



**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

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:

- x Having a pecuniary interest in any discussion or recommendations of the committee or subcommittee; and
- x 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:

- x Recusal from a particular agenda item or items;
- x Recusal from a particular meeting or meetings; and
- x 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 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 02 -1.2113.1 t (R)-31.30.610.6 0.7 (e)-6 (r)-2. of Co

Section Two. Time Frame. The CTEAC committee shall cease to exist on August 31st, 2025 (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

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- iv. Initiate discussion of issues;
 - v. Establish a contact list of subcommittee communications; and
 - vi. Agree on a schedule for subsequent meetings.
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