

Sweeny ISD

Career and Technology Advisory Committee Bylaws

I. **Name**

The name of this organization shall be the Sweeny ISD Career & Technology Advisory Committee (SISD CTAC).

Goals:

Advise the District in both long and short-range planning for Career & Technology Education programs,

Advise the District of current job needs and of the relevance of Career & Technology Education programs and courses offered by the District,

Provide a forum for recommending equipment and training so that Career & Technology Education can adequately meet its goals,

Encourage students to continue their education and preparation for a career beyond the high school level, and

Enhance political and community involvement and support for Career & Technology Education in our community and the state of Texas.

II. **Organization**

A. **Members** - The committee shall consist of a sufficient number of members to provide a representative cross-section of the labor market served by Sweeny ISD and the surrounding area. The committee shall have at least 12 members and no more than 20 members. Members of the advisory Committee should be engaged or connected to a workplace that is directly related to a Career and Technology Education program offered by SISD, be a community college representative, workforce representative, a CTE student, a former CTE student, or a parent/guardian of a student. These members are to represent business, industry, labor and the community within the District and surrounding areas. Advisory Committee members should be enthusiastic and interested in Career & Technology Education and willing to adequately serve on the Committee.

B. Member Composition:

- Chairperson
- Co-Chair Person
- Past Chairperson
- Members at Large in Committee (5-13 members)
- Community College Representative

Non-Voting Members

- Executive Director- CTE Coordinator or District Administrator
- Secretary- CTE Instructor/District Employee

- CTE Instructors will serve as liaisons to the Committee, providing input, recommend potential members to the Committee and assist in providing operational support to the Committee.

Leadership Responsibilities:

Chair Person

- The Committee Chairperson will serve a term of one year as the principal leader of the Committee. They will also serve one additional year after their term in an advisory capacity to the new chairperson. Their responsibilities associated with this position include:
 - Work to follow the mission statement, philosophy and goals associated with the Committee,
 - Communicate with CTE Coordinator on educational goals and district priorities,
 - Work with the CTE Coordinator to set direction for the Committee,
 - Work with CTE Coordinator and CTE department secretary on meeting agendas,
 - Work with the Co-chairperson on membership and organization of Committee,
 - Work with CTE Coordinator to ensure that program evaluations are distributed to Committee members at the Fall meeting and turned in by the Spring meeting.
 - Work with the Co-Chairperson to summarize reports from Subcommittee Chairpersons, and
 - Work with Co-Chairperson and Subcommittee Chairpersons on district or educational updates.

Co-Chairperson

- The Committee Co-Chairperson will serve for one year under the Committee Chairperson and will then take on the duties and responsibilities noted above of the Committee's Chairperson. The responsibilities associated with this position include:
 - Work with the Chairperson to further the mission, goals and philosophy of the Committee,
 - Meet with prospective new members so there is a clear understanding of the goals and direction of the Committee,
 - Work with the Subcommittee Chairperson to assist new members in their role as a subcommittee member
- The Subcommittee Chairperson will serve in this position as long as the committee determines. The role of this position is to seek to improve the program areas by:
 - Prioritizing subcommittee initiatives,

- Becoming familiar with current courses and programs offered in the program area,
- Visit or observe a minimum of one (1) hours per program site.
- Coordinate members so instructional observations are completed prior to general Committee meetings,
- Provide feedback to teachers in regard to quality and efficacy of the program and its' relevance to current business practices,
- Work with teachers toward a shared vision for the program's future,
- Serve as a resource person for teachers/students by sharing your expertise in the field and a guest speaker if needed,
- Provide leadership for reviewing the program and actively facilitating the process,
- Present the findings at the Spring meeting of the Committee.

Past Chairperson

- The Past Chairperson will serve as an advisor to the new Chairperson.

- C. **Terms of Appointment** – The Committee Chairperson will serve a term of one year as the principal leader of the Committee. They will also serve one additional year after their term as the Past Chairperson in an advisory capacity to the new chairperson. Membership appointments shall be for two year terms. Appointments shall be staggered so that one-half of the members' terms expires each year. At the time of initial organization, terms shall be determined by drawing lots among the members. Members may succeed themselves. The term of a new committee member shall start on September 1st.
- D. **Officers** – The committee shall have a chairperson, co-chairperson and past chairperson. The responsibilities of the officers are:
1. **Chairperson** – Shall preside at meetings, serve as chairperson of the executive committee, direct external relations, appoint standing and special committees as the need arises, and the chairperson shall develop the meeting agenda in cooperation with District CTE Coordinator. The Chairperson must not be an employee of the district.
 2. **Co-Chairperson** – Shall preside in the absence of the chairperson, direct committee program planning, chair the annual report committee, and assist the chairperson as requested.
 3. **Past Chairperson-** will serve as an advisor to the new Chairperson.

E. **Elections-** Co- Chairperson shall be elected by the members annually. A replacement for an Officer vacancy, due to resignation, shall be elected at the next regular meeting of the committee after the vacancy is created.

F. **Officer Support Team (Non-Voting)**

1. **Executive Director-** Is a District Administrative employee that will serve the Chairperson and assist in performing the duties of the Chairperson.

2. **Secretary** – Shall direct the recording of the minutes of the meeting, the transmittal of all reports to members and maintain a permanent record file of advisory committee activities. The secretary shall coordinate all correspondence on behalf of the committee.

IV. Meetings

1. The advisory committee shall meet a minimum of 2 times annually.
2. Special meetings may be called by the chairperson.
3. The chairperson, after consultation with the advisory committee membership shall establish the schedule of advisory committee meetings. Meetings may be postponed or canceled by the chairperson.
4. Electronic notices of committee meetings shall be sent to all members at least 14 days prior to the meeting by the committee secretary.
5. Each meeting will begin at the planned time and will continue for no more than one hour unless a majority of the members present vote to extend the meeting.
6. A quorum shall be deemed to exist if at least 50 percent of the members of the advisory committee are present.

V. Reporting and Dissemination

1. Minutes, reports and recommendations shall be forwarded to the assigned Coordinator by the secretary within 30 days following each committee meeting.
2. Information dissemination will be accomplished electronically.

VI. Rule of Order

Robert's Rules of Order shall be followed.

VII. Funding

Expenditures of the committee shall be assumed by the program area's budget utilizing established purchasing procedures.

VIII. Amendments

Bylaws may be amended by a two-thirds majority vote of the committee provided the following conditions have been met:

1. The proposed amendment shall have been proposed by the committee and distributed to each committee member 30 days prior to the time of voting.
2. The proposed changes shall have been approved by the Career and Technical Education Coordinator

Sample Agenda

(Date)

1. Call to Order Welcome and opening remarks by school personnel.
2. Secretary's Minutes of last meeting; approved/corrected by vote
3. Introductions Introduction and biographical information about committee members and/or guests
Introduction and biographical information about instructor(s)
4. Old Business Brief summary of old business items
5. Special Reports Recognition of individual(s) presenting report(s)
6. New Business Review, discussion, and vote on each item
7. Plans for Next Meeting Discussion on date and time for future meetings, subcommittees, etc.
8. Other Items Announcements, etc.
9. Adjournment