

ADVISORY COUNCIL ON THE EDUCATION OF GIFTED AND TALENTED CHILDREN

OPERATING PROCEDURES

Approved: May 29, 2014
Revised & Approved: July 24, 2017

I. Regular Meetings

The Council shall meet at a minimum three (3) times a year and may meet more often at the discretion of the Council. The Council will have its regular meetings from 10:00 a.m. to 3:00 p.m. in Jefferson City unless otherwise specified by the Council Chair. Council meetings shall be open and public.

II. Terms of Office of Council Members

The Council consists of seven (7) members. After the first year of operation, members are appointed by the Commissioner of Education to serve four-year terms. Upon the expiration of the term of a member, that member shall continue to serve until a replacement is appointed.

III. Selection of Council Members

The Commissioner considers recommendations for membership on the Council from organizations of educators, parents of gifted and talented children, and other groups with an interest in the education of gifted children. Members appointed shall be residents of the state of Missouri and selected on the basis of their knowledge of, or experience in, programs and problems of the education of gifted and talented children. A Council member can be re-appointed at the discretion of the Commissioner of Education. The Council Chair is appointed by the Commissioner.

IV. Support for the Council

A DESE staff person with responsibilities for gifted education programs will be appointed by the State Board of Education to serve as the DESE Liaison to the Council. In addition, a Custodian of Records and a Council secretary will be appointed by DESE to support the work of the Council.

V. Expenses

Members of the Council serve in a volunteer role. There is no compensation for the time or effort involved in Council work. In addition, there is no reimbursement for travel to and from meetings.

VI. Termination of Membership

Failure on the part of a Council member to attend any two consecutive meetings without notification to the Chair or DESE Liaison shall constitute resignation from the Council. Any member may resign before expiration of their term by submitting a written resignation to the Council Chair and Commissioner of Education.

VII. Notice of Meetings

Written notice of meetings shall be posted at least 24 hours in advance of the meeting. The notice will include the time, date and place of the meeting, as well as the tentative agenda. When possible, Council members shall be advised of Council meetings at least four (4) weeks in advance of the meeting. When possible, members will advise the Chair and/or DESE Liaison if they are unable to attend a meeting at least seven (7) days ahead of the meeting to facilitate planning or, if necessary, rescheduling. In the event of dangerous weather conditions, phone and/or electronic communication to cancel meetings will take place at the earliest time possible on the day of Council meetings.

VIII. Council Communications and Conduct of Meetings

Council business shall be conducted in accordance with Sunshine Law requirements. Minutes of Council meetings, as well as copies of written and electronic communications involving four (4) or more Council members, will be maintained by the Custodian of Records.

IX. Quorum

A minimum of five (5) voting members shall be necessary to constitute a quorum and for the Council to conduct official business. Participation via electronic means is acceptable.

X. Voting

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. Motions will be considered passed if approved by four (4) voting members of the Council. Proxy voting and absentee ballots shall not be allowed.

XI. Public Input

The public can provide input to the Council by sending written material to the Council's DESE Liaison or by attending Council meetings. Any individual wishing to address the Council must fill out a sign-in form available at Council meetings. The form includes the individual's name, school district of residence, contact information, and the topic to be presented. Only persons completing the sign-in form will be allowed to address the Council. Each individual will be given a maximum of three (3) minutes to speak. The Council will not respond to comments at the meeting. Both written and verbal comments will be taken under consideration by the Council and, if appropriate, will be addressed at a future date. The Public Comment section of the meeting will be limited to thirty (30) minutes.

XII. Report by the Advisory Council

The Council shall report its activities to the Missouri Department of Education through its meeting minutes. On a biennial basis, the Council will prepare a report for the Commissioner of Education and the State Board of Education. That report will summarize progress of the Council and recommendations related to rules and policies governing the education of gifted and talented children in Missouri. When feasible, Council members will present their recommendations at a State Board of Education meeting.

XIII. Operating Procedures Amendments

These Operating Procedures may be amended by approval of at least four (4) Council members.