TITLE 720. STATE TEXTBOOK COMMITTEE
CHAPTER 1. ADMINISTRATIVE OPERATIONS

720:1-1-2. Duties of Committee [AMENDED]
The duties of the Committee shall be to:
(1) select a chairperson and vice-chairperson;
(2) establish rules and regulations;
(3) establish a calendar for the following fiscal year;
(4) examine carefully, using advisors, all books submitted for adoption;
(5) select textbooks in each subject area called for in the adoption;
(6) prepare and publish a list of textbooks selected for each subject;
(7) process substitutions;
(8) consider unusual or extraordinary circumstances;
(9) approve an application process to assemble annually one or more review teams comprised of subject matter experts for each subject area under review to assist the Committee in reviewing textbooks and instructional materials;
(10) adopt a rubric, in consultation with the State Department of Education, containing a three-tiered rating system for each subject called for in the adoption that are labeled “Exemplifies Quality”, “Approaching Quality”, and “Not Representing Quality” which are respectively the first, second, and third tier;
(11) verify the review process has been conducted in a scrupulous and fair manner; and
(12) adopt a final rating for each textbook prior to including it on the textbook list required.

720:1-1-3. Selection of chairperson and vice-chairperson; quorum [AMENDED]
Before the first day of July of each year, the State Textbook Committee will meet at the call of the State Superintendent of Public Instruction and elect by secret ballot a chairperson and vice-chairperson from its membership to serve for the year. A majority of the State Textbook Committee seven (7) must be present to form a quorum.

720:1-1-5. Calendar [AMENDED]
(a) The State Textbook Committee shall, at their organizational meeting before the first day of July of each year, adopt a schedule of events for the next fiscal year. The schedule will include dates, times and locations, as appropriate, for the following events:
(1) deadline for acceptance of letters of intent to bid;
(2) deadline for receipt of bids and books;
(3) committee meeting for the opening and consideration of bids;
(4) local textbook presentations for committee members and their advisors;
(54) committee meeting for textbook representatives’ presentation of bid items to the assembled State Textbook Committee;
(65) deadline for submitting written request to appear at public hearing;
(26) committee hearing of public input;
(87) committee meeting for adoption selection;
(98) date for issuance of call for substitutions;
(409) deadline for acceptance of letters of intent to substitute;
(4110) deadline for receipt of bids and books to substitute;
(4211) committee meeting for substitution for approval.
(b) In order to comply with the deadlines described in paragraphs (1), (2), (6), (10), and (11) of subsection (a) of this section, materials must either be delivered to the Textbook office on or before the established date.