

## **Joint Education Oversight Committee Processes for Research and Reporting**

According to statute, (Sec. 103.45 of HB 113), the committee may undertake a plan of work that includes research and may transmit a report with recommendations to the General Assembly.

Since we cannot have the entire committee participate in the writing of the report, it is the job of the Executive Director and her staff to do the research and write the report for the committee. Here is a procedure that will allow us to get the work done:

1. First, the Executive Director will propose to the Committee a number of research plans that represent the interests of the Committee Members, as determined by the Executive Director through one-on-one conversations with each Committee Member.
2. In a meeting of the Committee, the Executive Director will present the research plans proposed to the Committee Members and ask for discussion. During discussion, Committee Members may comment on the proposed research plans to refine or alter the direction proposed. Alternatively, Committee Members may propose other research plans that are not included on the Executive Director's list.
3. No later than at the next monthly meeting of the Committee, the Committee Members will have the opportunity to vote on the proposed plans to determine which ones will move forward in the immediate future. The Executive Director will determine how many plans may move forward, based on staffing and other work and each member may vote for that number of plans. (For example, if the Executive Director allows three plans to move forward, each Committee Member may cast three votes.) Committee Members may cast all votes for one plan or divide their votes across a number of plans. No less than one full vote may be cast for any plan. The plans with the most votes will move forward immediately. Other plans, if still deemed relevant, may be presented to the Committee again in the future.
4. Upon selection of the research plan(s), the Executive Director will begin the research. Each monthly meeting following the selection of the plan(s) will include updates on the research as well as any other issues brought by Committee Members for discussion. Committee Members may suggest research plans at monthly meetings, but if there is not room in the schedule to take on a new research project, the plan will be tabled until such time as the research may be undertaken by the Executive Director and her staff.

5. When a research plan is deemed completed by the Executive Director, she will prepare a report. The report will be presented to the Committee Members at the first possible monthly Committee Meeting. Committee Members will have an opportunity to read the report at least one week prior to the Committee Meeting so that the meeting will be an opportunity for discussion about the report.
6. Following discussion about the report, the Executive Director will ask the committee for a vote to approve the report. A simple majority of those present to vote (if only six members are present, only four votes are required to approve the report) will denote that the report will be approved for release. For any members who vote against approving the report, the member may submit a written statement which will be appended to the report before release. Any written statements must be provided to the Executive Director in writing no later than one week after the meeting in which the report was presented to the Committee.
7. No later than two weeks following the presentation of the report to the Committee Members, the Final Report will be posted on the JEOC Website and transmitted to any other body (General Assembly, or otherwise) as determined by the Committee Members.
8. After a report is released by the Joint Education Oversight Committee, the Executive Director will determine how many projects may be added to the workload and will present to the Committee a new batch of research plans for review and discussion at the next monthly Committee Meeting, with a vote to follow.