**05-071 STATE BOARD OF EDUCATION**

**Chapter 112: PROFESSIONAL STANDARDS BOARD**

**SUMMARY**: This rule contains procedures guiding the operations of the Professional Standards Board in its role under Title 20-A, Chapter 502-B to make recommendations to the State Board and advise the Department of Education.

**SECTION 1. Purpose**

1. The Purpose of the Professional Standards Board is to implement MRSA Title 20-A Chapter 502-B §§ 13101-13103, establishing Professional Standards Board to advise the State Board regarding professional growth, certification, endorsement, authorization and governance of the education profession in this State.

**SECTION 2. Board Organization and Meetings**

1. The members of the Board shall annually elect a chair and a vice chair from among their membership.

a. Elections of officers will take place in June of each year and take effect July 1st.

2. The Board shall meet 5 times each fiscal year.

3. The Board calendar shall be based upon the fiscal year.

4. The Board shall meet at the call of the chair or a majority of the Board.

**SECTION 3. Conducting Business**

1. **Quorum**

a. A majority of all Board voting members shall constitute a quorum.

b. Unless otherwise provided by statute, *Robert's Rules of Order* shall govern the proceedings of all Professional Standards Board meetings.

2. **Voting**

a. Members must be present to vote. All votes shall be by hand except where indicated otherwise. The Chair may vote.

b. A majority vote of those present, except as otherwise indicated in Sec. 3.1.b. (above), shall carry a motion.

3. **Committees**

a. The Board may establish such committees as it deems necessary to carry out its responsibilities.

b. The committees may include standing committees that continue from year to year and *ad hoc* committees created to serve a single specific purpose. They serve for a term not to exceed one year and expire on June 30th.

c. The chairs and members of all standing committees are appointed annually by the chair of the Board to serve a term of one year, beginning on July 1st.

4. The Board shall maintain records and minutes of its meetings and actions, including:

a. Votes taken and the number of members voting for, voting against, or abstaining from each vote.

b. A brief summary of each report given by a Board officer, committee, or special report.

c. Actions taken by the Chair such as appointments to committees, the establishment of committees, parliamentary rulings by the Chair, etc.

d. Draft Minutes shall be distributed to Professional Standards Board members for review prior to the subsequent Board meeting.

e. Minutes and records of the Professional Standards Board shall be filed with the certification office within the Department of Education.

**SECTION 4. Initial Convening**

1. The Board will be convened by a chairperson pro tempore appointed by the chair of the State Board for the purposes of presenting the Rules and supervising the election of a presiding chair who will begin their term immediately upon election.

STATUTORY AUTHORITY:

 20-A §13104

EFFECTIVE DATE:

 July 26, 2020 – filing 2020-166