

## **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 and other interested parties. These research plans will be developed through one-on-one conversations between the Executive Director and each Committee member. Ideas for research plans can be introduced by Committee members at Committee meetings and are expected to represent the interests of this Committee and the General Assembly at large. As members of this Committee also sit on committees that address similar issues (e.g. Senate and House Education Committees and Senate and House Finance Committees) the expectation is that the interests of those committees would come to JEOC through members who sit on both Committees. Alternatively, ideas may also be presented to the Director from other interested parties.
2. At a meeting of the Committee, the Executive Director will present the research plans proposed to the Committee members. During discussion, Committee members will have the opportunity to 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. Not later than at the next monthly meeting of the Committee, the Committee members will vote on the proposed plans to determine which ones will move forward in the immediate future. Committee members may cast one vote for each plan. At least six affirmative votes are required for a research plan to be approved. The Executive Director, in consultation with the Committee chair and vice chair, will determine how many plans may move forward immediately, based on staffing, ability to contract out the work and other research projects in progress. Plans that do not receive the required votes, 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 minimum of six affirmative votes are required to approve the release of a report. In the case that a quorum is not present, a simple majority of those present will suffice to allow the discussion to occur, but the report will have to be voted on for approval to release at the next meeting where a quorum is present. Any members who wish to add comments to the report may submit a written statement which will be appended to the report before release. Any written statements ordinarily shall 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. Not 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 may present to the Committee any new research plans for review and discussion at the next monthly Committee Meeting in accordance with the procedures stated herein.