



**CAREER AND TECHNICAL EDUCATION
ADVISORY COMMITTEE**

BYLAWS

October 11, 2012

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. 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 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 CTEAC Coordinator. The CTEAC shall adopt the CTEAC Bylaws.

Section Four. Sunset. Under provisions of district policy BDF(Local), the CTEAC shall be subject to a biennial sunset review process, to determine whether the CTEAC continues to serve as an advisory body of the district.

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.
3. Community resources.
4. Student organizations.
5. Job placement.
6. Staff development.
7. Program review and evaluation.
8. Legislation.

Article III: Meetings

Section One. Regular Meetings. The CTEAC Coordinator and CTEAC Co-chairs shall establish an annual schedule for regular meetings. The schedule of regular meetings shall be conveyed to members and posted on the CTEAC website. The CTEAC shall conduct a minimum of three regular meetings per year, with the first meeting generally in October.

Section Two. Special Meetings. Special meetings of the CTEAC may be called by the CTEAC Coordinator and Co-chairs as necessary or appropriate.

Section Three. Subcommittees. The CTEAC 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 CTEAC Co-chairs, subcommittee meetings shall be held at the discretion of the subcommittee, and it shall be at the discretion of the subcommittee whether meetings are open to the public. 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.

Section Four. Open Meetings. All regular and other plenary meetings of the CTEAC shall be open to the public. The Co-chairs shall ensure conformance with the district's *Citizens Communications and Visitor Guidelines*.

Section Five. Attendance. Member attendance and participation is essential. Member attendance shall be monitored by the CTEAC Coordinator and Co-chairs, who shall work with members to resolve any attendance problems. More than three absences within a one-year period may result in member dismissal by the Co-chairs.

Section Six. 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. Proxy voting, email voting, and absentee ballots shall not be permitted; a member must be present to vote.

Section Seven. 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 Eight. Agendas. Agenda items for regular meetings and other plenary meetings shall be determined by the CTEAC Coordinator and 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. During a posted meeting, items may never be added to the agenda, but items may be pulled from the agenda or postponed.

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 Co-chairs. 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 of the CTEAC shall consist of the following at a minimum, but additional members may be added at the discretion of the CTEAC Coordinator:

1. One representative of business and industry directly related to current or future CTE programs.

2. One student enrolled in a CTE program.
3. One CTE teacher.
4. One parent or legal guardian of a student enrolled in a CTE program.
5. One member of the community (who is not a parent or district staff member).
6. One CTE administrator.
7. One campus principal.

Section Two. Ex-Officio Members. The CTEAC Coordinator and Chief Academic Officer shall serve as ex-officio (non-voting) members of the CTEAC.

Section Three. Selection. The CTEAC 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.

Section Four. Term of Service. The term of service for an appointment to the CTEAC shall be for two years, normally beginning in October. Members may serve multiple terms, but may be required to go through the same application and consideration process as other membership candidates.

Section Five. Vacancies. If a member resigns or is dismissed, the CTEAC 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.

Section Six. Conflict of Interest. No individual shall be nominated for or hold a position on the CTEAC if that individual has a direct pecuniary interest in the recommendations of the CTEAC and decisions made by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

Section Seven. 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 Eight. Conduct. CTEAC members shall conduct themselves at all times with courtesy and respect toward other members and district staff. Members are encouraged to speak freely during meetings, but must provide other members with the same opportunity. Members are encouraged to interact with and gain the perspectives of stakeholders outside of the CTEAC; however, unless otherwise authorized by the CTEAC, members shall not speak for the CTEAC; and, unless otherwise authorized by the Board of Trustees or administration, members shall not speak for the district. Violation of this code of conduct may result in dismissal by the Co-chairs.

Article V: Co-Chairs

Section One. Selection. For the initial year of operation, the CTEAC Co-chairs shall be determined by the CTEAC Coordinator. After the first year of operation, the CTEAC shall elect

two Co-chairs from its members who have served at least one year on the CTEAC. 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. Co-chair elections shall normally be held in October.

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. The Co-chairs may delegate timekeeping responsibility to a member.
3. Enforcing commonly accepted parliamentary procedures (i.e., the latest version of Robert's Rules of Order), or delegating this responsibility to a member to serve as parliamentarian.
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.

Article VI: Website

Section One. Content. The CTEAC 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 CTEAC Coordinator shall work with the District Webmaster to maintain the CTEAC website and keep it current.

Article VII: Staff Support

Section One. CTEAC Coordinator. The Executive Director of College and Career Preparatory Programs shall serve as the CTEAC Coordinator.

Section Two. Executive Level Liaison. The Chief Academic Officer shall serve as an executive level liaison to communicate CTEAC matters directly to the Superintendent and Senior Cabinet.

Section Three. Staff Support. The CTEAC Coordinator shall ensure that appropriate staff provide ongoing support to the CTEAC. Staff support responsibilities 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 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.
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. Informing the Co-chairs of attendance problems.
9. Consulting with the Coordinator of District Advisory Bodies as needed.
10. Informing the Co-chairs and General Counsel of possible member conflicts of interest and undue advantage.

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