



MINNESOTA

**PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD**

Board Bylaws

Revised January 2020

Table of Contents

Mission	2
Vision	2
PELSB History and Statutory Grounds for Existence	2
PELSB Policies and Procedures	3
Board Meetings	3
Organization of the Board	3
Administration	4
Committees of the Board	5
Duties of Officers	9
Duties of Board Members	10
Legal Counsel	11

Mission

Ensuring all Minnesota students have high quality educators in their schools

Vision

To ensure equitable education practices through high licensure standards, quality educator preparation programs, and stakeholder engagement.

PELSB History and Statutory Grounds for Existence

Since 1976, the Board of Teaching had been responsible for establishing and maintaining licensure standards and requirements for teachers in the state. The Board of Teaching worked with the licensing division at the Minnesota Department of Education to issue licenses to Minnesota teachers.

In 2017, the legislature created the Professional Educator Licensing and Standards Board (PELSB), which replaced the Board of Teaching on January 1, 2018 (see [2017 Laws of Minnesota, 1st Spec. Sess., Chap. 5](#)). This new Board assumed responsibility for licensing teachers in the state. In addition to these 2017 changes to the Board overseeing teacher licensure, the Minnesota Legislature established a new four-tiered licensing system, which PELSB oversees.

The Professional Educator Licensing and Standards Board has rulemaking authority. The Professional Educator Licensing and Standards Board's rules are found in Administrative Law Chapters [8705](#) and [8710](#).

PELSB Policies and Procedures

Board Meetings

- I. Time and Location
 - A. The Professional Educator Licensing and Standards Board shall meeting regularly at such times and places as the Board shall determine.
 - B. The regular meeting place of the Professional Educator Licensing and Standards Board shall be at the same location of the PELSB staff offices unless otherwise stated.
 - C. Board meetings are held in accordance with open meeting laws of Minnesota, [Minn. Stat. § 13D](#).
- II. Rules of Order
 - A. Meetings of the Board shall be conducted according to *Robert's Rules of Order, Newly Revised In Brief, 2nd Ed.*, unless otherwise stated.
 - B. The chair shall appoint a parliamentarian at each July meeting of the Board.
 - C. A quorum of the Board must be present for any votes. Said quorum shall consist of a simple majority of the total membership of the Board.
 - D. Reports, recommendations, and supplemental materials will be provided to the Board members in advance of the meetings. The Board shall not be expected to take official action on reports or recommendations without sufficient time for discussion and preparation. As a general practice, the Board will take official action no earlier than one meeting after hearing a report.

Organization of the Board

- I. Executive Committee
 - A. The Board shall annually elect two officers: Chair and Vice-Chair.
 - B. The Board shall annually elect an Executive Committee which will be composed of the officers elected and two additional members.
 - C. The Board shall follow the timeline below:
 - 1. During the Board's regularly scheduled May meeting each year, members will hold a public discussion about nominations for the Chair, Vice Chair, and Executive Committee positions. The Operations Committee will then accept nominations for Board officers and Executive Committee.
 - 2. The Operations Committee will present a slate of candidates for consideration at the June meeting. These individuals, in addition to any individuals nominated up until the time of balloting, will serve as the slate of candidates.
 - 3. Elections shall take place at the June meeting of the Board.

4. Officers shall be elected for a term of one year and shall assume office in July following the June election.
 5. The term of office shall be from July 1 through June 30.
 6. Officers may succeed themselves in office.
 7. Elections shall be by written ballot unless otherwise determined by the Board. The votes of each member shall be announced following the written ballot. In accordance with [Minn. Stat. § 13D.01, Subp. 4](#), the results of elections must be published in Professional Educator Licensing and Standards Board minutes.
- D. The following procedures will be used during June elections:
1. The Operations Committee will present the slate of candidates for the positions of:
 - a. Chair
 - b. Vice-Chair
 - c. Two additional members for the Executive Committee
 2. An opportunity for additional nominations will be provided at the meeting.
 3. An opportunity will be provided for each candidate to address the Board prior to the ballot.
 4. Balloting will be done in accordance with C (7) above. Board members will first vote for the position of Chair. Members will then vote for the position of Vice-Chair. The third vote will be for the two remaining positions on the Executive Committee.
 5. Staff will announce the results and the new members will assume their new duties on July 1.

