

## **Procedures to Request an Ex-Officio Seat on MACCE**

### **Member Qualities**

Organizations wishing to serve as ex-officio members should have a genuine interest in the public education of Missouri students and the certification of its teachers.

For current membership information, please refer to: [dese.mo.gov](http://dese.mo.gov)

### **Procedure to Request a Seat**

An organization must submit a written request, by the February MACCE meeting, to the DESE Liaison, currently the Assistant Commissioner, and copied to the MACCE Chair asking for an ex-officio seat.

### **Approval Process**

The request will be presented at the February MACCE meeting for approval by the Council. A 2/3 majority vote of the voting members is required.

If passed, MACCE will recommend the ex-officio organization to the Commissioner, who in turn can recommend the organization to the State Board of Education.

If the State Board of Education approves the organization for an ex-officio seat, the organization then presents a nominee to the DESE Liaison for recommendation to the State Board of Education. Selected seat holders should have good standing in their state-wide organization and be an active participant in public education.

### **Term**

Ex-officio organization members' terms begin at the MACCE meeting immediately following approval by the State Board of Education and continue for two calendar years.

### **Reappointment**

At the end of the two years, MACCE will forward to the State Board of Education, a recommendation for reappointment or removal of an organization serving in an Ex-Officio Seat.

In order to have balanced representation, an organization will be requested to re-apply for membership in February.

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Upon a request for an ex-officio seat being submitted to MACCE, MACCE can:

1. Turn the requesting organization down.
2. Consider recommending an organization, who successfully demonstrates they are not currently represented, to the Commissioner for an ex-officio seat.
3. Consider recommending the organization be rotated with an existing organization that has similar membership.

The office notifies an organization when their representative's term is due for renewal.

The office will also notify the organization when it needs to make a request concerning their ex-officio seat.

Approved April 2, 2012

Reapproved September 8, 2014

Revised February 5, 2018

Revised April 10, 2018