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# Governance

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HPREC Policy Manual

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## High Plains Regional Education Cooperative Polices

200 Governance

Adopted: November 2, 2001

Reviewed and/or Revised: February 19, 2008

### 200 GOVERNANCE

#### 201 Statutory Requirements

##### 2010 Council Requirement

SBE Regulation 93-23 requires that the REC be governed by a Regional Education Coordinating Council (Council). The Council shall be composed of the superintendents or chief administrative officers of each participating local school district or state-supported education institution.

All meetings of REC Councils are subject to the Open Meetings Act [Sections 10-15-1 through 10-15-4 NMSA 1978].<sup>1</sup>

##### 2020 Organizational Requirements

The Council shall elect a chairman from its members. Meetings shall be held at the call of the chairman. A meeting of the majority of the members of the Council constitutes a quorum for the purpose of conducting business.

##### 2030 Policy Requirements

The Council shall oversee the operation of the REC and develop a manual of policies and procedures governing the operation of the REC. These policies must include fiscal accountability, salary schedules for all employees of the REC, policies related to the accrual and utilization of leave by all employees, and policies relating to performance evaluations of all employees. Policies will be reviewed, as needed.

##### 2040 Council Responsibilities

Responsibilities of the REC Council are to provide:

- Education services to all entities participating in the REC;
- Technical assistance and staff development opportunities to all entities participating in the REC;
- Cooperative purchasing capabilities and fiscal management opportunities to all entities participating in the REC; and
- Additional services to participating entities as may be determined by the Council to be appropriate.

Pursuant to regulation of the state board, the Council shall:

- Develop bylaws governing its own operation which incorporate State Board of Education Regulation 93-23 requirements<sup>2</sup>
- Adopt a budget and administrative guidelines as necessary to carry out the purposes

<sup>1</sup> Legal Reference: SBE Regulation 93-23  
10-15-1 to 10-15-4, NMSA, 1978

<sup>2</sup> Legal Reference: SBE Regulation 93-23

- of the cooperative; and
- Hire an Executive Director.

**2050 Department of Finance and Administration**

The Secretary of the Department of Finance and Administration has granted an exemption to REC's for the prior submission of proposed vouchers, purchase orders or contracts to the Financial Control Division of DFA. However, RECs must still comply with the provisions of the Procurement Code [Chapter 13 NMSA 1978], and all applicable Department of Finance and Administration regulations (i.e., Mileage and Per Diem Act).<sup>3</sup>

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<sup>3</sup> Legal Reference: SDE REC Budgeting/Financial Procedures Manual