



**AUSTIN**  
Independent School District

**CAREER AND TECHNICAL EDUCATION ADVISORY  
COMMITTEE  
BYLAWS**

## Article I: Authority

*Section One. Establishment.* Under provisions of district policy BDF (LOCAL), the Career and Technical Education Advisory Committee (CTEAC) is established by the Superintendent and serves at the will of the Superintendent. The Superintendent shall designate an appropriate staff member to serve as the Career and Technical Education Advisory Committee coordinator

*Section Two. Limitations.* The CTEAC shall serve strictly as an advisory body at the will of 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. Bylaws.* Under the provisions of district policy BDF(LOCAL), it shall be the responsibility of the coordinator of district advisory bodies, in consultation with the committee coordinator, to establish and amend the bylaws, as needed.

## Article II: Charge

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

*Section Two. Responsibility.* 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. The CTEAC will assist the Career and Technical Education Department in aligning Career and Technical Programs with community workforce needs.
2. The CTEAC will assist the Career and Technical Education Department in conducting a Comprehensive Local Needs Assessment (CLNA) in the Spring of the school year 2020-2021 in order to support data-driven decision making and closely align planning, spending, and accountability activities under Perkins V. This will ensure a seamless connection between the strengths and areas of opportunity identified in the CLNA and the strategies and activities outline in the local application.

## Article III: Meetings

*Section One. Regular Meetings.* The CTEAC shall conduct regular meetings, and the committee coordinator shall determine the regular meeting schedule. The regular meeting schedule shall be placed on the CTEAC website. The regular meeting schedule may be revised as necessary by the committee coordinator. If necessary, the committee 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 canceled or rescheduled meetings.

*Section Two. Subcommittees.* The committee coordinator will request approval from the Chief Officer of Intergovernmental Relations & Board Services and the district advisory body coordinator to establish a subcommittee and shall provide a description of the purpose and the desired outcome of the requested

subcommittee, as well as the number of members needed to accomplish the task. Subcommittees may include non-members to serve only in a consultative capacity.

*Section Three. Open Meetings.* Regular and other plenary meetings of the CTEAC shall be open to the public and conducted in accordance with the district standard citizen's communications and visitor guidelines.

*Section Four. Quorum.* For regular and other plenary meetings of the CTEAC, a quorum shall be the majority of current membership. Regular and other plenary meetings may be held without a quorum for purposes of presentations or discussions; however, no actions or voting may take place without a quorum.

*Section Five. Attendance.* Member attendance shall be monitored by the committee 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 committee 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 committee coordinator who shall record excused absences. In cases of numerous excused absences or long-term absences, the committee 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 participate in meetings virtually through various means, to the extent they are readily available to the committee coordinator. However, members shall not participate virtually on a recurring basis.

*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. Each member shall be entitled to one vote per motion. Members in virtual attendance may vote, but proxy voting is not allowed. In accordance with open meetings procedures, any voting must be done openly during meetings, normally by a show of hands (zoom poll or google doc)– any non-open voting methods, such as paper ballots or email, are not allowed.

*Section Eight. Agendas.* Agendas shall be prepared for all regular meetings and posted on the CTEAC website at least 72 hours in advance of meetings. Agenda items shall be determined by the committee coordinator and co-chairs in consultation with the voting committee members.

*Section Nine. Minutes.* Minutes shall be kept for all regular meetings and other plenary meetings. Minutes may be kept for subcommittees at the direction of the committee 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.* Members are selected by in accordance with District Policy BDF (LOCAL). Membership of the CTEAC will strive to reflect the geographic, ethnic, sexual orientation, gender identity and expression, disability, and economic diversity of the district. The committee shall be comprised of no more than CTEAC members as follows:

- 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
- Local government partner
- Community member

*Section Two. Restrictions.* The following restrictions apply to the CTEAC membership:

- Parent members must be a custodial parent or guardian of a student currently enrolled in the district;
- A district employee may not count as a parent member;
- Teacher members refer to classroom teachers employed by AISD;
- Any student members must attend district schools;
- Any business members must live or work within the district;
- Any community members must live or work within the district; and
- Close relatives may not serve on the CTEAC at the same time.

*Section Three. Term of Service.* In accordance with BDF (LOCAL), members shall serve one two-year term. Members may serve one additional term, but renewed membership is not automatic. Members seeking a second term shall submit a standard application to the district advisory bodies coordinator.

*Section Four. Member Selection.* The Chief Officer of Intergovernmental Relations & Board Services, committee coordinator, committee co-chairs and district advisory body coordinator shall be responsible for recommending individuals to the Superintendent for service on the CTEAC, based on applications received, referrals, and recruitment. The district's standard membership selection considerations shall be applied.

*Section Five. Mid-Term Vacancies.* If a member resigns or is dismissed, the committee 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 committee coordinator.

*Section Six. Change in Member Status.* If the status of a member changes, the committee coordinator may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the coordinator may allow the member to continue to serve in the current position for a period of up to one year.

*Section Seven. Continued Operation.* Any vacated terms left unfilled under Sections Five and Six of this Article shall not cause the CTEAC to discontinue its operations.

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

- Having a pecuniary interest in any discussion or recommendations of the committee or subcommittee; and
- 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 for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Recusal from a particular agenda item or items;
- Recusal from a particular meeting or meetings; and
- Removal from the committee or subcommittee.

*Section Nine. Code of Conduct.* The district welcomes freedom of expression and debate. However, CTEAC members, as well as subcommittee 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 or the district. Violation of this code of conduct may result in reprimand or dismissal by the coordinator of district advisory bodies.

