

**Texas Commission on Next Generation Assessments and Accountability  
Commission Operating Procedures**

Below are the Texas Commission on Next Generation Assessments and Accountability Operating Rules.

**I. PREAMBLE**

**A. Purpose**

The Texas Commission on Next Generation Assessments and Accountability (the Commission) adopts and implements the Commission Operating Policies and Procedures to develop and make recommendations that address:

1. The purpose of a state accountability system and the role of student assessment in that system;
2. Opportunities to assess students that:
  - a. Provide actionable information for a parent or person standing in parental relation to a student, an educator, and the public;
  - b. Support learning activities;
  - c. Recognize application of skills and knowledge;
  - d. Measure student educational growth toward mastery; and
  - e. Value critical thinking.
3. Alignment of state performance standards with college and career readiness requirements in collaboration with the Texas Workforce Commission and Texas Higher Education Coordinating Board;
4. Policy changes necessary to enable a student to progress through subject matter and grade levels on demonstration of mastery; and
5. Policy changes necessary to establish a student assessment and public school accountability system that meets state goals, is community based, promotes parent and community involvement, and reflects the unique needs of each community.

**B. Goal**

Not later than September 1, 2016, the Commission shall prepare and deliver a report to the governor and legislature that recommends statutory changes to improve systems of student assessment and public school accountability.

In preparing this report, the Commission shall consider the recommendations of the Texas High Performance Schools Consortium established under TEC, 7.0561, including recommendations related to innovative, next-generation learning standards and assessment and accountability systems.

**C. Scope**

These Operating Policies and Procedures apply only to activities conducted by the Commission.

**D. Responsibility for Implementation**

The Commission and its officers are responsible for ensuring the implementation and adherence to the Commission Operating Policies and Procedures.

#### E. Nondiscrimination Policy

The Commission shall comply fully with the nondiscrimination provisions of state and federal law, rules, and regulations.

## II. THE COMMISSION

### A. Powers and Duties

1. Authority. The powers and duties of the Commission are set out in subchapter N, chapter 39 of the Texas Education Code.
2. Purpose. The primary purpose of the Commission, as set out in section 39.502 of the Education Code, is to develop and make recommendations for new systems of student assessment and accountability.

### B. Commission Composition

The number of members and composition of the Commission is specified in TEC, subchapter N, chapter 39, of the Texas Education Code.

### C. Terms

1. The Commission members shall hold office until the expiration of the Commission.
2. In the event of a vacancy during a term of a member, the office of appointment shall appoint a replacement who meets the qualifications of the vacated office to fill the unexpired portion of the term.

## III. OFFICERS OF THE COMMISSION

### A. Appointment and Service of Commission Members

The Chairperson of the Commission shall appoint one of its members to serve as Vice Chairperson. In the event of absence or disability of the Chairperson, the Vice-Chairperson shall serve as presiding officer of the Commission and carry out all duties of the Chairperson during that absence or disability. In case of vacancy of the office of Chairperson, the Vice-Chairperson shall serve as presiding officer of the Commission and carry out all duties of the Chairperson until the position is filled.

### B. Commission Member Compensation

A Commission member receives no compensation for service on the Commission. A Commission member is entitled to reimbursement for expenses incurred in performing Commission member duties, as provided by subchapter N, chapter 39 of the Education Code and other applicable law.

### C. Commission Member Conduct

Commission members shall adhere to the standards of conduct and conflict of interest provisions set out in section 572.051 of the Texas Government Code and other applicable law.

## IV. MEETINGS OF THE COMMISSION

### A. Meetings of the Commission

1. Meetings. The commission shall hold meetings at the discretion of the chair.
2. Notice. The Chairperson shall designate a location for each Commission meeting. Notice of the meetings, including the location, shall be posted pursuant to the requirements of the Texas Open Meetings Act. All meetings shall be open to the public.
3. Agendas. The Chairperson shall determine the agenda for a Commission meeting. At least one Commission meeting must provide opportunity for public comment as indicated by that meeting's agenda. Any member of the Commission may request that an item be placed on the agenda. . Final approval of the agenda lies with the Commission Chairperson.
4. Quorum/Action. At each meeting, the Chairperson shall certify a quorum is present in order to conduct official business of the Commission.
5. Rules Governing Commission Action. The Commission Operating Policies and Procedures shall govern the action of the Commission. In the event that the policies and procedures do not specify how an action shall be conducted, the Commission may refer to the Robert's Rules of Order Newly Revised Edition.
6. Recording of Meetings. All or any part of the public meeting may be recorded by any person in attendance by means of tape recorder, video camera, or any other means of sonic or visual reproduction unless determined by the Chairperson to be disruptive of the meeting. The Chairperson shall determine the location of any such equipment and the manner in which the recordings are conducted.
7. Webcast. Meetings of the full Commission may be webcast, whenever feasible, for people interested in watching meetings from a computer or other device. Should technical difficulties prevent webcasting, the Commission meeting will continue regardless.
8. Public Comment
  - a. Policy
    - (1) At least one regularly scheduled meeting of the Commission must provide opportunity for public comment as indicated by that meeting's agenda.

