

**TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION**

**SERIES 37
BYLAWS OF THE WEST VIRGINIA TEXTBOOK ADVISORY
COMMITTEE (2445.411)**

§126-37-1. General.

1.1. Scope. -- This legislative rule presents the Bylaws of the West Virginia Textbook Advisory Committee.

1.2. Authority. -- W. Va. Code §18-2A

1.3. Filing Date. -- October 17, 1986

1.4. Effective Date -- October 17, 1986

§126-37-2. Additional.

2.1. Copy Attached. Copies may be obtained from the office of Secretary of State and from the West Virginia Department of Education, Bureau of General, Special, and Professional Education.

2.2. Summary Below.

SUMMARY OF LEGISLATIVE RULE

This legislative rule gives the Bylaws of the West Virginia Textbook Advisory Committee, hereafter called the Committee. The Bylaws have ten (10) Articles which identify the: Role and Function; Membership; Officers; Executive and Review Committees; Technical Assistance; Finance; and the Professional and Public Involvement of the Committee.

EDUCATIONAL PROGRAM DEVELOPMENT
Educational Program Elements
Organizational and Administrative Elements
Statewide/School District Services
Textbooks

BYLAWS

ARTICLE I

Name

The name of this organization is the West Virginia Textbook Advisory Committee, hereafter called the Committee.

ARTICLE II

Authority

Chapter 18, Article 2A, of the School Laws of West Virginia, provides for the establishment of a committee to advise the West Virginia Board of Education on matters related to textbook adoption.

ARTICLE III

Role and Function

Section 1. Role

The primary role of the Committee is to assist the West Virginia Board of Education in the selection, approval, and publication of a multiple list of textbooks for use in the county school districts of West Virginia.

Section 2. Functions

The major functions of the Committee are to:

- a. Develop criteria for textbook adoption which consider student, educational program, and county school district needs.
- b. Establish, implement, evaluate, and revise the State textbook adoption process in conjunction with the West Virginia Department of Education.
- c. Evaluate, select, and recommend textbooks to the West Virginia Board of Education for inclusion on the Official State Multiple List.
- d. Provide technical assistance in textbook matters related to the assessed needs and priorities of the West Virginia Department of Education.

The Committee shall make its findings known to the West Virginia Board of Education through the State Superintendent of Schools.

ARTICLE IV

Membership

Section 1. Appointment

Members of the Committee shall be appointed by the West Virginia Board of Education upon recommendation of the State Superintendent of Schools.

Section 2. Term

The members of the Committee shall be appointed for a term from one to five years. The appointment will be effective as of the date approved by the West Virginia Board of Education and will expire on December 31.

Section 3: Committee Composition

The Committee shall be composed of 30 members including teachers and other educational personnel whose roles represent educational programs at the early childhood, middle childhood, and adolescent education levels. The members shall represent county school districts and institutions of higher education. West Virginia Department of Education staff shall serve in a non-voting ex officio capacity to the Committee.

Section 4. Membership Criteria

Subsection 1. In appointing members to the Committee, the West Virginia Board of Education shall give consideration to the following criteria in order to ensure comprehensive educational program representation within the Committee.

a. County School District

1. Major professional assignment, e.g., teaching/administrative personnel; central office/professional instructional support personnel.
2. Level of educational program, e.g., early childhood education, middle childhood education, adolescent education.
3. Geographical distribution of members.
4. Types of school systems represented, e.g., large/small; urban/rural.

b. Institution of Higher Education

1. Types of institutions represented, e.g., State/Independent; undergraduate/graduate; large/small.

2. Major professional assignment, e.g., administrative/instructional personnel; liberal arts; teacher education.

Subsection 2. Primary consideration by the West Virginia Board of Education in the appointment of a member to serve on the Committee shall be placed on credentials and experiences related to the role, function, and objectives of the Committee and the textbooks to be adopted. The following criteria shall be used by the West Virginia Board of Education in appointing the committee members.

- a. Commitment to the role and functions of the Committee.
- b. Willingness to contribute the time and effort required to complete the objectives and activities undertaken by the Committee.
- c. Experience in dealing with the educational and organizational issues to be addressed by the Committee.
- d. Academic and professional credentials related to the subject areas of textbooks to be adopted.
- e. Knowledge or awareness of the principles and practices of learning and teaching within and across early childhood education, middle childhood education, and adolescent education.
- f. Formal commitment by the employing agency to release the member from assigned duties in order to participate on the Committee.

Subsection 3. At least 50 percent of the Committee membership shall be full-time public school classroom teachers at the time of appointment.

Subsection 4. Individuals who meet the membership criteria shall not be discriminated against on the basis of sex, race, religion, color, age, national origin, or handicapping condition.

Section 5. Vacancies

In the event a member is unable to fulfill the specified term on the Committee, the State Superintendent of Schools shall appoint a replacement for the member's unexpired term.

