

Hispanic Education Advisory Council  
Bylaws  
2018

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## ARTICLE I: PURPOSE

In accordance with 22-23B-5 NMSA 1978, the Hispanic Education Advisory Council (HEAC) shall advise the Secretary of Education on matters related to improving public school education for Hispanic students, increasing parent involvement and community engagement in the education of Hispanic students and increasing the number of Hispanic high-school graduates who succeed in post-secondary academic, professional, and career preparation<sup>1</sup>.

## ARTICLE 2: MEMBERS

In accordance with 22-23B-5 NMSA 1978, the Secretary of Education shall appoint no more than twenty-three members to the council who are knowledgeable about and interested in the education of Hispanic students, including representatives of public schools; post-secondary education and teacher preparation programs; parents; Hispanic cultural, community and business organizations; other community and business organizations; and other interested persons. Applications for membership shall be collected by the Public Education Department as needed. The process for choosing applicants to serve on the council shall be determined by the Secretary of Education. The Secretary of Education shall give due regard to geographic representation. Members shall serve at the pleasure of the Secretary of Education. Members of the council shall not receive per diem and mileage or other compensation for their services.

## ARTICLE 3: LEADERSHIP

In accordance with 22-23B-5 NMSA 1978, the council shall elect (in person or with the use of technology) a chairperson and such other officers as it deems necessary.

**CHAIRPERSON-** Must ensure that the HEAC functions properly and in compliance with the law, that there is full participation during meetings, that all relevant matters are discussed, and that recommendations to the Secretary of Education are made on at least a yearly basis.

**CO-CHAIR-** A Co-Chair may be elected at the discretion of the Chair and with a 2/3 agreement from the members. The Co-Chair must ensure that the HEAC functions properly and in compliance with the law, that there is full participation during meetings, that all relevant matters are discussed and that recommendations to the Secretary of Education are made on at least a yearly basis.

**SECRETARY-** A Secretary may be elected with 2/3 agreement from the council. The Secretary will conduct a roll call and may take notes during meetings. If notes are taken, they will be shared with HEAC members prior to following meeting.

**NMPED LIAISON-** In accordance with 22-23B-4 NMSA 1978, the NMPED Liaison shall focus on issues related to Hispanic education and advise the Secretary of Education on the development and implementation of policy regarding the education of Hispanic students; advise the Public Education Department and the commission on the development and implementation of the five-year strategic plan for public elementary and secondary education in the state as the plan relates to Hispanic student education; assist and be assisted by other staff in the department to improve elementary, secondary and post- secondary educational outcomes for Hispanic students, serve as a resource to enable school districts and charter schools to provide equitable and culturally

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<sup>1</sup> 22-23B-5, NMSA 1978, included the term “vocational education”. The HEAC agreed on October 20, 2016 to change the language in the bylaws to include the more inclusive and encompassing term: career preparation.

relevant learning environments, educational opportunities and culturally relevant instructional materials for Hispanic students enrolled in public schools; support and consult with the Hispanic education advisory council; and support school districts and charter schools to recruit parents on site-based and school district committees that represent the ethnic diversity of the community.

#### **ARTICLE 4: COUNCIL TERMS OF SERVICE**

Council members will serve 3 or 4-year terms, with a maximum of 7 years if reappointed. The 23-member council shall be divided into two groups:

Group A (11 members) serves 3 years.

Group B (12 members) serves 4 years

Council members may be reappointed for a second term at the discretion of the Secretary of Education. Council members shall express interest in reappointment to the NMPED Liaison. Council members may be reappointed for a third term, after a one-year break, at the discretion of the Secretary of Education.

#### **ARTICLE 5: MEETINGS**

In accordance with 22-23B-5 NMSA 1978, the council shall meet as necessary, but at least twice each year. The Chair may set a quarterly<sup>2</sup> meeting schedule at his/her initial appointment to the HEAC. The quarterly meeting schedule must be approved by 2/3 of the current HEAC membership. The quarterly meeting schedule may not be modified without approval of 2/3 of the current HEAC membership.

Geographic location of the council members shall be taken into consideration when setting the location of the quarterly meetings. Meetings may be conducted in person or using technology.

#### **ARTICLE 6: ADVISING THE SECRETARY OF EDUCATION**

In accordance with 22-23B-2 NMSA 1978, The council shall advise the Secretary of Education on matters related to Hispanic education in New Mexico. The advisements shall be directly connected to the purpose of the Hispanic Education Act:

- A. provide for the study, development and implementation of educational systems that affect the educational success of Hispanic students to close the achievement gap and increase graduation rates;
- B. encourage and foster parental involvement in the education of their children; and
- C. provide mechanisms for parents, community and business organizations, public schools, school districts, charter schools, public post-secondary educational institutions, the department and state and local policymakers to work together to improve educational opportunities for Hispanic students for the purpose of closing the achievement gap, increasing graduation rates and increasing post-secondary enrollment, retention and completion.

#### **ARTICE 7: HISPANIC EDUCATION STATUS REPORT REVIEW AND COMMENT**

In connection with 22-23B-6 NMSA 1978, the statewide status report, the council may review and comment on the report.

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<sup>2</sup> See attached suggested quarterly meeting schedule.

## ARTICLE 8: RESIGNATION OR REMOVAL OF MEMBERS

Council members shall resign by submitting a letter/email of resignation to the Chairperson with a copy to the NMPED Liaison and the Secretary of Education.

In accordance with 22-23B-5 NMSA 1978, the council shall meet as necessary, but at least twice each year.

Members that fail to participate (in person or using technology) in two-or-more meetings during a fiscal year (July 1 – June 30), may be removed through a recommendation from the NMPED Liaison to the Secretary of Education.

## ARTICLE 9: AMENDMENTS

Any amendment to these bylaws must be aligned to New Mexico State Statutes and the New Mexico Administrative code; and requires a consensus of 2/3 of the current council.

## APPENDIX I: QUARTERLY MEETING SCHEDULE

The following is a quarterly meeting schedule and suggested structure for each meeting. The suggested structure ensures continuity of advisement(s), work, and collaboration with the Public Education Department. The HEAC Chair may include additional agenda items.

<b>Meeting 1</b>	<b>Meeting 2</b>	<b>Meeting 3</b>	<b>Meeting 4</b>
Purpose: To review legislative session outcomes as related to current advisement(s) to the Secretary of Education.	Purpose: A work session with select stakeholders to prepare advisement(s) and/or updates for the Secretary of Education.	Purpose: To present advisement(s) and/or updates to Secretary of Education as required by statute <sup>3</sup> .	Purpose: To review the status of HEAC advisement(s) accepted by the Secretary of Education and the Hispanic Education Status Report.

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<sup>3</sup> 22-23B-5, NMSA 1978. <http://public.nmcompcomm.us/nmpublic/gateway.dll/?f=templates&fn=default.htm>  
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