



MISSISSIPPI

LIFETRACKS

*Connecting Data To **Power** Mississippi*

**MISSISSIPPI
STATE LONGITUDINAL DATA SYSTEM
GOVERNING BOARD**

BYLAWS

Adoption Date: July 8, 2013

TABLE OF CONTENTS

ARTICLE 1 - CREATION AND PURPOSE	P.1
ARTICLE 2 - COMPOSITION	P.1
ARTICLE 3 - MEETINGS	P.2
ARTICLE 4 - COMMITTEES	P.3
ARTICLE 5 - RECORDS	P.3
ARTICLE 6 - CONFLICTS OF INTEREST	P.3
ARTICLE 7 - AMENDMENT OF BYLAWS	P.3

ARTICLE 1 - CREATION AND PURPOSE

To improve quality of life, education and employment opportunities for all citizens, the appropriate agencies of the State of Mississippi shall develop and maintain a State Longitudinal Data System (SLDS). The system will allow stakeholders and policymakers access to data on state residents from birth to the workforce to drive accountability and investment decisions. The system will include data from multiple state agencies and entities. The system will provide decision makers a tool to develop policies to support objectives, including, but not limited to:

- A. Enabling Mississippians to secure and retain employment and receive better pay after completing training or postsecondary degrees;
- B. Enabling Mississippi to meet the education and job skill demands of business and industry;
- C. Developing an early warning system, which allows the state to intervene early, improving the graduation rates in high school and college;
- D. Identifying teachers, teaching methods and programs that lead to positive student outcomes; and
- E. Encouraging the sharing of electronic data across educational and other entities.

The State Longitudinal Data System Governing Board is established in accordance with Mississippi Code Ann. § 37-154-3, to develop and promulgate all rules and regulations governing the activities of the State Longitudinal Data System (SLDS), make provisions for agencies and entities to provide data to the SLDS, to contract with a third party to manage and maintain the system, insure policies and procedures developed by the State Longitudinal Data System Governing Board are enforced, and perform other functions necessary for the successful continuation and management of the longitudinal data system.

ARTICLE 2 - COMPOSITION

SECTION 1: BOARD MEMBERSHIP

The State Longitudinal Data System Governing Board shall be composed of the chairperson and members as designated in Mississippi Code Ann. § 37-154-3. The Chairperson (hereafter referred to as the "Chair") and members collectively shall be referred to hereafter as the "Governing Board."

Agencies or entities listed in Mississippi Code Ann. § 37-154-1 shall be represented on the Governing Board. Agencies or entities not listed in Mississippi Code Ann. § 37-154-1 that provide data to the SLDS shall be nominated to be represented on the Governing Board. Upon an affirmative vote of a majority of board members present, provided that a quorum is present, the nominated agency/entity shall be granted membership to the Governing Board with all rights and privileges pertaining thereto.

SECTION 2: OFFICERS

The officers of the Governing Board shall be a Chairperson and a Vice-Chairperson. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Governing Board.

1. Chairperson

The Chair shall be the State Workforce Investment Board Chair for the two years following July 1, 2013. In subsequent years, the SLDS Governing Board will elect a chair from among its members. The Chair of the SLDS Governing Board will serve a two-year term. The Chair shall preside at all meetings of the Governing Board. The Chair shall ensure that minutes of each Governing Board meeting are kept and adopted by the Governing Board.

2. Vice-Chairperson

The Chair shall appoint the Vice-Chair of the Governing Board. The Vice-Chair shall assume the duties of the Chair in the Chair's absence and other duties as the chair may assign.

ARTICLE 3 - MEETINGS

SECTION 1: PROCEDURE

The Governing Board shall follow Robert's Rules of Order to the extent such procedures are not inconsistent with the Governing Board Rules and Regulations, enabling statutes, or other Mississippi law.

SECTION 2: QUORUM

A majority of the members of the Governing Board shall constitute a quorum for the transaction of business, but a smaller number may recess from time to time until a quorum is obtained.

SECTION 3: REGULAR MEETINGS

The regular meetings of the Governing Board shall be held at such time and place as established by the Chair. The governing board shall meet at least three times per state fiscal year.

SECTION 4: SPECIAL MEETINGS

Special meetings may be called by the Chair, the Vice-Chair when performing the duties of the Chair, or upon written request of a majority of members of the Governing Board.

