

Conducting IEC Meetings



**ROBERT PICKENS
CHICKASAW NATION
PUBLIC SCHOOL /ADULT EDUCATION
PROGRAMS**



IEC Eligibility



- Parents (including persons acting in loco parentis, except school administrators or officials) of children who are verified as members or at least one-fourth degree Indian blood descendent of member of a **federally recognized** Indian tribe.
- School officials, school employees or spouses of aforementioned employees or officials are not eligible to serve as parent committee members.
- Students are not eligible to serve as committee members.

Powers and Duties of IEC

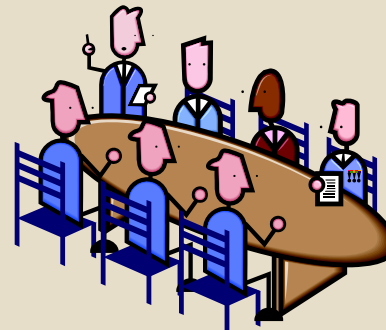


- Participate fully in the planning, development, implementation and evaluation of all programs.
 - Recommend curricula, including texts and materials and techniques.
 - Approve budget.
 - Recommend criteria for employment in the program
 - Evaluate staff and program performance.

Powers and Duties of IEC



- Approve and disapprove all programs to be contracted under this part.
- Secure a copy of the negotiated contract approved by the IEC.
- Recommend to the director of the Johnson O'Malley program, cancellation or suspension of a contract if the contractor fails to permit such committee to its powers and duties.



Additional Duties of IEC

Determined by By-Laws



- **Participate in contract negotiations**
- **Access all reports, evaluations, surveys and contract related documents**
- **Request periodic reports and evaluations**
- **Hear grievances pertaining to the program**
- **Meet regularly with professional staff**
- **Have additional powers consistent with federal regulations.**

Committee Elections



Persons in charge

Current local IEC

Number to be elected

3 members in even calendar year
2 members in odd calendar year

Election Dates

Last week of Sept. or first week of Oct.

Place

On school property

Election Notices

School admin. responsibility

Term

Begins the night of the election
and is for a two year period.

A committee shall be held immediately after the election to organize and elect officers. (**Send election certificate to JOM office**)

Agendas



- Agendas must be posted prior to meetings as designated in state open meetings act.
- Committee name, date, time, and place must be designated.
- Posting should be in prominent place near the meeting area.
- Meetings must be held on public property



Sample Agenda



- **1 Call to order**
 - Chairperson calls and notes time.
- **2 Establishment of quorum**
 - Secretary counts the number of members to determine quorum
- **3 Approval of agenda**
 - Vote to approve with changes
- **4 Subcommittee and staff reports**
 - Any reports due to committee
- **5 Approve conference travel for Jane Doe**
 - Vote on any financial expenditure
- **6 Old Business**
 - Business not addressed at the last meeting
- **7 New Business**
 - Committee business arising after posting of agenda
- **8 Announcements**
 - School or community announcements
- **9 Adjournment**
 - Vote taken and time noted

Minutes



- Record what is done, not said.
- Record each motion in a separate paragraph.
- Minutes should be read and approved at the next meeting and become permanent record.
- Secretary is responsible for recording, changing and storage.
- Minutes should be kept and stored in chronological order.

Minutes



- **Minutes should include:**
 - Place and date of meeting
 - Kind of meeting (regular, special, emergency)
 - Who presided and members present
 - Whether minutes of last meeting were approved
 - Reports that were read or approved
 - Motions made: (carried or failed)
 - Resolutions adopted: record in full
 - Recording of voting (ballots cast: for or against)
 - Committees appointed or disbanded
 - Business not concluded when meeting was adjourned
 - Secretary and chairman should sign minutes

Parliamentary Procedure

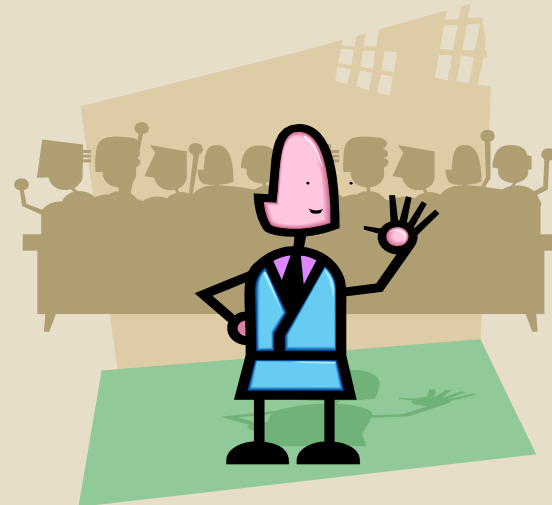


- Chairperson directs the meetings, keeps order, and votes if there's a tie.
- Motions
 - Member address the chair
 - Chair recognizes the member
 - Member makes a motion
 - Another member seconds the motion
 - Chair restates the motion
 - Motion is discussed: if a move is made to amend the motion, the move to amend must be seconded, discussed and voted upon

Parliamentary Procedure



- **Motion amendments**
 - To strike a word or a phrase
 - To insert a word or a phrase
 - To divide the motion into two motions
 - To substitute one item for another



Parliamentary Procedure



- **Ways to vote**
 - General consent
 - Voice vote
 - Show of hands
 - Secret ballot (used in elections)



Tips to Remember



- Focus on student needs
- Solicit school and community input
- Food puts people in a good mood!
- Respect other people's opinions
- Be nice!!!
- You're only a committee member when the committee is in session
- **GOOD LUCK!!!!!!!!!!**