

**University of Puerto Rico
Department of Education
Advisory Board by laws**

February 2013

I. Agreements between the Advisory Board and the UPR-Ponce Elementary Education Program

The composition of the Board will be made up of 9 to 11 members as follows: President, Director Department of Education, Coordinator of Teaching Practice, a Teacher Practice Supervisor, a Director School and six teachers.

The primary purpose of the Board is to achieve the excellent function of the consecond program with the philosophy, vision and mission formulated for the Department of Education of the University of Puerto Rico at Ponce. In addition, achieving the ultimate end to transforming the program into an organization focused on learning and in which the academic culture makes the tasks of such an achievement possible. In another instance, to ensure that the processes that are carried out benefit students and the country, while being characterized by the participation of the various sectors and in democratic environments.

The functions of this body are: actively participating in the processes aimed at improving the academic use of the students of the program, collaborating in the establishment of an academic structure that achieve the country's challenge-related and service-based solution, evaluate forms and documents from the accreditation office, teaching practice and field experiences.

Also endorse recommendations for substantial changes in academic areas for the benefit of the working of the program. Contribute with ideas to the structuring of the profile of the graduate, mission, design of the curriculum and other components that result in educational practices of excellence.

The Board requires each and every member to listen, respect the diverse ideas of others, and develop participatory leadership styles. The diversity of the board's members in terms of academic, administrative and university is the characteristic element of this body, which presents deferences that require democratic voting to reach an agreement between the parties what is being proposed; for the benefit of the students and the improvement of the Elementary Education Program.

II. Title and Applicability

This regulation will be known as the Regulations (d) of the Advisory Board of the Education Program of the University of Puerto Rico in Ponce. This regulation applies to all members of the Advisory Board Board.

III. Definition of Terms

The definitions set out in this line are interpreted according to their context and acceptable meaning for common use by the members of the Advisory Board of the Department of Education of the University of Puerto Rico at Ponce.

1. Educational Entity: Refers to (i) public educational entities; (ii) non-profit non-governmental educational entities; and (iii) primary and secondary school schools for profit or non-profit.
2. Chairman: He leads the meetings of the Advisory Board of the Department of Education of the University of Puerto Rico in Ponce and maintains the order of them and institutes the parliamentary process approved by the Board. Prep the agendas with the secretary and sign the calls for all meetings. In addition, the agreements taken by the members of the Board will be complied with.
3. School Director: He is in charge of leading the Department of Education of the University of Puerto Rico in Ponce.
4. Quórum of the Advisory Board of the Department of Education of the University of Puerto Rico in Ponce: It is the simple majority of the members who make up the Advisory Board. The simple majority is made up of more than half of the voters, i.e. those who take part in the vote.

IV. Composition and Organization

The composition of the Board shall consist of 9 to 11 members broken down as follows: Chairman, Director Department of Education, Teacher Practice Coordinator, a Teacher Practice Supervisor, a School Principal and six teachers.

V. Procedure for the Selection of Members

The members of the Board will be elected to an extraordinary meeting convened to cooperating teachers and directors for these purposes. The President of the Jun Advisory Board will be elected by the members who make up it in an extraordinary meeting or at the same meeting. The Director Department of Education will be a member, but cannot be elected president as well as the coordinator or coordinator of the teaching practice.

VI. Term and replacement of vacancies of board members

Members of the Advisory Board of the Department of Education at the University of Puerto Rico in Ponce will hold their positions for a term of five (5) years and may serve for an additional year. This case does not apply to the Director of the Department of Education of the Program as he will be a member while he is in office as director.

The vacancies of the Advisory Board of the Department of Education of the University of Puerto Rico in Ponce will be filled by the remaining number of semesters of each year and will be filled using the same selection process that was originally used.

VII. Dismissal

Any member of the Board of Directors of the University of Puerto Rico in Ponce may be dismissed with the affirmative vote of two thirds (2/3) of the votes of the members present at a duly convened and constituted meeting, it is available that the board shall approve a code including the causes for dismissal and the procedure to be used to validate such action.

