

Texas State Advisory Council on Educational Opportunity for Military Children

Operating Procedures
Revised April 2024

1. PURPOSE

The State Advisory Council on Educational Opportunity for Military Children acts as the state's advisory council on the Military Interstate Children's Compact. The council is responsible for coordinating among its agencies of government, local education agencies, and military installations concerning the state's participation in, and compliance with, this compact and Interstate Commission activities.

2. COUNCIL ORGANIZATION

2.1 Membership

(a) Members of the council shall include:

- i. the commissioner of education or the commissioner's designee;
- ii. a superintendent of a school district with a high concentration of military children designated by the agency;
- iii. the governor or the governor's designee;
- iv. the chair of the senate committee on education or the chair's designee;
- v. the chair of the house of representatives committee on public education or the chair's designee;
- vi. a representative from each branch of the armed services of the United States that maintains an installation in the state, appointed by each respective branch; and
- vii. representatives of other offices and stakeholder groups the agency deems appropriate.

- viii. the compact commissioner and the military family education liaison designated herein shall be ex-officio members of the State Council, unless either is already a full voting member of the state council.
- (b) TEA has identified the following additional representatives for the state advisory council:
- i. TEA's highly mobile student coordinator
 - ii. Military school district superintendent
 - iii. School counselor representative
 - iv. Parent representative
 - v. District-level administrator (other than superintendent)
- (c) Members of the state advisory council may delegate voting authority to another person for a specified meeting or meetings.
- (d) Members of the state advisory council who are appointed or designated to their position shall serve until there is a change in post or the member steps down. The following positions are appointed or designated:
1. the commissioner of education or the commissioner's designee
 2. the governor or the governor's designee;
 3. the chair of the senate committee on education or the chair's designee;
 4. the chair of the house of representative's public education committee or the chair's designee;
 5. a representative from each branch of the armed services of the United States that maintains an installation in the state, appointed by each respective branch; and
 6. TEA's highly mobile student coordinator.
- (e) The following positions shall serve one two-year term with the option to extend the term one additional year, with the exception of positions 1 and 3, which will be permitted to serve consecutive terms if there is not a replacement.
1. a superintendent of a school district with a high concentration of military children designated by the agency;
 2. representatives of other offices and stakeholder groups the agency deems appropriate;
 3. Military school district superintendent;
 4. School counselor representative;
 5. Parent representative; and
 6. District-level administrator (other than superintendent).
- (f) Terms shall be staggered to ensure that no more than half of the representatives in non-appointed positions are new to the council.

2.2 Committees

- (a) The council may agree to appoint members to serve on one or more committees to address specific topics as identified by the council.

3. MEETINGS

3.1 Regular Meetings of the Council

- (a) The council shall meet at least quarterly; and
- (b) Shall provide council meeting dates, agendas, minutes, end-of-year reports, and other documentation as required to the Military Interstate Children's Compact Commission (MIC3).

3.2 Special Meetings of the Council

Special meetings of the council may be called by special request to be held at a time and place agreed upon by the council.

3.3 Open Meetings

- (a) Regular, special, and committee meetings shall be open to the public; however, the council may meet in executive session in accordance with Texas Government Code, Chapter 551, Open Meetings.
- (b) In accordance with Texas Government Code §551.005, each member of the council shall complete the [Texas Open Meetings Act training](#), not later than the 90th day after the date the member otherwise assumes responsibilities as a member of the governmental body.

3.4 Agendas

- (a) TEA staff shall prepare and submit to each member of the council, prior to each meeting, a draft agenda, listing item titles with short summaries for each item.
- (b) State advisory council members will have the opportunity to submit requests for agenda items not later than 30 days prior to a scheduled meeting.

- (c) TEA staff shall coordinate with each committee regarding items to be placed on committee agendas.

3.5 Quorum

A majority of the council constitutes a quorum. A quorum is necessary only for action items requiring approval.

