

**New Business Item 14-17**

Introduced 11/14/14

Approved 11/14/14

**TITLE: Revision of HTSB By-Laws**

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The Hawaii Teacher Standards Board approves the following revisions to the By-Laws:

- Article I, Section 1: “credentials” is changed to “permits”;
- Article II, Section 1: listing of the powers and duties of the Board is replaced by a link to §302A-803 and the Hawaii Administrative Rules;
- Article III,
  - Section 1: membership information is revised to reflect changes in statute and a link is added to §302A-801;
  - Section 2: “certified” is changed to “licensed”;
  - Section 3: “effective July 1, 2001” is deleted;
- Article IV,
  - Section 1: frequency of meetings is revised;
  - Section 4: “mailed” is changed to “transmitted”;
  - Section 7 is deleted;
  - Section 8: “21 days” is changed to “thirty days”.

**Submitted by:** Terry Lynn Holck

**Referred to:** Legislative and By-Laws Committee

Adopted 10/96  
Passed: 4/98  
Amended: 3/03  
Amended: 8/06  
Amended: 9/07  
Amended: 8/08  
Amended: 1/11  
Amended: 11/14

BYLAWS OF THE  
HAWAII TEACHER STANDARDS BOARD

STATE OF HAWAII

ARTICLE I

**Name and Establishment**

SECTION 1. The Hawaii Teacher Standards Board, hereinafter called the Board, authorized by Act 240, Eighteenth Legislature, State of Hawaii, shall establish standards for the issuance of teacher licenses and permits. It is placed within the Department of Education for administrative purposes only.

ARTICLE II

**Powers, Duties and Functions**

SECTION 1. The Board shall have the powers and duties as enumerated in [§302](#) [A-803](#) and [Hawaii Administrative Rules Chapter 54](#).

SECTION 2. The Board shall submit an annual report to the Governor and the Legislature on the Board's operations.

SECTION 3. Board members shall receive no compensation. When a Board member must take leave of his/her duties as a State employee, he/she shall be placed on administrative leave with pay and a substitute, when necessary, shall be provided to perform that member's job assignment. Board members shall be reimbursed for necessary travel expenses incurred in the conduct of official Board business.

## ARTICLE III

### *Membership*

SECTION 1. The Board shall consist of fifteen members, including a minimum of six licensed teachers, three educational officers, the chairperson of the Board of Education or his/her designee, the dean of the University of Hawaii College of Education or his/her designee, the state superintendent, a representative of Hawai'i's private schools, and two members of the public. Membership criteria is found in [§302A-801](#).

SECTION 2. The Governor shall appoint the six licensed teachers and three educational officers from among a list of nominees submitted to the Governor by departments, agencies and organizations representative of the constituencies of the Board. To the extent possible, the teachers and educational officers shall be representative of elementary and secondary school personnel and the neighbor islands.

SECTION 3. Appointed board members shall serve staggered three-year terms.

1. Notwithstanding the term of office as stated above, the term of a board member shall expire upon the failure of the member, without valid

excuse, to attend three consecutive meetings duly noticed to all members of the board and where the board failed to constitute quorum necessary to transact board business. The Chair or Vice-Chair of the board shall determine if the absence of the member is excusable. The expiration of the member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence. This provision shall not apply to ex officio members of the board.

SECTION 4. Membership vacancies shall exist upon the death, resignation, or removal of any members.

1. Resignations of appointed members shall take effect upon action of the Governor.
2. A member appointed to fill a vacancy shall hold office for the remainder of the term of his/her predecessor.

## ARTICLE IV

### Organizational Meetings

SECTION 1. The Board shall meet not less than twice a year at a place to be designated by its chairperson.

SECTION 2. Special meetings of the Board may be called by the chairperson or at the request of two-thirds (2/3) of the of the Board membership.

SECTION 3. The meeting agenda shall be filed with the Office of the Lt. Governor in accordance with Chapter 92.

SECTION 4. Notice of Board meetings shall be transmitted to each Board member at least one week (7 days) prior to the meetings or announced at the previous meeting.

SECTION 5. Quorum for Board meetings shall be a majority of all members of the Board.

SECTION 6. A simple majority of votes entitled to be cast on a matter by the members shall be necessary for approval of action.

SECTION 7. Board meeting minutes will be sent to all Board members within thirty days after a meeting.

## ARTICLE V

### Officers

SECTION 1. Officers of the Board shall be a chairperson and a vice-chairperson. The officers shall be elected from among the Board members.

SECTION 2. Term of office shall be for one year or until a successor shall have been elected. The term shall commence on July 1 and end on June 30 of the following year unless otherwise provided for in these bylaws.

SECTION 3. The chairperson shall preside at all meetings of the Board. He/she shall appoint the chairpersons and members of such special committees as may be approved by the Board.

SECTION 4. In the absence of the chairperson or his/her ability to act, the vice-chairperson shall perform the duties of the chairperson. When performing such duties, he/she shall have all the powers of and be subject to all restrictions placed upon the chairperson. The vice-chairperson shall also perform such other duties which may be assigned by the chairperson.

## ARTICLE VI

### Standing Committees

SECTION 1. There shall be four standing committees:

- a) Budget, Personnel and Strategic Planning
- b) Legislative and Bylaws
- c) Teacher Standards
- d) Teacher Education

SECTION 2. Members of the committees shall be appointed by the chairperson. There shall not be less than 3 members on each committee.

SECTION 3. The standing committees shall perform these duties:

1. Budget and Personnel

- a) Develop and recommend an annual Board budget.
- b) Recommend amendments to the budget.
- c) Identify support staff needed by the Board and develop position descriptions.
- d) Evaluate HTSB Executive Director annually.
- e) Provide for research pertinent to the Board's duties.
- f) Recommend organizational direction.
- g) Provide for the collection of data to ensure progress toward goals and priorities set by the Board.

## 2. Legislative and Bylaws

- a) Prepare and recommend bills to be introduced in the Legislature.
- b) Monitor amendments to bills and recommend alternate language or action to the board.
- c) Monitor the Board's bylaws and recommend necessary amendments to the Board.

## 3. Teacher Standards

- a) Recommend and maintain teacher, school counselor and school librarian standards.
- b) Consider and recommend Board action on matters pertaining to teacher quality including standards, licensing requirements, testing, etc.

## 4. Teacher Education

- a) Recommend and maintain standards for State Approval of Teacher Education.
- b) Consider and recommend Board action on matters pertaining to teacher education.