VIII. Powers

The Board of Directors will execute the powers necessary to evaluate teaching practice documents, valuation rubrics, field experiences of the Department of Education of the University of Puerto Rico at Ponce. The President will act on everything moment as a Board and will be able to adopt everything that board members recommend.

IX. President's Functions

The President shall preside over all the meetings of the Advisory Board of the Department of Education of the University of Puerto Rico at Ponce will act as Representative Board official. Among other functions:

3.1 To institute the parliamentary process approved by the Board. This process will be flexible for meetings to be held effectively and in harmony.

3.2 Prepare the agenda together with the secretary, the signatures of the calls to the ordinary and extraordinary meetings will be made by the Director of the Department of Education of the University of Puerto Rico in Ponce.

3.3 Encourage the participation of Board members in the improvement Department of Education of the University of Puerto Rico at Ponce.

3.4 Ensure that the agreements made with the Board are clear and enforced.

3.5 Prepares the work plan and internal rules with the members of the Board. These will be certified by the Director of the Department of Education of the University of Puerto Rico in Ponce, chief executive officer.

3.6 Actively participate in the activities organized by department of education of the University of Puerto Rico in Ponce.

3.7 Must have continuous communication with the Department of Education of the University of Puerto Rico at Ponce, as an immediate collaborator, to attend events or situations that occur in the program with the priority it merits, such as accreditation processes.

X. Functions of the Secretary or Secretary

The Advisory Board of the Department of Education of the University of Puerto Rico in Ponce will select a Secretary from its members and is responsible for the role of great importance for the life of the program, highlighting the following:

- 4.1 Collaborate with the President in preparing the agenda for meetings.
- 4.2 Take the minutes, read and keep the minutes of the Board.
- 4.3 Follow up on calls for meetings.
- 4.4 Notify members when they are elected or appointed to positions on the Board.
- 4.5 Maintain contact with the various committees and transmit to them the relevant instructions of the Presidency or the Board.

XI. Ordinary Meetings: Board of Directors

A maximum of four (4) per year will be held on a six-monthly.

XII. Extraordinary Meetings

All meetings that the Advisory Board deems necessary for the proper functioning of the Department of Education of the University of Puerto Rico in Ponce will be held.

XIII. Call

At least ten (10) calendar days shall be notified in writing prior to the date indicated for the meeting, including the day, date, place, time and purpose of the meetings. In the case of extraordinary meetings, calls will be by referendum or according to necessity.

XIV. Quorum

It is the simplest majority of the members that make up the Board Asesora of the Department of Education of the University of Puerto Rico in Ponce. The simple majority is made up of more than half of the voters, i.e. those who participate in the vote, i.e. half plus one of the members of the Advisory Board of the Department of Education of the University of Puerto Rico in Ponce.

XV. Motions

The procedure for filing motions is extremely important. Below is a summary of the rules governing the motions filed with this Board:

9.1 Moción Primum

- A. Your presentation may not interrupt a person in the use of the bra shovel.
- B. It requires being supported.
- C. It's debatable.
- D. You can make amends.
- E. Requires a majority of votes.
- F. It has the lowest priority.
- G. Not applicable to another motion.
- H. You may have all the subsidiary motions, the motion to allow your withdrawal, as well as the motion to object to your consideration.

- I. You cannot reappear at the same meeting once it has been defeated or approved, except by reconsideration.

9.2 Motion of Amendment

- A. Your presentation may not interrupt a person in the use of the word.
- B. It requires being supported.
- C. It is debatable, unless the motion to which it applies is not debatable.
- D. It can be amended in turn.
- E. It requires a majority, aorn when applied to a motion that requires extraordinary majority for final approval.
- F. It takes precedence over the main motion and over the motion to postpone the main motion indefinitely.
- G. It applies to any motion whose text may be varied by amendments.
- H. All subsidiary motions, reconsideration motions and motions to allow their withdrawal may apply to this motion.
- I. Noor can be resubmitted once action is taken with respect to it, except through the reconsideration process.