3.6 Procedures

Meetings of the council will be conducted informally and with proper decorum. Robert's Rules of Order (Revised) will be used only for the purpose of approving action items.

3.7 Minutes and Records

- (a) TEA staff with input from council members shall ensure that accurate minutes are kept of each meeting. The minutes shall include each decision or other action taken.
- (b) All council and committee records are subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code.
- (c) Communications with the entire council will be managed by the TEA Curriculum Standards and Student Support Division.

3.8 Oral Public Comment in Connection with Regular Council Meetings

- (a) General Provisions
 - i. The council shall provide opportunities for oral public comment at regular and special meetings of the council at the beginning of each meeting.
 - ii. TEA staff shall ensure that members of the public with differing viewpoints have reasonable access to address the council and take steps to ensure that individuals will be given priority over registered lobbyists.
 - iii. The TEA staff shall determine which speakers will be heard and the order in which they will be heard if the number exceeds that which may reasonably be expected to testify in the allotted time for presentations. The council by majority vote shall determine whether speakers who did not register or who registered late will be heard and whether persons asking to testify as a substitute for a registered speaker may do so.

(b) Registration Procedures

- i. Members of the public may register prior to the start of the meeting if they wish to address the state advisory council. Individuals are limited to three minutes each. An individual may provide written and verbal comments to the council, in which case notification must be provided by the individual. Registration opens at the time the meeting agenda is posted in the Texas Register and closes one hour prior to the published start time of the meeting.
- ii. The council shall accept public comments pertaining to topics related to agenda and non-agenda items.
- iii. The speaker shall provide his or her name and organizational affiliation, if any, contact telephone number, mailing address, email address, and indicate which item or topic the speaker will address, if it is listed on the agenda, and viewpoint on the topic; and the speaker will disclose if he or she is a lobbyist registered with the Texas Ethics Commission.
- iv. A person may register himself or herself only. Organizations may not register more than two persons per item.
- v. Speakers will be informed if it appears that time constraints will not permit all speakers to make their presentation within the allotted time.
- vi. Speakers shall provide copies of their testimony. Registered speakers who are unable to make their presentations due to time constraints are encouraged to provide copies of their testimony for distribution to council members. Written testimony will not be attached to council minutes.
- vii. Registered speakers may make public comments virtually or in person.

3.9 Written Comment in Connection with Regular Council Meetings

- (a) Persons may file written testimony. Any written testimony or comments shall identify the date of the meeting; the subject of the comments; the name of the author; the name of the author's organizational affiliation, if any; and indicate whether the author is a lobbyist registered with the Texas Ethics Commission.
- (b) If the written testimony is submitted at the regular council meeting, copies shall be provided by the individual submitting written testimony for distribution to council members. Written testimony will not be attached to the council minutes.

- (c) Persons who were unable to attend or to testify at a council meeting due to time constraints may provide copies of their testimony to staff at the TEA for distribution to council members.

4. COMPENSATION AND TRAVEL EXPENSES

Council members receive no compensation for services on the council. As funds permit, council members will be reimbursed for expenses incurred to travel to attend council meetings, as allowable by law.

5. ETHICS

- (a) Council members shall adhere to Chapter 36 and Chapter 39 of the Texas Penal Code.
- (b) Training for Chapter 36 and Chapter 39 of the Texas Penal Code is not required. Members may complete the [Ethics Training Module](#) through the Texas Ethics Commission.

6. OPERATING PROCEDURES

6.1 Effective Date of Operating Procedures

These operating procedures and any amendments to them shall become effective only upon an affirmative vote of the majority of the Council.

6.2 Amendments to Operating Procedures

Any of these procedures may be altered, amended, or repealed, and new policies and procedures may be adopted by an affirmative vote of the majority of the council.

6.3 Guidelines

These operating procedures create no substantive or procedural rights. They are guidelines for the council's internal governance only.



6.4 Review of Operating Procedures

The council operating procedures shall be reviewed annually.