

BYLAWS

A. Membership

The membership of the Data Management Council (herein referred to as the “Council”) of the State Board of Education is determined in accordance with the Data Management policy.

B. Meetings

1. The Council holds at least four (4) regular meetings annually. A quorum of the Council consists of a simple majority of the total membership of the Council. A quorum of the Council must be present for the Council to pass any decisions.
2. All meetings of the Council are held at such place or places as may be determined by the Council.

C. Rules of Order

1. Meetings of the Council are conducted in accordance with controlling statutes and applicable bylaws, regulations, procedures, or policies. In the absence of such statutes, bylaws, regulations, procedures, or policies, meetings are conducted based on the current edition of *Robert's Rules of Order Newly Revised* under the recommendations for small boards.

D. Officers and Representatives

1. The officers of the Council include:
 - a. A Chair, a vice chair, and a secretary, who are members of the Council.
2. The chair, vice chair, and secretary are elected at the organizational meeting for one (1) year terms and hold office until their successors are elected. Vacancies in these offices are filled by election for the remainder of the unexpired term.
3. Council representatives to serve on working groups and similar bodies are appointed by the Council chair.

E. Duties of Council Officers

1. Chair
 - a. Presides at all Council meetings, with full power to discuss and vote on all matters before the Council.
 - b. Submits such information and recommendations considered proper concerning the business and interests of the Council .
 - c. Subject to action of the Council , gives notice and establishes the dates and locations of

- all regular Council meetings.
 - f. Calls special Council meetings at any time and place designated.
 - h. Appoints Council members to all standing and interim working groups of the Council.
 - i. Establishes the Council agenda in consultation with the SLDS Project Coordinator.
 - j. Serves as chief spokesperson for the Council .
2. Vice Chair
- a. Presides at meetings in the event of absence of the Council chair.
 - b. Performs the Council chair's duties in the event of the Council chair's inability to do so.
 - c. Becomes the acting Council chair in the event of the resignation or permanent inability of the Council chair until such time as a new chair is elected.
3. Secretary
- a. Presides at meetings in the event of absence of the Council chair and vice chair.
 - b. Issues all minutes and other documents approved by the Council except in those instances wherein the Council , by its procedures, has authorized or has otherwise designated persons to sign in the name of or on behalf of the Council secretary.

F. Working Groups of the Council

All working groups will serve on an “ad hoc” basis and will be created and disbanded as the Council determines.

G. Adoption, Amendment, and Repeal of Bylaws

Bylaws may be adopted, amended, or repealed at any regular or special meeting of the Council by a majority vote of the Council, provided notice has been presented at the preceding meeting of the Council.