



A Great Place to Learn.

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Career & College Readiness

CAREER AND TECHNICAL EDUCATION GENERAL ADVISORY COUNCIL CONSTITUTION AND BYLAWS

I. NAME

The name of this organization will be the Career and Technical Education (CTE) General Advisory Council (hereinafter referred to as the Council).

II. PURPOSE

- A. The purpose of the Council will be to make recommendations to expand workforce and relevant education opportunities through increased planning and delivery of local programs and to introduce models for delivery of employment, training, and higher education services that will produce significant gains and results. These programs will allow students to enter the workforce and/or higher education institutions successfully; to utilize available resources, skills, and knowledge to solve real-world problems; and to demonstrate and apply technical, interpersonal communications, and occupational employability skills.
- B. The Council and its memberships is required by the Carl D. Perkins Vocational Technical Education Act of 1998 and the Washington State Office of Superintendent of Public Instruction.

III. RESPONSIBILITIES

- A. The Council makes recommendations to the Executive Director of Career & College Readiness in the following ways:
 1. Reviews annually the local plan/budget for career and technical education
 2. Submits its own annual evaluation report for approval by the local school board, including a summary of the board's activities during the year as well as recommendations pertaining to areas and issues determined by the Council to need School Board attention
 3. Provides recommendations to the Executive Director of Career & College Readiness on current job needs and the relevancy of career and technical education programs offered
 4. Evaluates division-wide needs and establishes priorities to develop and revise career and technical education plan goals
 5. Fulfills other responsibilities as may be needed or requested by the Executive Director of Career & College Readiness

IV. MEMBERSHIP

- A. Composition
 1. The Council will be composed of members of the public: including students, teachers, parents, and representatives from business, industry, and labor with appropriate representation of both genders and of racial and ethnic minorities found in the school, community, or region served by the board.

B. Appointments

1. The Council will recruit and appoint Career and Technical Education Advisory Council members for open positions.
2. The Executive Director of Career & College Readiness will serve in an ex officio status as an advisor and facilitator.
3. The Executive Director of Career & College Readiness will provide an individual to assist with administrative duties.

C. Tenure of members

1. Membership is for a three-year term, but members may serve multiple terms since a thorough understanding of the program requires time and experience.
2. Half of the Council positions will reappoint during odd years. The other half of the Council positions will reappoint during even years.
3. Members may resign upon submission of a written notification to the Executive Director of Career & College Readiness and Chairperson. When a vacancy occurs, the position will be filled for the remainder of the unexpired term under the procedure described for the selection of members.

D. Responsibilities of Members

1. Become knowledgeable about career and technical education in the state.
2. Become knowledgeable about the Career and Technical Education Program in the Sumner-Bonney Lake School District.
3. Attend meetings regularly.
4. Participate as a member of a subcommittee, task force, or study group when asked by the Chairperson or when determined by the Executive Director of Career & College Readiness that it is necessary for program improvement.
5. Accept assignment to perform an occasional in-depth review or analysis of a specific area of the career and technical education program and report to full Council as necessary.
6. Work to improve effective community support for the career and technical education program.
7. Be an approved volunteer with the Sumner-Bonney Lake School District.

V. OFFICERS

A. Officers

1. The officers will consist of a Chairperson, Vice Chairperson, and Secretary.
2. The officers are elected by the membership of the Council at the last meeting of each school year. The term of office is for one year.
3. Officers may serve consecutive terms in the same or different positions. Members may relinquish their roles as officers without giving up their membership. Vacancies require a new election by the membership to fill the unexpired term of office.

B. Duties of Officers

1. Chairperson

- a. Presides at all meetings of the Council
- b. Prepares and/or approves the meeting agenda in advance of each meeting
- c. Appoints subcommittees and represents the Council to other groups
- d. Works closely with the Executive Director of Career & College Readiness
- e. Communicates Council recommendations to the Executive Director of Career & College Readiness

2. Vice Chairperson

- a. Presides at all meetings in the absence of the Chairperson
- b. Serves as the timekeeper and the gatekeeper

3. Secretary

- a. Is held by a non-voting school representative
- b. Assists with meetings, arranges for meeting facilities, and records and disseminates meeting minutes

4. Career & College Readiness Executive Director

- a. Is held by a non-voting school representative
- b. Assists in preparing agenda, communicating information, and monitoring Council progress
- c. Assists the Council in obtaining requested information and exchanging information among the educators, school administration and the board

VI. MEETINGS

- A. A quorum will consist of a minimum of six voting members.
- B. Meetings will be held in the Sumner-Bonney Lake School District central office. With the Council's request and/or approval, meetings may be arranged at instructional sites or at Council member places of business.
- C. Monthly meetings will occur on the first Tuesday of the month, and dates will be approved for the following year at the last meeting of each school year.
- D. Meetings will begin promptly at 11:00 a.m. and conclude by 1:00 p.m.
- E. Special meetings will be called at the discretion of the Executive Director of Career & College Readiness and/or the Chairperson.
- F. At the conclusion of each meeting, the Council will develop the meeting agenda for the next meeting. The Executive Director of Career & College Readiness will prepare the agenda, and the Secretary will distribute the agenda to the Council members at least one week prior to the next meeting. The Executive Director and/or Secretary will contact the Council members on the Friday prior to scheduled meetings to survey attendance. Each member will notify the Executive Director by Monday regarding his or her planned attendance at the forthcoming meeting.
- G. Regular attendance is expected. If a member misses three consecutive meetings, or 50% of a school year, the Council may request a replacement. Community and staff input is welcome. During the first 15 minutes of each meeting, any staff, parent, or other community member may address the Council to briefly state ideas or concerns. The Council will respond to statements or questions posed. Comments should be related to Career and Technical education and not individual staff or members.
- H. Inclement Weather. If Sumner-Bonney Lake School District is close, or students are dismissed early due to inclement weather on a scheduled meeting date, then the meeting is cancelled automatically.

VII. DECISION MAKING

- A. Decisions of the Council will be made by consensus of those present (with a minimum quorum of six). If fewer than six members are present, including absentee votes, the final decision will be determined at the next meeting. The Executive Director and/or Chairperson can exercise a mail-in/e-mail vote. Failure to respond will be interpreted as an agreement/concurrence.
- B. The latest edition of *Robert's Rules of Order* is the authoritative document regarding questions of parliamentary procedure.

VIII. AMENDMENTS

- A. The Council will review the bylaws annually and will revise and adopt changes to the bylaws as appropriate and necessary. The annual review will be conducted at the fall meeting of each year.
- B. The bylaws may not be suspended but can be amended. Any committee member may make an oral or written proposal to amend the bylaws at any time. Any change requires two-thirds majority vote of those members presenting and voting.

IX. TRAINING

- A. The Executive Director of Career & College Readiness, along with the membership committee, provides orientation and training for all new council members.