CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE

BYLAWS

Revised, June 26, 2018
Article I: Authority

Section One. Establishment. Under provisions of district policy BDF(Local), the Superintendent establishes the Career and Technical Education Advisory Committee (CTEAC) as an advisory body of the Austin Independent School District.

Section Two. Limitations. The CTEAC is responsible to, and serves at the discretion of, the Superintendent. Any CTEAC recommendations to the Board of Trustees must go through the Superintendent. The CTEAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Staff Support. The administration shall designate an appropriate staff member to serve as the CTEAC Coordinator (the Coordinator).

Section Four. Bylaws. Under provisions of district policy BDF(Local), the CTEAC Bylaws shall be developed, and amended as necessary, by the Coordinator of District Advisory Bodies in consultation with the Coordinator. The CTEAC shall observe the CTEAC Bylaws.

Section Five. Sunset. Under provisions of district policy BDF(Local), the CTEAC shall be subject to a biennial sunset review process.

Article II: Purpose and Responsibilities

Section One. Purpose. The purpose of the CTEAC is to provide assistance to and promote the development of Career and Technical Education (CTE) programs to meet the needs of students, business and industry, and the community.

Section Two. Responsibilities. To accomplish its purpose, the CTEAC shall provide collaboration opportunities and expertise to educators and the administration on matters related to CTE programs. Accordingly, the responsibilities of the CTEAC may include, but are not limited to, the following areas:

1. Public relations.
2. Curriculum Alignment
3. Community resources.
4. Career and Technical Student organizations
5. Job placement.
6. Professional Learning
7. Program Analysis and program evaluation
8. Legislation.

Article III: Meetings

Section One. Regular Meetings. The Coordinator shall establish the schedule for regular meetings. The schedule of regular meetings shall be conveyed to members and posted on the CTEAC website. If necessary, the Coordinator may cancel a regular meeting with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of cancelled or rescheduled meetings.
Section Two. Special Meetings. Special meetings of the CTEAC with other interested stakeholders in the community may be called by the Coordinator as necessary or appropriate.

Section Three. Subcommittees. The Coordinator may form subcommittees from time to time on any matter deemed necessary or appropriate, and may provide specific parameters or procedures for those subcommittees. Unless otherwise directed by the Coordinator, subcommittee meetings shall be held at the discretion of the subcommittee; a regular meeting schedule is not required for subcommittees. The Coordinator shall appoint subcommittee chairs. The Coordinator shall determine whether subcommittee meetings are open to the public (if subcommittee meetings are open to the public, they must be posted under provisions of Section Nine of this Title). Subcommittees shall report findings and recommendations to the CTEAC for consideration. Subcommittees may invite outside participation to inform or otherwise facilitate their work, with the understanding that such participation does not constitute subcommittee or CTEAC membership. Unless otherwise directed by the Coordinator, subcommittees are not required to keep minutes of meetings.

Section Four. Open Meetings. All regular meetings of the CTEAC shall be open to the public, with an opportunity to provide comment. The Co-chairs shall ensure conformance with the district’s Communications and Visitor Requirements.

Section Five. Attendance. Member attendance shall be monitored by the Coordinator, who shall work with members to try and resolve any attendance problems. More than three unexcused absences within a one-year period may result in dismissal by the Coordinator. Excused absences include, but are not limited to, personal or family illness, emergency situations, jury or military duty, or mandatory employment duty. It shall be the responsibility of members to report excused absences to the Coordinator, and the Coordinator shall record excused absences. In cases of numerous excused absences or long-term absence, the Coordinator shall consider the factors in each individual case and determine whether continued service on the CTEAC is practicable.

Section Six. Virtual Attendance. Members may virtually participate in meetings through various means, to the extent they are readily available to the Coordinator.

Section Seven. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Proxy voting shall not be permitted.

Section Eight. Email Voting and Polling. In lieu of a meeting, from time to time the Coordinator may request members to vote or take a poll on a certain matter via email. However, this should not be a common practice.

Section Eight. Quorum. For regular and other plenary meetings of the CTEAC, a quorum shall be the majority of the current membership (which does not include any vacancies at the time). Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

Section Nine. Agendas. Agenda items for regular meetings and other plenary meetings shall be determined by the Coordinator, in consultation with the Co-Chairs. A majority of the CTEAC may also place an item on a future agenda. Agendas for regular meetings and other plenary meetings shall be posted in a place accessible to the public and on the CTEAC website at least 72 hours in advance, and provided to CTEAC members.
Section Ten. Minutes. Minutes shall be kept for all regular meetings and other plenary meetings. Minutes may be kept for subcommittees at the direction of the Coordinator. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings and other plenary meetings shall be approved by the CTEAC and posted on the CTEAC website.

