

CONNECTICUT EDUCATOR PREPARATION AND CERTIFICATION BOARD

(Approved December 9, 2024 – As Amended November 17, 2025)

ARTICLE I. The Bylaws of the Connecticut Educator Preparation and Certification Board

Section 1. General Purpose and Effect

These Bylaws shall govern the operating procedures of the Board, its officers, committees, agents and the administrative officers.

Section 2. Definitions

"Board" shall mean the Connecticut Educator Preparation and Certification Board as constituted by the Connecticut General Statutes. (Public Act No. 24-41).

Section 3. Amendments

These Bylaws may be amended by an affirmative vote of eleven members at any regular meeting of the Board or at any special meeting where the proposed amendment is included on the agenda. The text of any proposed amendment shall be submitted in writing to the Board and received by its members at least two weeks prior to the meeting at which action is to be taken.

ARTICLE II. Board Organization

Section 1. Appointment of Board Members

The Board shall consist of voting members pursuant to Public Act No. 24-41:

- (1) Four public school classroom teachers, who are classroom teachers at the time of their appointment and throughout their term on the Board, as follows:
 - (a) Two appointed by the Connecticut Education Association, one of whom is a teacher for students in grades kindergarten to grade six, inclusive, and one of whom is a high school teacher;
 - (b) One appointed by the American Federation of Teachers-Connecticut, one of whom is a special education teacher; and
 - (c) One appointed by the Connecticut Teacher of the Year Council.
- (2) Three representatives from an educator preparation program approved by the State Board of Education, as follows:
 - (a) One appointed by the American Association of Colleges for Teacher Education Connecticut Chapter, who is a representative from an educator preparation program offered by a public institution of higher education;
 - (b) One appointed by the Connecticut Conference of Independent Colleges; and

- (c) One appointed by the Commissioner of Education, who is a representative of an alternate route to certification program.
- (3) Three administrators, who are employed by a local or regional board of education, as follows:
 - (a) One appointed by the Connecticut Association of Public School Superintendents, who is a superintendent of schools for an urban school district;
 - (b) One appointed by the Connecticut Association of Schools, who represents a rural school district; and
 - (c) One appointed by the Connecticut Federation of School Administrators, who represents a suburban school district.
- (4) One appointed by the Connecticut Association of Boards of Education.
- (5) One appointed by the Connecticut Business and Industry Association, who is a representative from the education and workforce affiliate of the association.
- (6) A representative from the Increasing Educator Diversity Policy Oversight Council, established pursuant to section 10-156bb of the general statutes, designated by the council.
- (7) The Commissioner of Education, or the Commissioner's designee.
- (8) The Commissioner of Early Childhood, or the commissioner's designee.
- (9) The superintendent of the Technical Education and Career System, or the superintendent's designee.

Members of the Board serve three-year terms. Vacancies shall be filled by the appointing authority not later than ten days following such vacancy.

The board shall establish alternate members for each of the sixteen board members. Each appointing organization's leadership shall appoint an alternate for its voting member on the Board. The alternate may vote only in the absence of the voting member.

Section 2. Officers of the Board, their Appointment and Duties

The officers of the Board shall be the Chairperson and Vice Chairperson.

The Chairperson

The Chairperson of the Board shall be elected from among the voting members of the Board. (Public Act No. 24-41) The Chairperson shall be the presiding officer of the Board and shall have the same right to vote on and discuss pending questions as any other member. The Chairperson, or the Chairperson's designee, shall be the person authorized to speak as the official spokesperson on behalf of the Board.

The Vice Chairperson

The Vice Chairperson of the Board shall be elected from among the voting members of the Board.

(Public Act No. 24-41) The Vice Chairperson shall act in the absence of the Chairperson at any meeting of the Board and shall assume such duties as may be delegated by the Chairperson.

The Chairperson Pro Tem

In the absence of the Chairperson and Vice Chairperson, the Board shall elect a voting member as a Chairperson Pro Tem, who shall perform the duties of the Chairperson.