XVI. Reports

The Advisory Board shall periodically submit information to the Director of the Department. These can be monthly, quarterly, semi-annual, or annual; programmatic and fiscal areas. They must be consonos with thepurposes of the Department of Education and the Department of Education of the University of Puerto Rico in Ponce.

XVII. Committees

The Board of Directors of the Department of Education of the University of Puerto Rico in Ponce may by resolution approved by the majority of its members create permanent and non-permanent committees or commissions. The committees will be chaired by members of the Board of Directors of the Department of Education of the University of Puerto Rico in Ponce,its remaining members may be selected from faculty members and other staff Department of Education at the University of Puerto Rico in Ponce, but without the right to vote. The Advisory Board may create from among the members the necessary committees to carry out the entrustes and responsibilities according to the particularity of the school. Among the committees that stand out are: the Comites Departmental of the Department of Education of the University of Puerto Rico in Ponce for the performance of the execution of students these will be evaluated by the faculty.

1. Other committees will be organized within the Department of Education of the University of Puerto Rico in particular situations that may be dissolved once the need for which they were created is addressed.

3. Each organizing committee shall have a coordinator who shall respond to the Advisory Board of the Department of Education of the University of Puerto Rico at Ponce and to the President.

XVIII. Work Plans

The Advisory Board of the Department of Education of the University of Puerto Rico in Ponce will establish a Work Plan. It will be submitted for approval at an extraordinary meeting in June each year.

Need area	Objectives	Activities	Resources or responsible persons	Date	Indicators of Progress and Achievement

The Advisory Board of the Department of Education of the University of Puerto Rico in Ponce will develop its work plan that will be formulated in accordance with Law 85 and the provisions of the charter constitutive of each school and this regulation. This plan should include, among other aspects, situations to be addressed, activities to be carried out, estimated date to complete each activity and persons responsible for complying with it. It shall be approved by all members of the Advisory Board. After approval, a copy will be sent to the authorizer and the Certified Educational Entity. This document will be available and accessible when required by an official of the Department of Education and other agencies such as the Office of the Comptroller, the Office of Internal Audit and monitors, among others. This Plan will be evaluated on a six-monthly by the Board.

XIX. Remotion of the Office of the Board of Directors of the Department of Education of the University of Puerto Rico in Ponce

The Advisory Board of the Department of Education of the University of Puerto Rico in Ponce may remove any of its members by following the procedure below, for the following reasons:

- a. Unjustified absences (3 absences)
- b. Leaving office
- c. Bribery, alteration of institutional order and immoral, disorderly, incorrect or harmful conduct the good name of the Advisory Board
- d. Conviction of a serious or less serious crime involving moral depravity.
- e. Loss of eligibility to be a member of the Advisory Board for non-compliance with regulatory provisions or engaging in practices that constitutes conflicts of interest.
- f. To engage in actions involving violation of the laws established by the Office of Government Ethics and the Court of Justice.

Removal Procedure: It shall be done in accordance with Law 85 of 29 March 2018.

XX. General Provisions

1. In the event that a member is being absent for a term greater than ten (10) employment for illness reasons, it will be the responsibility of the Chairman of the Advisory Board of the Department of Education of the University of Puerto Rico at Ponce to fill the vacancy Interim.
2. Members of the Department of Education at the University of Puerto Rico at Ponce who are not on the Advisory Board will collaborate on activities and may be members of specific committees.
- 3.

XXI. Repeal Clause

This Regulation may repeal any other prior regulations or rules on the subject and specify the current regulations of the Department of Education of the University of Puerto Rico at Ponce.

XXII. Effect

This regulation will enter into force fifteen (15) days after its establishment and approval by the Advisory Board of the Department of Education of the University of Puerto Rico in Ponce.

XXIII. Note

The Board shall be governed by the Manual of Parliamentary Procedure of Reece E. Bothwell.