Article IV: Membership

Section One. Membership Criteria. Membership of the CTEAC shall strive to reflect the geographic, ethnic, gender, and economic diversity of the district. In addition, the membership of the CTEAC shall strive to represent a broad range of interests and include sufficient subject matter expertise to address the issues commonly before the CTEAC. The membership shall consist of, but is not limited to, the following categories, and the Coordinator shall determine the number of members in each category:

- Business and industry (does not have to be located within the district)
- AISD student
- AISD teacher
- AISD principal
- AISD administrator
- Parent of an AISD student (does not have to reside within the district; cannot be an employee of the district)
- Local government partner
- Community member (in none of the above categories; must reside within the district)

Section Two. Selection. The Coordinator shall be responsible for selecting individuals for service on the CTEAC, based on applications received by the Coordinator of District Advisory Bodies, as well as referrals from campuses and other appropriate sources. The district’s standard membership selection considerations shall be applied.

Section Three. Term of Service. The term of service for an appointment to the CTEAC shall be for two years, from a designated point in time. Members may serve multiple terms, but may be required to go through the same application and consideration process as other membership candidates.

Section Four. Vacancies. If a member resigns or is dismissed, the Coordinator shall fill the position if a year or more remains in the term; if less than a year remains in the term, the position may be left vacant for the remainder of the term at the discretion of the Coordinator. Any vacated terms left unfilled shall not cause the CTEAC to discontinue its operations.

Section Five. Conflict of Interest. Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a pecuniary interest in any discussions or recommendations of the committee.
- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the Coordinator of District Advisory Bodies, who may consult with the General Counsel as necessary, for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Required recusal from a particular agenda item or items.
- Required recusal from a particular meeting or meetings.
- Removal from the committee.
Section Six. Undue Advantage. CTEAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in termination of membership by the Co-chairs. (As examples, it would be considered an undue advantage if a person included his or her membership in the CTEAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include CTEAC membership on his or her resume.)

Section Seven. Conduct. The district welcomes freedom of expression and debate. However, CTEAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. In meetings, members must be recognized by the Co-Chairs before speaking, and otherwise respect the order maintained by the Co-Chairs. Unless otherwise authorized by the CTEAC, members shall not speak for the CTEAC; and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the CTEAC. Violation of this code of conduct may result in reprimand or dismissal by the Coordinator, who may consult with the Coordinator of District Advisory Bodies for appropriate action.

Article V: Co-Chairs

Section One. Selection. For the initial year of operation, the CTEAC Co-chairs shall be determined by the Coordinator. After the first year of operation, the CTEAC shall elect two Co-Chairs from its voting members. No more than one Co-Chair may be an employee of the district.

Section Two. Term of Service. Each Co-chair shall serve a one-year term. Co-chairs may serve multiple terms. As necessary, the Coordinator shall determine when elections are held.

Section Three. Responsibilities. The responsibilities of the CTEAC Co-chairs shall include:

1. Determining agendas, with the CTEAC Coordinator, for regular and other plenary meetings.
2. Presiding at all regular and other plenary meetings (refer to the district’s Information for Chairs of Advisory Committees).
3. Ensuring that commonly accepted parliamentary procedures are consistently observed.
4. Representing the CTEAC, and signing all letters, reports, and other communications on behalf of the CTEAC.
5. Performing other responsibilities as may be prescribed by the district administration.

Section Four. Removal of Co-Chairs. Elected Co-Chairs serve at the will of the CTEAC. A two-thirds majority of the CTEAC may at any time remove a Co-Chair. Such action in itself does not equate to dismissal from the CTEAC.

Article VI: Website

Section One. Content. The Coordinator shall work with the Coordinator of District Advisory Bodies to establish a CTEAC website with the following information:
- Schedules for regular and other plenary meetings
- Agendas for regular and other plenary meetings
- Approved minutes of regular and other plenary meetings
- Membership roster
- General information
- Bylaws
- Contact information
- Resources (reports, recommendations, fact sheets, links, etc.)

Section Two. Maintenance. The Coordinator shall ensure that the CTEAC website is maintained and kept current.

Article VII: Ongoing Staff Support

Section One. Role of the Coordinator. The Coordinator shall provide ongoing support to the CTEAC. Responsibilities of the Coordinator shall include, but are not limited to:

1. Ensuring that adequate arrangements are made for venues for regular and other plenary meetings, as well as any subcommittee meetings.
2. Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings.
3. Serving as custodian of CTEAC records, including the status of member terms.
4. Keeping minutes of regular and other plenary meetings.
5. Ensuring that agendas and approved minutes for regular and other plenary meetings are posted in a timely manner.
6. Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the CTEAC.
7. Ensuring that new members are sufficiently oriented to service on the CTEAC.
8. Consulting with the Coordinator of District Advisory Bodies as needed.

Section Two. Technical and Specialized Support. The Coordinator shall ensure that appropriate technical and specialized supports, both internal and external to AISD, are available to the CTEAC as needed.