetings may include:

- (a) Call to Order & Quorum
- (b) Approval of Agenda
- (c) Approval of Minutes
- (d) Comments from the President
- (e) Comments from the State Superintendent
- (f) Public Comments
- (g) Presentations
- (h) Action Items
- (i) Committee Reports
- (j) New Business
- (k) Adjournment

(e)The agenda for working sessions may include:

- (a) Call to Order & Quorum
- (b) Items to be considered at the next public meeting
- (c) Items to be considered at future public meetings
- (d) Reports from the President
- (e) Reports from the Executive Director
- (e) Reports from Committee Chairs
- (f) Reports from Members representing the SBOE
- (g) Reports from Members
- (h) Reports from Offices
- (i) New Business
- (j) Adjournment

## ARTICLE V: COMMITTEES



## 5.1 Standing Committees

Upon adoption of these bylaws, five standing committees shall be established: Administrative, Accountability & Assessment, Educational Standards, Educator Practice & School Support and Advocacy & Outreach. Committee members shall be nominated by the President and approved by majority vote of the State Board unless delineated below.

(a) The Administrative Committee shall monitor and oversee the State Board's budget, personnel and governance.

- (1) The Administrative Committee shall consist of the Vice President (or their designee), who shall serve as chair, and two other members nominated and confirmed by the State Board. In the event that no member of leadership has previously served in leadership for more than one year, at least one member of the standing committee shall be a member of the State Board that has previously served in leadership.
- (2) If the head of an Office (Executive Director, Ombudsman, Chief Student Advocate) believes the decision of the Standing Committee to be in error, that decision may be appealed to the full State Board at its next meeting.
- (3) The Administrative Committee shall be responsible, with the administrative support of the Executive Director of the State Board, for:
  - (1) Developing and presenting a calendar of meetings to the State Board including dates and issues.
  - (2) Development and submission to the State Board of an annual budget for the agency of the State Board of Education, in conjunction with the Executive Director, Ombudsman and Chief Student Advocate, and ensure that the expenditure of State Board funds is compliant with District law.
  - (3) Nominate members to serve on other governmental bodies, committees or councils that may be created by statute, official order or other method to fulfill the State Board's responsibilities. Nominations shall be confirmed by majority vote of the State Board.
  - (4) Nominate members to serve on local, state, and national organizations, committees or councils that have an impact on public education. Nominations shall be confirmed by majority vote.
  - (5) Setting of office goals, performance standards, and the evaluations for and, in collaboration with, the Executive Director of the State Board of Education, Ombudsman and Chief Student Advocate.
  - (6) Developing and proposing to the State Board annual goals and performance review targets inclusive of the State Board's Equity Framework.



- (7) As needed, evaluating and recommending to the State Board candidates for the positions of Executive Director, Ombudsman and Chief Student Advocate.
  - (8) Approving qualifications and salary guidelines for all staff positions with the Office of the State Board.
  - (9) Approving qualifications and salary guidelines for the Ombudsman for Public Education in accordance with DC Official Code § 38-351 and the Chief Student Advocate in accordance with DC Official Code § 38-371.
  - (10) Making recommendations to the State Board of revisions to the bylaws, procedure and policies of the State Board.
- (b) The Accountability & Assessment Committee shall monitor and provide recommendations related to:
- (1) The state accountability plan for the District of Columbia developed by the Chief State School Officer.
  - (2) The categories and format of the annual report card, pursuant to the Every Student Succeeds Act.
  - (3) Approve state rules for enforcing school attendance requirements.
  - (4) The rules for residency verification.
  - (5) Statewide assessments.
- (c) The Educational Standards Committee shall monitor and provide recommendations related to:
- (1) State academic standards.
  - (2) High school graduation requirements.
  - (3) High school graduation requirements.
  - (4) Standards for high school equivalence credentials.
  - (5) State standards for homeschooling.
  - (6) Statewide literacy
- (d) The Educator Practice & School Supports Committee shall monitor and provide recommendations related to:
- (1) Standards for accreditation and certification of teacher preparation programs of colleges and universities.
  - (2) Issues of teacher retention.
  - (3) Oversee bi-annual teacher advisory group.
  - (4) Statewide structures of support for improvement for LEAs and schools.
- (e) The Advocacy & Outreach Committee shall monitor and provide recommendations related to:
- (1) State policies for parental involvement
  - (2) State policies for supplemental education service providers
  - (3) The list of charter school accreditation organizations



- (4) The list of private placement accreditation organizations
- (5) Oversee bi-annual parent advisory group
- (6) Follow up on Board resolutions and proposed legislation

## 5.2 Ad Hoc Committees and Task Forces

The State Board may, from time to time, vote to establish ad hoc committees or task forces to help carry out its responsibilities. These may be proposed by a standing committee or any member or members of the State Board may submit a proposal for the creation of a committee to the State Board in the form of a resolution. Such a resolution must follow the regular consideration process. Subject to the approval of a majority of members, the resolution will identify the charge of the committee or task force and may appoint a chair and members of the committee. It is expected that the chair of a committee or task force will report back to the full State Board on a regular basis.

## 5.3 Authority

No standing or ad hoc committee or task force is authorized to take any form of official action or to speak on behalf of the State Board.

## 5.4 Ex Officio member

The President shall be an ex officio member of all standing or ad hoc committee and task force but may only vote to break a tie.

## 5.5 Open Meetings

Unless designated otherwise by public notice, all standing and ad hoc committee meetings will be open to the public.

