
**The Iowa IDEA Data System
Oversight Governance Committee (OGC)**

Bylaws

**Adopted: November 17, 1998
Last Amended: December 13, 2010**

BYLAWS
of
THE IOWA IDEA DATA SYSTEM
OVERSIGHT GOVERNANCE COMMITTEE (OGC)

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ARTICLE I

Creation of the Oversight Governance Committee

In 1991, the Bureau Chief of the Iowa Department of Education's Bureau of Special Education commissioned a task force to assist in the development of a statewide Special Education Information Management System (IMS). Subsequently, the Operations Governance Committee (OGC) was established as a body to provide oversight for the development, operation, maintenance and improvement of the IMS.

Since the OGC was established, the applications for which the OGC is accountable has expanded beyond IMS. In addition, the role of the OGC has evolved with the concentration on policy and procedures rather than operations. Therefore, as of 2009, the Iowa IDEA Data System Oversight Governance Committee (OGC) provides oversight of the IMS, web IEP, web IFSP and I-Plan applications and services related to those applications.

ARTICLE II

Membership

1. OGC Composition

The OGC will be composed of:

- The Bureau Chief of Student and Family Support Services or designee
- The Bureau Chief of Early Childhood Services or designee
- Two AEA Directors of Special Education
- One staff person from the Bureau of Student and Family Support Services, as designated by the Bureau Chief
- One staff person from the Bureau of Early Childhood Services, as designated by the Bureau Chief
- Central Processing Center Manager

2. Appointment of New Members

The AEA Directors of Special Education Association will select two AEA Directors of Special Education to serve on the OGC.

The Bureau Chiefs of the Bureau of Student and Family Support Services and the Bureau of Early Childhood Services will appoint a staff person from his/her respective Bureau.

A person appointed to replace a Committee Member shall meet the requirements as set forth in Section 1 of this article. Thus, the Committee shall maintain that composition.

The membership positions occupied by the Bureau Chief of Student and Family Services, the Bureau Chief of Early Childhood Services and the Central Processing Center Manager are exceptions to this by-law.

ARTICLE III

Authority

1. Changing Committee Composition

The OGC will have the authority to change the composition or membership of the OGC based on its needs as viewed by the Committee. Such changes may be permanent or temporary.

2. Commissioning of Work Groups

The OGC will have the authority to commission work groups. The OGC will identify the function, responsibilities and duration of the work group.

3. Roles and Responsibilities for the Data System

The OGC will have the authority to approve policies to align the system with other components of IDEA Part B and Part C systems, to identify yearly priorities or targets, to sanction the scope of budget and resources for the identified priorities and to endorse acceptability/exit criteria.

4. Commitment of Funding

The OGC will not have authority to commit funding. The OGC will make recommendations to the appropriate agency or agencies for their consideration when an expenditure of funds is required.

5. OGC Policy Development

The OGC shall have the authority to develop, approve, amend and repeal policies necessary for the development, modification and operation of the Iowa IDEA Data System as well as to align the system with other components of special education and Part C systems.

ARTICLE IV

Officers

1. Election of Officers

The OGC will elect a Chairperson, who will be an AEA Director of Special Education and a member of the OGC. The other AEA Director of Special Education on the Committee automatically becomes the Chairperson Elect and will succeed the Chairperson in the event of the Chairperson is no longer able to serve on the OGC.

An election of the OGC Chairperson shall be placed on the OGC agenda of the first meeting scheduled following July 1 of each year. Should the first meeting following July be canceled, the election will be placed on succeeding agendas until the election takes place.

ARTICLE V

Meetings

1. Chairing of Meetings

The Chairperson will be responsible for the development of the OGC meeting agendas. The Chairperson may chair the OGC meetings or may delegate that function to another member of the OGC.

Should the Chairperson or the Chairperson Elect not be in attendance at a meeting, and fail to appoint another member to act as Chair of the meeting in their stead, the members present shall elect a person to act as temporary Chair of that meeting.

2. Rules of Order

Robert's Rules of Order will be used in the conduct of the OGC business meetings. By exception to Robert's Rules of Order, the Chairperson will exercise the same rights as any other member in any phase of the transaction of committee business.

3. Meeting Schedule

Meetings will be scheduled at least quarterly. In addition, meetings may be called as an "as needed" basis as determined by the Chairperson or by written request by at least fifty percent of the OGC membership.

4. Meeting Quorum

A simple majority of the total Committee membership shall constitute a quorum.

5. Meeting Format

The OGC may elect to conduct Committee meetings using "face-to-face", teleconferencing, the Iowa Communications Network or through another format that, in their judgment, will provide for effective communication among and between the Committee Members.

6. Voting

Each authorized member of the OGC shall have one vote on any issue placed before the Committee that requires a vote. The OGC Chairperson shall vote on all such issues.

ARTICLE VI

Amendment of Bylaws

1. Amendment of Bylaws

These Bylaws may be modified or amended by a formal vote of at least two-thirds of the total OGC membership.