- (2) The presiding officer of the Commission shall take appropriate action to avoid unduly repetitive comment and to assure that different members of the public with differing points of view have reasonable access to the Commission. The presiding officer shall strive to ensure that representatives from both sides of an issue are able to address the Commission.

b. Procedure for Public Comment

- (1) The Commission shall allocate at least sixty (60) minutes as part of at least one meeting of the Commission for public comment.
- (2) The chairperson of the Commission may limit the time allotted to each speaker. Comment invited by Commission members shall not be counted against the speaker's time.
- (3) The presiding officer shall announce in open session which registered speakers, if any, shall not be heard and the basis for this determination.
- (4) The Commission shall provide appropriate physical arrangements for taking comment.

c. Registering to Provide Public Comment

- (1) Pre-registration. Speakers may register during regular business hours until two business days preceding the meeting where the Commission will consider oral public comment as indicated by the meeting's agenda. The speaker is required to use the registration form adopted by the Commission, which is available on the TEA's Commission website and attached to Commission the operating rules.
  - i. The speaker must provide his or her name, organizational affiliation, if any, and indicate which agenda item or topic shall be addressed. A separate form shall be submitted for each agenda item or topic on which the speaker shall testify. Additionally, the registrant shall disclose his or her viewpoint on the item or topic, as well as whether he or she, and the organization represented, if any, is a lobbyist registered with the Texas Ethics Commission. The date and time the registration was received shall be noted.
  - ii. If all information required by this operating procedure is not provided on the form, the presiding officer may disallow the comment.
  - iii. A person may register only one person, either himself or herself, or another person. Organizations are encouraged to register only one person per item. Registrants are encouraged to bring twenty (20) written copies of comments.
  - iv. A registrant offering written materials in lieu of oral comments shall provide the materials to staff for distribution. Written

comments shall not exceed three pages of double-spaced text and shall be attached to a completed registration form. Written comments may be submitted in person at the meeting or by mail, fax, or electronic mail, as specified on the registration form. Written materials offered in lieu of oral comments should be submitted two business days before the meeting to ensure that members have had an opportunity to consider them, but must be submitted no later than 30 minutes prior to the meeting. Commission minutes shall reflect the name of the registrant, affiliation if any, and the item or topic addressed. Copies of the written comment shall be provided to all Commission members but shall not be attached to the Commission minutes.

- (2) Late registration at the Commission meeting. Late registration for providing oral or written comments will be accepted up to 30 minutes prior to the beginning of the Commission meeting.

#### **V. Submission of Written Testimony**

A member of the public may also submit written testimony at any time. A person submitting written testimony is required to use the registration form adopted by the Commission, which is available on the TEA's Commission website. Written testimony must be germane to the Commission's purpose, shall not exceed three pages of double-spaced text, and must include a completed registration form. Written testimony may be submitted by fax or electronic mail, as specified on the registration form.

- A. The person submitting written testimony must provide on the registration form his or her name, organizational affiliation, if any, and indicate which agenda item or topic shall be addressed. A separate form shall be submitted for each agenda item or topic on which the person shall provide written testimony. Additionally, the registrant shall disclose his or her viewpoint on the item or topic, as well as whether he or she, and the organization represented, if any, is a lobbyist registered with the Texas Ethics Commission.
- B. If all information required by this operating procedure is not provided on the form, the written testimony will be disallowed. Anonymous or non-germane written testimony will not be accepted.
- C. Copies of the written testimony, including the registrant's name and organizational affiliation, shall be posted to the Commission website for Commission review at any time.

#### **VI. MISCELLANEOUS**

- A. The Commission shall expire January 1, 2017.
- B. Commission meetings shall be recorded in accordance with the Open Meetings Act. The recorded meetings will be available for public review as authorized by the Open Meetings Act.

All records of the Commission shall be stored according to the records retention schedules as set forth by the State Library and Archives Commission.

## **VII. POLICIES AND PROCEDURES: GUIDELINES**

- A. Effective Date of Policies and Procedures. These policies and procedures and any amendments to them shall become effective only upon approval of the Commission.
- B. Amendments to Policies and Procedures. Any of these policies and procedures may be altered, amended, or repealed, and new policies and procedures may be adopted by an affirmative vote of a majority of the Commission.
- C. These Commission Operating Policies and Procedures create no substantive or procedural rights. They are guidelines for the Commission's internal governance only.

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