Section 3. The Administrator of the Board

An employee of the Department of Education shall be designated by the Commissioner of Education to serve as the administrator of the Board. (Public Act No. 24-41) The administrator shall serve as Secretary. The administrator shall:

- (1) record all acts of the Board and certify the same,
- (2) shall be the custodian of records and papers of the Board,
- (3) shall prepare such routine business for presentation to the Board as may be necessary or advisable,
- (4) shall compile and publish, under the direction of the Board, all regulations and acts which may be required,
- (5) Coordinate the establishment of the 16-member Board,
- (6) Provide support to establish and amend the Board bylaws,
- (7) Draft agendas and prepare meeting minutes,
- (8) Coordinate meetings and public comment,
- (9) Collaboratively work with liaison to the State Board of Education,

and shall perform such duties as the Board prescribes.

Section 4. Committees

There are no standing committees. If the Board determines the need for a standing committee arises, then the standing committee will be approved by a two-thirds vote of the Board.

The Chairperson shall have the authority to nominate for appointment the members of the standing committees but shall notify the Board membership seven days in advance of seeking appointment approval from the Board. In making nominations, the Chairperson shall appoint a voting member to serve as Chairperson of the committee.

The Chairperson may also designate alternate committee members who shall serve at the request of the committee chair, limited to instances where the presence of the alternate member is necessary to constitute a quorum.

Ad hoc committees shall be formed by and at the discretion of the Chairperson. Membership to these committees shall be designated by the Chairperson. In making designations, the Chairperson shall appoint a voting member to serve as Chairperson of the committee.

ARTICLE III. Board Procedures

Any provision of Article III may be suspended at any meeting of the Board by a vote of two-thirds of the voting members present and voting. Suspension of the Bylaws shall be for a specified purpose. The rules in the Bylaws that are required by law, as well as those about having a quorum and choosing a parliamentary authority, cannot be suspended.

Presentation of any report to the Board shall not be construed as approval by the Board of the content of the report.

Section 1. Regular Board Meetings

The Board shall hold regular meetings. Any regular meeting may be postponed by the Chairperson for good cause with such notice as is practicable.

Section 2. Special Meetings

Special Board meetings shall be held on call of the Chairperson or upon request to the Chairperson from four voting members of the Board.

Section 3. Organizational Meeting of the Board

At the first regular meeting on or after August 1st of a newly appointed Board, the administrator shall conduct an organizational meeting of the Board. The first item of business shall be electing a Chairperson and Vice Chairperson. The Bylaws shall be reviewed at this meeting.

Section 4. Agenda

The agenda shall be prepared by the administrator in consultation with the Chairperson. Members may submit to the Chairperson items to be included on the agenda. Such items shall be on the agenda if received not less than 10 days prior to the date of the meeting upon which the item is to be included. The agenda will be available publicly 24 hours in advance of a meeting of the Board.

Section 5. Parliamentary Authority

Unless otherwise specified in these Bylaws, the Board shall conduct its business pursuant to Robert's Rules of Order.

Section 6. Quorum

A majority of the legally appointed voting members of the Board shall constitute a quorum for the transaction of business.

Section 7. Votes

Unless otherwise required, all questions pending before the Board shall be decided by a majority of the voting members present and voting. "Present" means physically in the meeting room or by electronic equipment as provided for in C.G.S. Section 1-200(2).

Section 8. Business at each Regular Meeting

The agenda for each regular meeting of the Board shall include:

- I. Call to Order

- II. Review of Minutes
- III. Announcements
- IV. Committee Reports
- V. Items for Discussion
- VI. Items Requiring Action
- VII. Public Participation

The order of the agenda may be set at the discretion of the Chairperson and Vice Chairperson as circumstances require.

Public Participation

The Board considers it important to hear the viewpoints of citizens of Connecticut. It shall schedule time during each regular meeting and when practicable at special meetings for public participation.

During public participation, the Chairperson shall recognize speakers, request proper identification and maintain proper order. The Chairperson shall allow a reasonable time (i.e., 3 minutes) for each speaker. The Board shall hear only concerns, views and opinions which are within the jurisdiction of the Board. Any public comment which relates to an area appropriate for executive session will not be heard in public session.

The Board shall give due attention to all comments and contributions from the public but shall not be expected to respond to questions immediately.

Executive Session

By a two-thirds vote of the voting members present and voting, the Board may hold an executive session in accordance with the Connecticut General Statutes. (C.G.S. Section 1- 200 (6))

Items Requiring Action

Items requiring action shall be submitted in writing and received by Board members in a timely manner except in cases of emergency.

Committee Reports

Committee reports shall be presented to the Board at the next regular meeting after a committee meeting has been held.