SECTION 5: NOTICE OF OPEN MEETINGS

All regular and special meetings of the Governing Board shall be in compliance with the Open Meetings Act.

SECTION 6: VOTING

Except as otherwise provided herein, all actions shall require a majority vote of a quorum. Members participating in a meeting of the Governing Board by means of a conference call, video conference, or such other means that allow for each participant to hear and be heard by each other participant at the same time, shall be deemed to be present at such meeting. Voting on all matters shall be by voice vote or by roll call, and the ayes and nays shall be entered in the minutes of the meeting. Each Governing Board member shall have one vote. Any member may designate an alternate representative to participate in the meetings in his/her absence.

The Chair will have a vote on any measure before the Governing Board. The Chair may not make or second motions.

SECTION 7: DESIGNEES

If a member of the Governing Board opts to send a designee in his/her place, as allowed by this Section, said member shall notify the Chair of his/her designee via his/her agency letterhead prior to or at the meeting. Such letter of designation shall remain on file and be considered the official appointment of his/her designee as long as that member remains a member of the Governing Board.

SECTION 8: PARLIAMENTARIAN

The Chair shall appoint a parliamentarian as he or she deems necessary. The ruling of the presiding parliamentarian during the meeting is final.

ARTICLE 4 - COMMITTEES

The Governing Board may establish such standing, advisory, or ad hoc committees as necessary to carry out the work of the Board. Committees of the Governing Board shall have such authority as the Governing Board shall provide, subject to the limitations provided in these bylaws. The Chair shall appoint the Chairperson of any committee. The Committee Chairperson shall appoint the Vice-Chairperson of each committee. Each committee may establish procedures for the conduct of the committee. Each committee must report regularly to the Governing Board and is accountable to the full Governing Board.

1. Standing Committees

Technical Management Committee. This committee provides opportunities for information exchange for the betterment of the SLDS and has the responsibility to coordinate, monitor, and manage the technical operation of the SLDS and recommend to the Governing Board an annual budget to cover the costs of maintaining and supporting the SLDS. The Technical Management Committee shall consist of one member from each data constituency contributing to the SLDS, one member from the entity providing application hosting services, and one member from the entity housing, developing, and maintaining the system and state data warehouse. The Chair shall appoint the representative from the entity providing hosting services and from the entity acting as the state data warehouse. Each member of the Governing Board will appoint one member of the Technical Management Committee. This committee shall meet monthly.

Research Review and Standards Committee. This committee shall create the accepted standards and practices for research conducted under the auspices of the SLDS. This committee has the responsibility to recommend to the Governing Board a process for reviewing and evaluating data security and reporting methodology standards on annual basis. The Research Review and Standards Committee shall consist of five members. The Chair shall appoint the committee chair. The Governing Board will appoint four members. Members shall be appointed annually. This committee shall meet monthly.

2. Ad hoc Committees

Ad hoc committees shall be established by the Chair as necessary to help conduct the business of the Governing Board. The Governing Board shall specify when any ad hoc committee's work is to begin and to conclude.

ARTICLE 5 - RECORDS

The conduct of all meetings and public access thereto, and the maintaining of all records of the Governing Board shall be governed by the laws of Mississippi relating to open meetings and accessibility of public records.

ARTICLE 6 - CONFLICTS OF INTEREST

No member of the Governing Board or his/her designee may vote on or otherwise participate in discussion or debate with other Board members regarding any matter before the Board in which he or she has a direct personal or pecuniary interest. In addition, no member of the Governing Board or his/her designee may vote on or otherwise participate in discussion or debate with other Board members regarding any matter before the Board if such action would violate Section 109 of the Mississippi Constitution or Section 25-4-105 of the Mississippi Code. It is the responsibility of the member or designee to notify the presiding officer at any Governing Board meeting of the conflict of interest and to abstain from participating in the matter in any fashion.

ARTICLE 7 - AMENDMENT OF BYLAWS

These Bylaws may be amended, altered, or repealed by resolution duly passed by not less than a two-thirds vote of the members of the Governing Board provided that a quorum is present during the course of regular or special meetings of the Governing Board provided that any proposed amendments have been filed with the Chair and sent to each member of the Governing Board with the notice announcing the meeting at which the proposed amendment will be considered.