## 5.6 Committee & Task Force Chairpersons

The chairperson of a standing or ad hoc committee or task force:

- (1) Presides at meetings of the committee or task force they chair, except that they shall yield the chair to another committee member in the event they will be absent or confronts a conflict regarding any matter coming before the committee, and may yield the chair to another committee member for personal reasons; and
- (2) In consultation with the other committee members, and appropriate staff, shall assist in the preparation of committee agendas and coordinate and facilitate the work of the committee in furtherance of the State Board's goals and objectives.

## 5.7 Non-Member Appointments



Appointments of non-members of the State Board to an ad hoc committee shall be made by the committee chair with the approval of a majority of members of the State Board or by public application. These appointments shall be made in consultation with the President, taking into consideration nominees submitted by State Board members, and identified groups or organizations.

#### 5.8 Student Representatives

Student Representatives may be nominated to committees by the President and approved by majority vote of the State Board. Student Representatives shall be permitted to vote and have their vote counted for decision-making in all votes taken in committee.

### ARTICLE VI: RECORDS

#### 6.1 Record of Official Acts

The official acts of the State Board shall be recorded in an official transcript and meeting record that shall be maintained in the District of Columbia Archives.

#### 6.2 Books and Records

Except as otherwise provided for by resolution or as the business of the State Board may require, all books and records shall be kept at the office of the State Board or the District of Columbia Archives.

#### 6.3 Record of Meetings

Public Meetings and working sessions will be recorded and maintained as part of the State Board's permanent records. Copies recorded shall be kept for all public meetings and shall be made available to the public for inspection during normal business hours. Such copies shall be available, upon request, to the public at a reasonable cost. The State Board shall strive to provide additional methods of access including video recording, transcripts and minutes when possible.

### ARTICLE VII: ETHICS

#### 7.1 Ethical Standards

Members and staff of the State Board shall pledge to conduct themselves and maintain an organization with the highest ethical standards and shall uphold the standards of the [District of Columbia's Code of Conduct](#).



## 7.2 Conflict of Interest

Elected officials shall not act on, or decide, any matter in which there is a conflict or potential conflict, created by their financial, personal, family, business, or client interest. Failure to disclose or violations of this section may be cause for censure or reprimand by the State Board.

## 7.3 Official Statements

Members of the State Board shall make official statements on behalf of the State Board only when authorized by the State Board to do so. Violations of this section may be cause for censure or reprimand by the State Board.

## 7.4 Individual Statements

The State Board shall not be bound in any way by an action or statement of an individual member or group of Board members, except when the action or statement is authorized by the full State Board. Staff of all entities under the supervision or oversight of the State Board are prohibited from lobbying other governmental agencies on items under the jurisdiction of the State Board unless authorized by the State Board to do so, except actions by the Ombudsman or Chief Student Advocate in the performance of their statutory duties. Actions taken in violation of this section may be cause for termination, in the case of a staff member, or censure or reprimand, in the case of a Board member.

## 7.5 Binding Statements

No individual State Board member or Office of the State Board staff member is authorized to make statements or bind the State Board to a particular action unless the State Board as a whole has officially sanctioned the statement. Violations of this section may be cause for termination, in the case of a staff member, or censure or reprimand, in the case of a Board member.

## 7.8 Personal Benefit

Members of the State Board shall refrain from using the State Board membership as a basis for obtaining personal benefit or privilege for themselves or others. Violations of this section may be cause for censure or reprimand.

## 7.9 Censure and Reprimand

Policies and procedures for censure and reprimand shall be adopted by the State Board.

## ARTICLE VIII: SELF-EVALUATION AND ANNUAL REVIEW



### 8.1 Monitoring

The State Board will monitor its own process and performance to ensure continuity of State Board improvements, integrity of State Board actions and progress toward State Board goals using the Equity Framework as a filter for deciding and monitoring its work. The State Board will be accountable to the public for its adherence to its vision, mission, and core values.

### 8.2 Input

The State Board may seek the input from others regarding the effectiveness or impact of State Board initiatives as part of the evaluation process and may utilize the services of an independent consultant in doing so.

### 8.3 Annual Review

Each year, the State Board shall publish a review of itself and its activities for the prior year anchored in progress made on Equity Framework focus areas and other initiatives. Each year, in accordance with DC Official Code 38-353, the Office of the Ombudsman for Public Education shall present an annual report to the State Board. Each year, in accordance with DC Official Code 38-373, the Office of the Student Advocate shall present an annual report to the State Board.

### 8.4 Equity

The State Board shall adopt an Equity Statement and Framework that will serve as a foundation for the work of the State Board. The Administrative Committee shall review the statement and framework annually to ensure that it remains a living document. Adoption of the Equity Statement and Framework and any subsequent revisions shall require a two-thirds affirmative vote of the State Board.

## ARTICLE IX: MISCELLANEOUS PROVISIONS

### 9.1 Interpretation

All words, terms and provisions of the bylaws, Orders, and any policies and procedures shall be interpreted and defined by and in accordance with the DC Official Code, and all other applicable laws, as amended from time to time hereafter.

9.2.1 "Business Day" means "Monday through Friday, except for federal or state holidays."

## ARTICLE X: AMENDING BYLAWS



10.1 Amendments

These bylaws may be amended by a two-thirds affirmative vote of the State Board.

10.2 Notice

All members shall be given notification of proposed amendments to the bylaws at the meeting preceding the meeting at which the bylaws are to be amended.

10.3 Review

The State Board shall review the bylaws every two years.

EFFECTIVE DATE:

This Order shall become effective immediately and shall supersede all prior inconsistent Orders.

Adopted: February 16, 2022

A handwritten signature in black ink, appearing to read "Jessica Sutte". The signature is written in a cursive style with a large initial "J".

Attest: \_\_\_\_\_  
President  
DC State Board of Education