Note: All candidates for the Chair and Vice-Chair positions will automatically be included on the list of candidates for the Executive Committee, pending the individual candidate's preference. As candidates are selected for the Chair and Vice-Chair positions, their names will be withdrawn from the list of candidates for the Executive Committee.

Note: The next election shall take place at the June 2021 meeting of the Board.

Administration

- I. Executive Director of the Board shall be the chief administrative officer for the Board but shall not be a voting member of the Board. The Executive Director shall maintain the records of the Board, account for all fees received by the Board, supervise and direct employees servicing the Board, and perform other services as directed by the Board.
- II. The Department of Administration must provide administrative support in accordance with [Minn. Stat. § 16B.371](#). The commissioner of administration must assess the Board for services it provides under this section.

Committees of the Board

- I. The Board shall have the following standing committees: Executive, Legislative, Licensure, Teacher Preparation, Discipline, and Operations.
- II. At the June Board meeting, committee appointments will be discussed, with the exception of the Executive Committee, and Board members will identify areas of interest and expertise. Committee appointments shall be made by the chair in July each year and shall run from the time of appointment until the time of new appointments the following year.
- III. Committee members will select the committee chair at their first meeting.
- IV. Committee meetings shall be called at a time and place to be determined by the committee chair, when applicable, and in consultation with the Board Chair. A notice of time, place, and agenda is prepared and distributed by the Executive Director in consultation with the committee chair. If a committee does not have a designated chair, meeting times and places shall be determined through consultation with committee members and Board staff. All committee meetings will be noticed to the public in accordance with open meeting laws of Minnesota, [Minn. Stat. § 13D.04](#).
- V. Committee chairs shall report to the Board at regular monthly meetings as appropriate.
- VI. Each committee shall review its committee membership structure and duties at least annually and prepare recommendations for the Operations Committee about potential changes to the Board's Bylaws.
- VII. Meetings of the standing committees shall be intended for discussion of major issues related to the task assigned to the committee. It shall be the responsibility of each committee to attend to the specific task assigned by the Board.
- VIII. Professional Educator Licensing and Standards Board staff is to provide assistance at committee meetings. Staff attending committee meetings are responsible for summarizing committee meetings, if requested by the chair of the committee. Staff shall also draft language to reflect the general consensus of discussions as needed during standing committee meetings for reactions from the committee.
- IX. The purpose, structure, and duties of the standing committees shall be as follows:
 - A. Executive Committee
 1. The Board shall annually elect an Executive Committee which will be composed of the officers elected and additional two additional members.
 2. The duties shall be as follows:
 - a. To serve as a steering committee for conducting Board business and setting meeting agendas.
 - b. To serve as an advisory committee to the Executive Director of the Board in the implementation of Board policies.

- c. To consult with staff and the Legislative Committee in the preparation of the biennial budget request and accompanying rationale.
- d. To monitor Board expenditures and to take note of Board needs that should be reflected in the next budget request.
- e. On a yearly basis, the Executive Committee will initiate a performance review of the Executive Director in alignment with required state performance reviews and compensation increase schedules using performance standards and performance indicators; the serving Vice-Chair when the performance review is initiated will facilitate the review, provide results in a closed session to the Board, followed by acceptance of the report in the public meeting.

B. Legislative Committee

- 1. The Chair shall appoint three members and one alternate to serve as Legislative Committee members.
- 2. The duties shall be as follows:
 - a. To keep the Board informed of legislation, existing and proposed, which affects or may affect the Board.
 - b. To develop strategies for implementation of legislative initiatives.
 - c. To offer testimony to appropriate committees of the legislature regarding proposed legislation pertaining to the Board.
 - d. To assist the Chair and Executive Director in necessary contacts with the governor and/or staff, with legislators and legislative staff, and with other stakeholders.
 - e. To propose legislative action and positions to the full Professional Educator Licensing and Standards Board.
 - f. During the legislative session, the Executive Director will provide members with ongoing summaries and updates of legislative activity, historical context and Board input, and recommend possible responses, positions, and alternatives for consideration.

