

OPERATION OF THE COMMISSIONS

Section 1: The Commissions' Policies. To the extent possible and practical, the policies adopted by the Commissions on Elementary and Secondary Schools shall set forth the same policies and procedures. All policies shall serve to promote democratic and responsible governance of the Commissions and constitute the principles by which the Commissions and its President exercise leadership.

- Policies adopted by the Commissions on Elementary and Secondary Schools shall be written and coded and be maintained by the President.
- The Policies of the Commissions on Elementary and Secondary Schools shall be made available to Commissioners, accredited and candidate schools, and other interested parties on the Commissions' website.
- Recommendations for new policies or revisions to current policies may be made by accredited and candidate schools, the Commissions' staff, members of the Commissions' advisory committees, and Commissioners. All recommendations must be submitted to the Policy and Planning Committee of the Commissions on Elementary Secondary Schools for review and recommendation for action by the Commissions.

Review of the Commission's Policies.

- The Policy and Planning Committee of the Commissions shall plan and conduct a formal and complete review of the Commissions' policies at least once every five years. The purpose of the review is to ensure that policies adequately meet the needs of the Commissions.
- The Policy and Planning Committee of the Commissions shall conduct a review of a portion of the Commissions' policies at each meeting of the Commissions.

Authority to Create or Revise Policies for Federal Petition Purposes. The President and the Executive Committee shall have the authority to make minor, non-substantive changes to the Commission's policies when such changes are required for the Commission on Secondary Schools to maintain its recognition by the U.S. Secretary of Education or one of the civil authorities in the regions served by the Commission. Such changes shall be reported to the Commission, in writing, at the next regularly scheduled Commission meetings.

Section 2: Operation of the Commissions.

Commissions' Meetings: The Commissions shall schedule and conduct a minimum of two meetings per year that are open only to Commissioners, the Commissions' staff, and invited guests.

Quorum: At all meetings of the Commissions, the presence of a majority of the currently elected Commissioners shall be a quorum to transact business. Any act of a majority present at a meeting at which there is a quorum shall be the act of the full Commissions, except as may be otherwise required by law, by the Commissions' policies, or the Association's Bylaws.

Proxies Not Allowed for Commissions Meetings. Only Commissioners in attendance are eligible to vote at Commissions meetings. Voting by proxy is not permitted.

Virtual Meetings Permitted.

- a) Members of a Commissions may participate in committee and/or special purpose meetings via virtual modalities by means of which all persons participating in the meeting can hear each other. Such participation shall constitute the presence of a Commissioner at such meeting.
- b) Participation by any means other than being physically present at the location at which a meeting is held is not permitted for Commissions meetings unless approved by the President and the Chairs of the Commissions.

Mail/E-mail Ballots. The Commissions make take official actions by mail or signed e-mail ballot if all members of a Commission consent to such action.

Presiding Official. Meetings of each Commissions shall be presided over by the Chair of the Commission, or, in the Chair's absence, by the Vice Chair/Chair Elect, or, in the Vice Chair/Chair Elect's absence, the Past Chair or other member of a Commission's Executive Committee.

Parliamentary Authority. Meetings of the Commissions shall be conducted in accordance with parliamentary procedures as delineated in *Robert's Rules of Order, Newly Revised*.

Section 3: Compensation. Officers and members of the Commissions shall not be compensated for any service related to the Commissions' business.

Section 4: Training and Orientation. Members of the Commissions shall participate in regular training, orientation, and/or professional learning activities. Commissioners elected to their first term of office shall participate in a New Commissioners' Orientation.