Section 9. Minutes

The actions taken by the Board shall be recorded in its minutes. The minutes, along with the printed agenda, its back-up materials and virtual recording, shall constitute the official record of the Board. Minutes of committee meetings shall be made available to all members of the Board.

ARTICLE IV. Functions of the Board

Section 1. Reports and Timelines

The Board is the legally established body charged with “modernizing and aligning educator preparation and certification to ensure that policies are optimized to attract and retain effective and diverse professionals for employment in the state’s public schools” as described by Public Act No. 24-41.

Functions include:

- (1) By January 31, 2025, the Board shall review existing regulations and statutes relating to educator preparation and certification and submit a report on its findings to the State Board of Education and the joint standing committee of the General Assembly.
- (2) By July 1, 2025, the Board shall develop standards and proposals for regulations and legislation regarding educator preparation and certification.
- (3) By July 1, 2025, the Board shall undertake a comprehensive review of the endorsement areas and submit a report on its findings to the State Board of Education and the joint standing committee of the General Assembly.
- (4) By July 1, 2026, the Board shall develop standards regarding the criteria to be used when reviewing educator preparation programs for new or continuing program approval.
- (5) By January 1, 2026, and annually thereafter, the Board shall develop an annual report that includes a detailed summary of the substance and disposition of any standards and proposals for regulations or legislation developed by the board or the State Board of Education pursuant to section 11 of this act. The board shall submit this annual report to the joint standing committee of the General Assembly.
- (6) By July 1, 2026, and annually thereafter, the Board shall collect and review state-specific data, data on applicable national policy developments relating to educator preparation, certification, and employment, evaluate whether any changes are needed to the current educator preparation and certification frameworks.

Section 2. Relation to State Board of Education

Pursuant to Public Act 24-41, both the Board and the State Board of Education have the authority to develop standards and proposals for regulations and legislation relating to educator preparation and certification. Any such standard or proposal developed by the Board shall be submitted to the State Board of Education for review. The State Board of Education shall approve or reject any such standard or proposal not later than sixty days after receipt of such standard or proposal. If such standard or proposal is approved, such standard or proposal shall be implemented.

Any such standard or proposal developed by the State Board of Education shall be submitted to the Board for review. The Board shall approve or reject any such standard or proposal not later than sixty days after receipt of such standard or proposal. If such standard or proposal is approved, such standard or proposal shall be implemented. If such approved proposal is for regulations, the State Board of Education shall adopt regulations consistent with such approved proposal in accordance with the provisions of chapter 54 of the general statutes. If such approved proposal is for legislation, such approved proposal shall be submitted to the joint standing committee of the General Assembly having cognizance of matters relating to education, in accordance with the provisions of section 11-4a of the general statutes.

ARTICLE V. Effective Period

These Bylaws shall take effect upon adoption by the Board and shall continue until modified or rescinded.

in the Bylaws that are required by law, as well as those about having a quorum and choosing a parliamentary authority, cannot be suspended.

Presentation of any report to the Board shall not be construed as approval by the Board of the content of the report.

Section 1. Regular Board Meetings

The Board shall hold regular meetings. Any regular meeting may be postponed by the Chairperson for good cause with such notice as is practicable.

Section 2. Special Meetings

Special Board meetings shall be held on call of the Chairperson or upon request to the Chairperson from four voting members of the Board.

Section 3. Organizational Meeting of the Board

At the first regular meeting on or after August 1st of a newly appointed Board, the administrator shall conduct an organizational meeting of the Board. The first item of business shall be electing a Chairperson and Vice Chairperson. The Bylaws shall be reviewed at this meeting.

Section 4. Agenda

The agenda shall be prepared by the administrator in consultation with the Chairperson. Members may submit to the Chairperson items to be included on the agenda. Such items shall be on the agenda if received not less than 10 days prior to the date of the meeting upon which the item is to be included. The agenda will be available publicly 24 hours in advance of a meeting of the Board.

Section 5. Parliamentary Authority

Unless otherwise specified in these Bylaws, the Board shall conduct its business pursuant to Robert's Rules of Order.

Section 6. Quorum

A majority of the legally appointed voting members of the Board shall constitute a quorum for the transaction of business.

Section 7. Votes

Unless otherwise required, all questions pending before the Board shall be decided by a majority of the voting members present and voting. "Present" means physically in the meeting room or by electronic equipment as provided for in C.G.S. Section 1-200(2).

