

DEAF/HARD OF HEARING ADVISORY COMMITTEE Operating policies and procedures

AUTHORIZATION

Minnesota Statutes, section 125A.63 authorizes the Minnesota Department of Education (MDE) to operate the Minnesota Resource Center for the Deaf and Hard of Hearing. Subdivision 3 authorizes the MDE commissioner to establish an advisory committee for the resource center.

PURPOSE

The authorizing legislation assigns two tasks to the advisory committee.

- The advisory committee is to develop recommendations regarding the resource center, and to report as requested by the commissioner. To fulfill this task, the MDE Special Education Policy Division may ask the advisory committee for counsel regarding needs and priorities in improving learning results for students who are deaf or hard of hearing (D/HH), as well as the resource center operation.
- 2. The advisory committee is to submit an annual report on the aggregate, data-based education outcomes for children who are D/HH, including implementation of a plan to improve education outcomes. To fulfill this task, the MDE Special Education Policy Division gathers relevant data, and works with the advisory committee on data analysis and plan development.

MEMBERSHIP

The advisory committee can be any size; typically there are no more than 16 members. Ideally at least one fourth of the members are parents of children who are D/HH and at least one fourth are teachers with a license in D/HH serving students who are D/HH. Other members represent: service staff who work with students who are D/HH; higher education institutions that prepare teachers for students who are D/HH; special education directors, coordinators or supervisors; and other state agencies serving children up to age 21 who are D/HH. Membership should represent the state geographically, and should include members who are D/HH.

APPOINTMENT TERMS

All members are appointed by the commissioner to four year terms that end on June 30 of the fourth year. In cases where a replacement has not been appointed, a member may continue until the new appointment is made. Appointments are staggered so that only one fourth of the membership changes at the end of any given year. Any vacancy may be filled for the remainder

of the unexpired term. Members in good standing may reapply and be reappointed at the discretion of the commissioner.

MEETINGS

The advisory committee meets as needed to conduct its business, but not less than four times each fiscal year at a time and place determined by MDE.

INTERPRETERS AND OTHER ACCOMMODATIONS

Interpreters and other necessary services will be provided at meetings for advisory committee members. Interpreter services and other accommodations will be made available upon request and with prior notice.

QUORUM

A quorum consists of a majority of current members. A quorum is not required for holding information and advisory meetings.

REIMBURSEMENT

Members do not receive a stipend for attending meetings but will receive reimbursement for the expenses they incur to attend meetings, at rates set by MDE policy. Childcare reimbursement is available for those representing parents on the committee.

ATTENDANCE

Members are expected to attend the meetings. If they are unable to participate it is their responsibility to notify the resource center director. Notification is requested as early as possible, preferably 48 hours before the meeting.

REPLACEMENT

Committee members shall be replaced when the member submits a letter of resignation or when a member misses two consecutive meetings.

PRESIDING OFFICERS

The commissioner appoints the chair and vice-chair. The terms are concurrent for two years and expire on June 30 of the second year. The chair's roles are to: assist staff in setting meeting agendas, convene the meetings, and speak on behalf of the committee. The vice-chair's role is to convene meetings in the absence of the chair.

PARLIAMENTARY RULES

An advisory role does not require parliamentary proceedings. Should the advisory committee need to formally approve a report or recommendation, its proceedings may be governed by the basic principles of Roberts Rules of Order, Revised.

Revised May 2011 Reviewed September 2012