

**Indian Education Advisory Council
Operating Guidelines**

I. Role of the Indian Education Advisory Council (IEAC) at the Arizona Department of Education (ADE)

- A. Provide advice on the Office of Indian Education in terms of requirements and policies relative to implementing A.R.S. §15-244.
- B. Act as an advisory body to the ADE and the Superintendent of Public Instruction in carrying out its responsibilities under A.R.S. §15-244 Office of Indian Education.

II. Basic Responsibilities of the IEAC

- A. Assist in the development of action items to support strategies designed to meet the requirements of A.R.S. §15-244 Office of Indian Education which include the following:
 - 1. In collaboration with Indian nations, provide technical assistance to schools and Indian nations to meet the educational needs of Native American pupils.
 - 2. Provide technical assistance to schools and Indian nations to develop culturally appropriate curricula and instructional materials.
 - 3. Ensure that the IEAC includes parents who are not certificated teachers.
 - 4. Encourage and foster parental involvement in the education of Native American pupils.
- B. Assist in evaluating, consolidating and coordinating all activities relating to the education of Native American pupils:
 - ◆ Pursuant to A.R.S. §15-244(C),

At least once a year, representatives from all Indian nations, members of the State Board, the Governor's office, the Arizona Commission of Indian Affairs, the Inter Tribal Council of Arizona, the legislature, the Superintendent of Public Instruction, and the Indian Education Advisory Council shall meet to assist in evaluating, consolidating and coordinating all activities relating to the education of Native American pupils.
- C. Provide direct feedback to the Director of Indian Education in response to discussion items as presented to the IEAC.
- D. Members may not speak on behalf of the IEAC without the express written permission of the Co-Chairs, the Superintendent of Public Instruction, **and** the Director of Indian Education.

III. Membership

- A. The IEAC shall consist of a maximum of 30 members which may include the following:
 - 1. Tribal leaders (governors, presidents, chairmen/chairwomen);
 - 2. Representatives from local educational agencies, including charter schools;

3. Administrators, including administrators of programs described in other parts of these guidelines;
4. Teachers, including vocational educators;
5. Parents;
6. Students; and
7. Tribal education department representatives.

B. Selection of Members

All members are chosen by the Superintendent of Public Instruction for a term of one year. Members must be currently active in Indian Education programs or in the role they are chosen to represent. At the end of his/her term members may re-apply for an additional one-year term.

Applications for membership to the 2017-2018 IEAC will be accepted up to close of business on August 4, 2017.

- ◆ The application shall indicate applicant's current position.
- ◆ The application shall indicate applicant's commitment to attend meetings or send a previously identified proxy verified by signature of tribal leader, superintendent, CEO, etc., as appropriate.
- ◆ A membership subcommittee consisting of current Council members and ADE staff shall review applications for membership on a yearly basis.
- ◆ Membership shall be limited to one person per school district, community organization, Indian tribe/nation/community, institute of higher learning, etc., except for parent representatives and for positions that are more difficult to fill.

C. Recruitment of members

The Director of Indian Education will seek potential IEAC members. Openings will be made known to the membership and to all organizations represented on the IEAC and all tribes. Qualified individuals may be invited to submit applications for IEAC membership.

D. Terms of Office/Vacancies/Termination of Membership

1. A position shall be deemed vacant if a member voluntarily resigns.
2. A member may resign from the IEAC by giving written notice to the Director of Indian Education or OIE staff 30 days prior to the effective date of the resignation.
3. An IEAC member may be removed from the IEAC by the Director of Indian Education for failure to attend or send previously identified proxy to any two meetings in a year without notifying either OIE staff or designated co-chair. Action will move forward in the absence of full IEAC representation, if a quorum has been established.
4. When a member in good standing changes a position at their current employer or has gained new employment that would affect their representative position, they shall notify the Director of Indian Education and may remain on the IEAC through the end of

their current term. The member may re-apply based on his/her new position the following year.

5. Vacancies during the year may be filled at the discretion of the Superintendent of Public Instruction. The replacement member may be selected to serve out the remaining term of the vacancy or be appointed to a complete one-year term, at the discretion of the Superintendent. In the event of a co-chair vacancy, the IEAC shall elect a replacement member to fill the unexpired term.

IV. Officers

A. Co- Chairpersons

Officers of the IEAC shall consist of two Co-Chairpersons. Co-Chairpersons shall be elected at the first meeting of the school year by the membership to preside for one consecutive year. These persons will preside over meetings, assist the State Director of Indian Education in developing the agenda, coordinate activities of the IEAC, and serve in an ex-officio capacity on all subcommittees of the IEAC.

B. Subcommittees

The Co-Chairs and the State Director of Indian Education shall have the authority to create subcommittees that are deemed necessary to the work of the IEAC.

V. Meetings

A. Scheduled and Special Meetings

The IEAC shall meet no fewer than four times per year September through June; other special meetings may be called by the Co-chairs, the Superintendent of Public Instruction, and the Director of Indian Education at their discretion. The Director of Indian Education shall notify members of changed meeting dates.

B. Decisions of the IEAC

The presence of a majority of the voting members is required in order to constitute a quorum necessary for the transaction of the business of the IEAC. All decisions of the IEAC are made by consensus unless consensus cannot be reached, in which case an affirmative vote of a majority of the members in attendance will be taken, provided a quorum is present. Each member is entitled to one vote and may cast that vote on each matter submitted to a vote. Vote by absentee ballot is not allowed. IEAC members abstain from any vote that may result in conflict of interest.

C. Proxy

Any IEAC member may designate a proxy to attend meetings in his or her place. This proxy must be identified in the application for membership either by position or name.

D. Conduct of Meetings

All regular and special meetings of the IEAC shall be conducted in accordance with *Robert's Rules of Order*, or an appropriate adaptation thereof, "at times needed."

E. Meetings Open to the Public

All meetings of the IEAC shall be open and public. Agendas, meeting dates, locations, and times will be posted on the ADE/Indian Education website at least one business day prior to the meeting.

F. Limits of Authority

The IEAC has no power to enter into contracts of any nature or dispense public funds. The IEAC shall have no powers beyond those expressly set forth in these guidelines.

G. OIE staff

OIE staff is responsible for keeping IEAC minutes (both regular and special). The OIE staff promptly transmits to each of the members, to the State Superintendent of Public Instruction, and to other interested persons true and correct copies of the minutes of such meetings, ensures that all notices are duly given in accordance with the provisions of these operating procedures, is custodian of the IEAC attendance and other records, keeps a current register of contact information for the members of the IEAC, and, in general, performs all duties associated in supporting the IEAC.