Section 6. Ex-Officio Members

The Committee shall include the following ex-officio members from the West Virginia Department of Education: the State Superintendent of Schools, the Assistant State Superintendent of the Bureau of Learning Systems, the Executive Directors of the Division of General and Special Educational Development and the Division of General and Special Educational Accountability, the Director of the Office of Educational Program Development, and the Coordinator of Student Services.

All ex-officio members serve by virtue of their position with the West Virginia Department of Education and without vote.

ARTICLE V

Officers of the Textbook Advisory Committee

Section 1. Name of the Officers

The officers of the Committee shall consist of: the Chairperson, and Associate Chairpersons, Vice Chairpersons, Secretaries, and Assistant Secretaries of the review committees.

Section 2. Election of Officers

The Chairperson shall be elected by the executive committee. The other officers shall be elected by the respective review committees at the close of the fall textbook evaluation meeting.

Section 3. Term of Office

The officers shall serve a one-year term of office.

Section 4. Vacancies

In the event an office becomes vacant before the end of the term, the Chairperson shall appoint a replacement to fulfill the unexpired term. A vacancy in the office of Committee Chairperson shall be filled through appointment by the executive committee.

Section 5. Duties

- a. The chairperson shall preside at all meetings of the Committee and the executive committee, appoint ad hoc committees and perform such other duties as may further the Committee's role, functions, and objectives.

- b. An associate chairperson shall perform the duties necessary to implement the adoption process for textbooks within early, middle, and adolescent educational program levels.
- c. A vice-chairperson shall perform the duties of the associate chairpersons in their absence and other duties as directed by the chairperson.
- d. A secretary shall record and distribute the proceedings of the review committee and shall serve as secretary to the executive committee and the committee when appointed by the Chairperson.
- e. An assistant secretary shall perform the duties of a secretary in his/her absence and other duties as directed by the chairperson.

ARTICLE VI

Executive & Review Committees

Section 1. Executive Committee Composition

The executive committee shall be composed of the Chairperson, the Associate Chairpersons, the vice Chairpersons, Secretaries, Assistant Secretaries of the review committees, the Director of the Office of Educational Program Development, and the Coordinator, Student Services.

Section 2. Executive Committee Functions

The executive committee shall manage the affairs of the Committee and shall facilitate the fulfillment of the Committee's role, functions, and

objectives. The executive committee shall meet regularly to plan and develop the operational procedures, yearly calendar of events and daily meeting schedules, the generic guidelines and specific criteria, the official textbook call, and the organization of the review committees. In addition, the executive committee shall review the yearly committee membership composition and involvement and shall assist in presentations to the State Superintendent of Schools and the West Virginia Board of Education on behalf of the Committee.

Section 3. Composition of Review Committees

Composition of the review committees shall be determined by the executive committee prior to the fall evaluation meeting.

Section 4. Functions of the Review Committees

The review committees shall evaluate, select, and recommend textbooks according to operational procedures for inclusion on the Official State Multiple List.

ARTICLE VII

Technical Assistance

Section 1. Policy and Program Support

The Committee and Bureau of Learning Systems professional staff shall work cooperatively in relating the textbook adoption process to the educational policies and program directions of the West Virginia Board of Education.

Section 2. Liaison Relationships

The West Virginia Department of Education liaison to the Committee is the Coordinator of Student Services within the Office of Educational Program Development. The liaison shall organize the delivery of technical assistance and logistical services needed by the Committee to complete its work efficiently and effectively within a textbook adoption cycle. The liaison shall work closely with the Committee to coordinate the textbook adoption process with the educational policies, program directions, and administrative procedures of the West Virginia Department of Education.

Section 3. Communication

A communication network shall be established and maintained between the Committee and the Office of Educational Program Development to facilitate the timely exchange of information about issues, policies, procedures, objectives, and activities related to textbook adoption. Communication shall be directed through the Committee liaison in accordance with administrative and decision-making protocol of the Committee and the West Virginia Department of Education.

Section 4. Training and Orientation

The Committee, with the assistance of the West Virginia Department of Education, shall develop and provide training for new Committee members to orient them to their role, responsibilities, and duties.

Section 5. Secretarial and Logistical Support Services

Secretarial and logistical support services shall be provided by the West Virginia Department of Education for full Committee meetings and executive committee meetings.

ARTICLE IX

Finance

Section 1. Expenses

Expenses incurred by the Committee members in attending scheduled meetings shall be provided for in the budget of the West Virginia Department of Education in accordance with State and legislative regulations.

Section 2. Grants and Appropriations

Grants and appropriations to initiate or continue a Committee endorsed program of action shall come from constituted financial channels, e.g., West Virginia Department of Education budgets, county budgets, college budgets, national foundations, etc., ear-marked for that specific program and expended by those administering the program.

ARTICLE X

Professional and Public Involvement

The Committee may obtain information from the public, the education profession, and publishing companies during appropriate points in its yearly calendar of events.