

# Idaho State Board of Education

## GOVERNING POLICIES AND PROCEDURES

### SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

#### SUBSECTION: A. Policy Making Authority

December 2008

#### 1. Definition

The Governing Policies provide broad basic principles that generally form the foundation for Board procedures. The State Board of Education and the Board of Regents of the University of Idaho (hereinafter referred to as the Board) intends each organization under its governance to follow the policies and procedures outlined herein. As used throughout these policies and procedures, unless otherwise specified, “institutions” refers to Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho and Eastern Idaho Technical College. “Agencies” refers to the State Department of Education, Idaho Educational Public Broadcasting, the Idaho Division of Professional-Technical Education, the Idaho Division of Vocational Rehabilitation, and the Office of the State Board of Education.

North Idaho College, the College of Southern Idaho and the College of Western Idaho operate in accordance with policies established by their respective boards of trustees, except for state appropriations requests and other matters governed by the State Board of Education. For the purposes of these governing policies and procedures, North Idaho College, College of Southern Idaho and the College of Western Idaho are excluded from coverage unless included by reference.

#### 2. Powers and Duties

The Board, as the designated policy-making body for the institutions and agencies under its governance, has all of the powers and duties established by the Constitution of the State of Idaho and the statutes appearing at Title 33 *et seq.* of the Idaho Code, as may be amended. Although the Board is responsible for ensuring that its policies and procedures are followed, it does not participate in the details of internal management of its institutions and agencies. That responsibility is hereby delegated to the respective chief executive officers. Members of the Board, as representatives of the State and its citizens, may exercise official authority only when the Board is in session or when they are acting on behalf of the Board pursuant to its direction.

#### 3. Policy Decisions

Assisted in its deliberations by the executive director, the chief executive officers, and other institutional or agency constituencies, the Board undertakes policy-making decisions in areas such as the following:

- a. Consideration of policy proposals of the office of the Board, chief executive officers, employees, and other interested parties in accordance with established Board procedures.
- b. Adoption of policies to ensure the effective internal management of the institutions or agencies, and to encourage the highest quality of service by Board employees.

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- c. Review of and action on the goals and objectives, including the statements of role and mission, of each institution and agency.
- d. Evaluation of the administration and execution of Board policies.
- e. Approval or disapproval of other policy matters requiring action by the Board.

**4. Conformance with State and Federal Law**

All Board Governing Policies and Procedures and the internal policies and procedures of its institutions and agencies will comply with and be in conformance to applicable laws.

**5. Adoption, Amendment, or Repeal of Board Policies**

- a. Board policies may be adopted by majority vote at any regular or special meeting of the Board. The adoption, amendment, or repeal of a Board policy may be requested by any member of the Board, the executive director, or any chief executive officer. Persons who are Board employees, or students or student groups, must file a written request with the chief executive officer of an institution or agency, or his or her designee, to receive Board consideration. An Idaho resident, other than those described above, may file a written request with the executive director for Board consideration of a proposal. Regardless of the source, a statement of the proposed adoption, amendment, or repeal must be presented to the executive director for transmittal to the Board. If the subject matter of the presentation concerns an institution, agency, or department of the Board, the executive director will also notify the appropriate chief executive officer of the nature of the request.
- b. Board action on any proposal will not be taken earlier than the next regular or special meeting following Board approval for first reading. During the interim between the first reading and Board action, the chief executive officers will seek to discuss and review the proposal with faculty, staff, or other Board employees and students or student groups, as appropriate. The chief executive officers will transmit summaries of oral statements and written comments on the proposal to the executive director. After thorough consideration, the proposal will be presented by the executive director to the Board for action.
- c. The executive director is authorized to make nonsubstantive corrections and amendments to Board Governing Policies and Procedures as may be necessary in such areas as typographical errors, cross-references, and citations of state and federal statutes.

**6. Catalog of Bylaws, Governing Policies and Procedures, and Rules**

The executive director maintains a catalog of Board Bylaws, Governing Policies and Procedures, and Board rules. Official copies of Board Bylaws and Board Governing

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Policies and Procedures will be provided to members of the Board and the chief executive officers for their own use. In addition, official copies will be provided to each chief executive officer for use at the institution or agency. One of these official copies must be made available by each chief executive officer for use at a convenient location by employees, students, and other interested parties.