*Section Ten. 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 dismissal by the coordinator of district advisory bodies. (As examples, it would be considered an undue advantage if a person included his or her membership in the CTEAC in attempting a student transfer or for student entry into a particular program; it would be considered an undue advantage to request information that would ordinarily require a formal process to acquire; however, it would not be considered an undue advantage to include CTEAC membership on his or her resume.

## Article V: Co-Chairs

*Section One. Eligibility.* To be eligible to serve as a co-chair, a member must have served at least the majority of one school year on the CTEAC with reasonable acceptable attendance.

*Section Two. Terms of Service.* Co-chairs shall serve two-year terms. Co-chairs may serve one additional term. Co-chair elections shall normally be held during the second regular meeting of the school year.

*Section Three. Mid-Term Vacancies.* If a vacancy occurs after a co-chair's term has commenced, the CTEAC shall elect a new co-chair to serve for the remainder of the term.

*Section Four. Responsibilities.* The responsibilities of the co-chairs shall include:

1. Consulting with the committee coordinator in the development of CTEAC agendas. The co-chairs and voting committee members shall have the final decision on the agendas, with the understanding that some proposed agenda items may require coordination with the committee

coordinator district departments and personnel, who may not be available to the CTEAC committee

2. Presiding at meetings of CTEAC, following basic meeting procedures provided by the coordinator of district advisory bodies.

*Section Five. 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 of the co-chair, from the CTEAC.

## Article VI: Committee Coordinator

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

- Ensuring that adequate arrangements are made for venues for regular and other plenary meetings, as well as any subcommittee meetings;
- Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings;
- Serving as custodian of CTEAC records, including the status of member terms;
- Keeping minutes of regular and other plenary meeting;
- Ensuring that agendas and approved minutes for regular and other plenary meetings are posted in a timely manner;
- Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the CTEAC;
- Ensuring that new members are sufficiently oriented to service on the CTEAC; and
- Consulting with the coordinator of district advisory bodies as needed.

*Section Two. Technical and Specialized Support.* The committee coordinator shall ensure that appropriate technical and specialized support, either internal or external to the district, are available to the CTEAC as needed.

## Article VII: Sunset Review

*Section One. Review of the Committee.* Superintendent appointed-advisory committees that are not required by law shall sunset either on a specific date or upon the conclusion of an action or occurrence as set out in the committee's bylaws, unless specifically reauthorized by the Superintendent. The district advisory bodies coordinator shall consult with the committee coordinator to request a position statement or recommendation as to the reason why the committee shall continue. Based upon the information provided, the Superintendent shall have final approval for the continuation of CTEAC committee.

*Section Two. Time Frame.* The CTEAC committee shall cease to exist on August 31<sup>st</sup>, 2023 (Sunset Date), unless the committee is reauthorized by the Superintendent.

ATTACHMENT  
Subcommittee Guidelines

**1. Applicability**

- a. These guidelines apply to subcommittees formed under Article III, Section Two.

**2. Formation**

- a. The committee coordinator and co-chairs may form a subcommittee if the advisory committee or the administration deems a subcommittee is necessary or advisable.
- b. The CTEAC committee coordinator will call for volunteers to serve on the subcommittee.
- c. To provide diverse and fresh perspectives, CTEAC members who have not previously served on subcommittees are encouraged to volunteer.
- d. The co-chairs and CTEAC committee coordinator may attend and take part in subcommittee meetings.

**3. Responsibility**

- a. Subcommittees do not constitute a quorum of the CTEAC, and therefore do not take any formal vote or action.
- b. Subcommittees do not speak on behalf of the CTEAC or the district.
- c. The CTEAC committee coordinator and co-chairs will develop a charge for each subcommittee.
- d. The CTEAC committee coordinator and co-chairs will designate subcommittee chair(s), who will:
  - i. Ensure adherence to subcommittee guidelines and charges;
  - ii. Develop agendas based on subcommittee input;
  - iii. Convey agendas, messages and information to the subcommittee;
  - iv. Pace meetings and encourage participation of all members;
  - v. Bring any problems or concerns to the CTEAC committee coordinator; and
  - vi. Bring committee recommendations to the CTEAC committee coordinator;
- e. The CTEAC will consider subcommittee recommendations and determine the extent to which they are forwarded to the Superintendent – any recommendations to the Board are through the Superintendent.
- f. The CTEAC committee coordinator and co-chairs may direct the subcommittee to accelerate, conclude, or extend its work.

**4. Meetings**

- a. The CTEAC committee coordinator will establish a date, time, and location for the initial meeting of the subcommittee.
- b. At the initial meeting, the minimum order of business is:
  - i. Ask for a volunteer to record meeting attendance and highlights (or this responsibility may rotate from meeting to meeting);
  - ii. Review the subcommittee guidelines;
  - iii. Review the subcommittee charge;
  - iv. Initiate discussion of issues;
  - v. Establish a contact list of subcommittee communications; and
  - vi. Agree on a schedule for subsequent meetings.
- c. The subcommittee chair(s) provides meeting schedules and highlights to the CTEAC committee coordinator.

- d.** The subcommittee may invite non CTEAC members to meetings to provide information or input, and as such may take part in meetings.
- e.** The subcommittee may not conduct or direct school or community meetings, interviews, surveys, or field trips without prior approval of the CTEAC committee coordinator, who may consult with the co-chairs.
- f.** The subcommittee may request staff support or other district resources through the CTEAC committee coordinator.
- g.** In addition to making recommendations, the subcommittee may also conduct research and provide findings or reports.