C. Licensure Committee

- 1. The Chair shall appoint three members and one alternate to serve as Licensure Committee members.
- 2. The duties shall be as follows:
 - a. Review all licensure applications with possible denial or issuance of a license other than the license an applicant desired. The applications will be brought by the Internal Licensing Group of Board staff. This includes flagged Tier 1, Tier 2, Tier 3, Tier 4, and Out-of-Field permission applications, discretionary variances, any application requiring justification reviewed by the Board, non-state

approved Innovative Program Permissions, and any other applications as needed.

- b. Make decision to issue the license or make a recommendation to the full Board for denial or issuance of a different license type to allow due process for the applicant.
- c. Represent the Licensure Committee recommendation before the Board in closed session.
- d. Work with the Licensure Committee support staff of the Board for all contested case hearings.

D. Teacher Preparation Committee

1. The Board member serving as the teacher from a teacher preparation program will be a member of this committee. The Chair shall appoint two additional members and one alternate to serve as Teacher Preparation Committee members.
2. The duties shall be as follows:
 - a. Review unit review team recommendations submitted to the Board upon the completion of a unit site visit and make recommendations to the Board regarding whether to adopt the review team's recommendation for unit approval or to take a different action.
 - b. Review interim reports submitted to the Board as part of unit approval process and make recommendations to the Board regarding whether Board action should be taken.
 - c. Review discretionary variances submitted to the Board regarding unit standards and unit approval and make recommendations to the Board regarding whether the discretionary variance should be approved or denied, and if approved, whether certain conditions should be established.
 - d. Review Program Review Panel (PRP) recommendations for program approval and make recommendation to the Board regarding whether to adopt the PRP's recommendation or take a different action.
 - e. Review discretionary variances submitted to the Board regarding program standards and program approval and make recommendations to the Board regarding whether the discretionary variance should be approved or denied, and if approved, whether certain conditions should be established.

E. Discipline Committee

1. The Chair shall appoint three teacher members and one teacher alternate to serve as Discipline Committee members.
2. The duties shall be as follows:
 - a. Review complaints and results of investigations alleging or implying a violation of a statute or rule which the Board is empowered to enforce.

- b. Make decision to take no action or make a recommendation to the full Board for any action adverse to the individual allowed due process.
 - c. Represent the Discipline Committee recommendation before the Board in closed session.
 - d. Work with the Teacher Ethics Specialist of the Board on contested case hearings as needed.
- F. Operations Committee
 - 1. The Board Parliamentarian will be a member of this committee. The Chair shall appoint one other member of the committee.
 - 2. The duties shall be as follows:
 - a. Meet at least once annually to review the Professional Educator Licensing and Standards Board Bylaws and report suggestions for change to the full Board.
 - b. Review the mission and vision of the Board.
 - c. Support the election process for Board officers and Executive Committee members.
 - d. Identify stakeholder representation on the Standards and Rules Committee.
 - e. Support Board meeting operations in planning for Board meetings and during Board meetings.
- X. The Board shall have one standing advisory committee, called the Standards and Rules Committee.
 - A. Membership will be determined by the Operations Committee based on representation of constituent groups. The Executive Director or designee will function as the chair of the committee.
 - B. The Standards and Rules Committee shall provide:
 - 1. Ongoing feedback on Board initiatives to ensure that Board policy considerations and actions reflect the perspectives of multiple stakeholder organizations.
 - 2. Input and recommendations on specific policy issues as requested by the Board, including ongoing monitoring of Board-adopted licensure tests.
 - 3. A forum for identifying additional issues for consideration by the Professional Educator Licensing and Standards Board.
 - C. The structure of the Standards and Rules Committee shall follow the guidelines below:
 - 1. The agenda should set prior to a Standards and Rules Committee meeting by the Executive Committee, in consultation with the Professional Educator Licensing and Standards Board, Executive Director, and the Professional Educator Licensing and Standards Board Staff.
 - 2. The Standards and Rules Committee will hold a minimum of four meetings annually.