Section 8. Business at each Regular Meeting

The agenda for each regular meeting of the Board shall include:

VIII. Call to Order

IX. Review of Minutes

X. Announcements

XI. Committee Reports

XII. Items for Discussion

XIII. Items Requiring Action

XIV. Public Participation

The order of the agenda may be set at the discretion of the Chairperson and Vice Chairperson as circumstances require.

Public Participation

The Board considers it important to hear the viewpoints of citizens of Connecticut. It shall schedule time during each regular meeting and when practicable at special meetings for public participation.

During public participation, the Chairperson shall recognize speakers, request proper identification and maintain proper order. The Chairperson shall allow a reasonable time (i.e., 3 minutes) for each speaker. The Board shall hear only concerns, views and opinions which are within the jurisdiction of the Board. Any public comment which relates to an area appropriate for executive session will not be heard in public session.

The Board shall give due attention to all comments and contributions from the public but shall not be expected to respond to questions immediately.

Executive Session

By a two-thirds vote of the voting members present and voting, the Board may hold an executive session in accordance with the Connecticut General Statutes. (C.G.S. Section 1- 200 (6))

Items Requiring Action

Items requiring action shall be submitted in writing and received by Board members in a timely manner except in cases of emergency.

Committee Reports

Committee reports shall be presented to the Board at the next regular meeting after a committee meeting has been held.

Section 9. Minutes

The actions taken by the Board shall be recorded in its minutes. The minutes, along with the printed agenda, its back-up materials and virtual recording, shall constitute the official record of the Board. Minutes of committee meetings shall be made available to all members of the Board.

ARTICLE IV. Functions of the Board

Section 1. Reports and Timelines

The Board is the legally established body charged with “modernizing and aligning educator preparation and certification to ensure that policies are optimized to attract and retain effective and diverse professionals for employment in the state’s public schools” as described by Public Act No. 24-41.

Functions include:

- (1) By January 31, 2025, the Board shall review existing regulations and statutes relating to educator preparation and certification and submit a report on its findings to the State Board of Education and the joint standing committee of the General Assembly.
- (2) By July 1, 2025, the Board shall develop standards and proposals for regulations and legislation regarding educator preparation and certification.
- (3) By July 1, 2025, the Board shall undertake a comprehensive review of the endorsement areas and submit a report on its findings to the State Board of Education and the joint standing committee of the General Assembly.
- (4) By July 1, 2026, the Board shall develop standards regarding the criteria to be used when reviewing educator preparation programs for new or continuing program approval.
- (5) By January 1, 2026, and annually thereafter, the Board shall develop an annual report that includes a detailed summary of the substance and disposition of any standards and proposals for regulations or legislation developed by the board or the State Board of Education pursuant to section 11 of this act. The board shall submit this annual report to the joint standing committee of the General Assembly.
- (6) By July 1, 2026, and annually thereafter, the Board shall collect and review state-specific data, data on applicable national policy developments relating to educator preparation, certification, and employment, evaluate whether any changes are needed to the current educator preparation and certification frameworks.

Section 2. Relation to State Board of Education

Pursuant to Public Act 24-41, both the Board and the State Board of Education have the authority to develop standards and proposals for regulations and legislation relating to educator preparation and certification. Any such standard or proposal developed by the Board shall be submitted to the State Board of Education for review. The State Board of Education shall approve or reject any such standard or proposal not later than sixty days after receipt of such standard or proposal. If such standard or proposal is approved, such standard or proposal shall be implemented.

Any such standard or proposal developed by the State Board of Education shall be submitted to the Board for review. The Board shall approve or reject any such standard or proposal not later than sixty days after receipt of such standard or proposal. If such standard or proposal is approved, such standard or proposal shall be implemented. If such approved proposal is for regulations, the State Board of Education shall adopt regulations consistent with such approved proposal in accordance with the provisions of chapter 54 of the general statutes. If such approved proposal is for legislation, such approved proposal shall be submitted to the joint standing committee of the General Assembly having cognizance of matters relating to education, in accordance with the provisions of section 11-4a of the general statutes.

ARTICLE V. Effective Period

These Bylaws shall take effect upon adoption by the Board and shall continue until modified or rescinded.

(Approved December 9, 2024)

(Amended 11.17.2025)