3. A summary of each Standards and Rules Committee meeting should be sent to Board members.
 4. The Executive Director and/or other Board staff should facilitate the meeting.
 5. The Standards and Rules Committee may form an ad hoc committee to do work when necessary.
 6. A Board member or designee attending the Standards and Rules Committee meeting will present a report to the full Board at the monthly meeting.
- XI. The Professional Educator Licensing and Standards Board shall establish subcommittees as needed.
- A. In establishing a subcommittee, the Professional Educator Licensing and Standards Board shall state the charge or purpose of the committee, objectives, proposed timeline, and membership of the committee, including Board facilitator.
 - B. The Professional Educator Licensing and Standards Board shall receive regular updates on the work of a subcommittee prior to receiving recommendations for action.
 - C. The Professional Educator Licensing and Standards Board reserves the right to modify or not act on any recommendations brought forward by a subcommittee.
 - D. Subcommittees will be reviewed every January.

Duties of Officers

- I. Chair
 - A. Establish the agenda, in consultation with the Board's Executive Committee and Executive Director, for each meeting of the Board.
 - B. Call meetings of the Board according to the provisions of [Minn. Stat. § 122A.09](#).
 - C. Chair each meeting of the Board and attend public hearings held by the Board.
 - D. Provide ongoing consultation with the Executive Director in preparation for Board meetings, committee meetings, and other Board business.
 - E. Appoint committees, committee chairs, and liaisons as needed to conduct Board business.
 - F. Serve as a spokesperson for the Board.
 - G. Consult with the Executive Committee and Executive Director in the preparation of annual and biennial reports as required by statute.
 - H. In emergency situations and in consultation with the Executive Director, the Chair can make decisions and provide an opinion on behalf of the full Board.
- II. Vice-Chair
 - A. Assume the duties of the Chair when necessary.
 - B. Assist the Chair in representing the Board.

- C. Perform other related Board duties as requested by the Chair.
- D. Facilitate the annual performance evaluation process for the Executive Director.

Duties of Board Members

- I. Attend all regular and special meetings of the Board.
- II. Keep informed of Board goals, initiatives, and activities.
- III. Review all Board materials received prior to each meeting.
- IV. Inform the Chair and Executive Director within one week after accepting a new professional position or change in employment status.
- V. Serve on Board committees.
- VI. Inform Board staff when planning on attending committee meetings beyond committee assignments so staff can properly notice meetings to the public.
- VII. Attend special meetings, legislative and Board hearings, liaison functions, and professional meetings as much as possible.
- VIII. Participate in at least two Unit Review site visits per term on the Board, one of which must happen within the first two years of the member's term.
- IX. Serve in a liaison role to task forces and ad hoc committees called by the Board as directed by the Chair.
- X. Perform the following responsibilities when serving as chair of a Board committee or as a liaison to task forces and ad hoc committees called by the Board:
 - A. Attend meetings of the committee or task force, making sure that members understand their charge(s) and that members function in accordance with Board philosophy, intent, and guidelines.
 - B. Keep the Board informed monthly of progress made by the committee or task force.
 - C. Bring to the Board questions and concerns raised at committee or task force meetings.
 - D. Serve as a resource to both the Board and the committee or task force.
- XI. New members:
 - A. New Board members will be assigned a mentor who shall be a Board member with at least one full year of experience on the Board. The mentor will make regular contact with the new member to provide support and answer questions about Board procedures, policies, or agenda items.
 - B. The Executive Director will provide an initial orientation session for new members within the first three months on the Board.
 - C. The Board's legal counsel will provide a legal orientation within the first three months on the Board.

Legal Counsel

The legal and investigative services for the boards shall be provided by employees of the Attorney General assigned to the departments servicing the boards.

Notwithstanding the foregoing, the Attorney General shall not be precluded by this section from assigning other attorneys to service a board if necessary in order to ensure competent and consistent legal representation. Persons providing legal and investigative services shall to the extent practicable provide the services on a regular basis to the same board or boards.