



# Career and Technical Education Advisory Council Bylaws

## I. Mission Statement

The Prince William County Public Schools (PWCS) Career and Technical Education (CTE) Advisory Council is committed to working cooperatively in support of the PWCS vision that every student will graduate on-time with the knowledge, skills, and habits of mind necessary to create a thriving future for themselves and their community. PWCS CTE pathways empower students by fostering academic achievement, interests, skills, and authentic learning experiences for a thriving future in an evolving world.

In support of this mission, the primary responsibility of the PWCS CTE Advisory Committee is to advise the PWCS School Board regarding policies and plans for CTE programs and their relevance to the current and future job market. The CTE Advisory Council also assists with the development of the PWCS Annual CTE Plan. The Council analyzes the extent to which CTE and workforce development programs represent a consistent, integrated, and coordinated approach to meeting the needs of the students, families, and community of business and industry stakeholders in Prince William County.

## II. Vision Statement

All Prince William County residents will have an opportunity to engage in relevant career and technical experiences at the secondary and post-secondary levels. PWCS CTE students will be well respected in school and the local business community for their academic ability and workplace readiness skills. PWCS CTE programs will provide equitable opportunities for all students to achieve at high levels and prepare all students for post-secondary education and the workforce.

## III. Name

The name of this organization shall be the CTE Advisory Council (hereinafter referred to as the council).

## IV. Purpose

The purpose of the CTE Advisory Council shall be to make recommendations to expand opportunities for rigorous and relevant CTE programs of study that will prepare PWCS CTE students for a wide range of high-wage, high-skill and high-demand careers. With the support of the council, PWCS CTE will implement sustainable programs that provide students with the academic and technical skills, knowledge and training necessary to succeed in future careers and to become lifelong learners. 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.

The Advisory Council and its membership are required by the Strengthening Career and Technical Education for the 21st Century (Perkins V) Act and Regulations Governing Career and Technical Education of the Commonwealth of Virginia.



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### V. Responsibilities

The council makes recommendations to the Superintendent in the following ways:

- Reviews annually the Local Plan/Budget for CTE.
- Submits its own annual evaluation report to the local school board. This report shall include a summary of the council's activities during the year as well as recommendations pertaining to areas and issues determined by the council to need school board attention.
- Provides recommendations to the Superintendent / School Board on current job needs and the relevancy of career and technical education programs offered.
- Evaluates division-wide needs and establishes priorities to develop and revise CTE Plan goals.
- Fulfills other responsibilities as may be needed or requested by the Superintendent.

### VI. Membership

The council shall be composed of members of the public, including students, teachers, parents, agencies serving out-of-school youth, and representatives from special education, business, industry, and labor with appropriate representation of genders and racial and ethnic minorities found in the school, community, or region served by the council.

#### Categories of Membership:

- Membership shall include students, teachers, parents, agencies serving out-of-school youth, and representatives from special education, business, industry, and labor.
- Each School Board representative shall appoint one CTE Advisory Council member who shall rotate off every even year.
- The Superintendent of Schools shall appoint six CTE Advisory Council members who shall rotate off every odd year.
- One PWCS CTE Administrator shall serve in an ex officio status as an advisor and facilitator.
- The PWCS CTE Department shall provide support staff to assist with administrative duties.

#### Number of Members:

- The CTE Advisory Council shall consist of fifteen members.
- Members may represent concurrently more than one category of membership.
- School Board members shall each appoint one representative to the council (8).
- Superintendent shall appoint six representatives to the council (6).
- The PWCS CTE Administrator shall serve in an ex officio status as an advisor/facilitator.
- The CTE administrator of the PWCS School of Practical Nursing shall serve as a member.
- One PWCS support staff employee shall serve the Council for administrative duties.

#### Selection Criteria and Procedure for Members:

The School Board or Division Superintendent, with the advice and recommendation of the CTE Administrator, appoints all members for a two-year term. Each School Board representative shall appoint one CTE Advisory Council member who shall rotate off every even year. The Superintendent of Schools shall appoint six members who shall rotate off every odd year. The PWCS CTE Administrator shall serve in an ex officio status as an advisor and facilitator. The PWCS CTE Department shall provide support staff to aid with administrative duties.



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### **Tenure of members:**

Membership is for a two-year term, but members may be appointed to serve multiple terms since a thorough understanding of the program requires time and experience.

### **Appointments:**

Each School Board representative shall appoint one CTE Advisory Council member who shall rotate off every even year in June. The Superintendent of Schools shall appoint six members who shall rotate off every odd year in June. Provisions are made for staggering replacements so there will always be experienced members serving on the council.

### **Resignations:**

Members may resign upon submission of a written notification to the Superintendent and Chairman. When a vacancy occurs, the position shall be filled for the remainder of the unexpired term under the procedure described for the selection of members.

### **Responsibilities of Members:**

- Become knowledgeable about career and technical education in the Commonwealth of Virginia.
- Become knowledgeable about career and technical education programs in PWCS.
- Attend meetings regularly.
- Participate as a member of a subcommittee, task force, or study group when asked by Chairman or when determined by the Superintendent that it is necessary for program improvement.
- Accept assignment to perform an occasional in-depth review or analysis of a specific area of the CTE Program and report to full committee as necessary.
- Work to improve effective community support for the CTE Program.

### **Officers:**

The officers shall consist of a Chairman, Vice Chairman, Secretary, and a CTE Administrator. The Chairman and Vice Chairman officers are elected by the membership of the council at the first meeting of each school year. The term of office is for one year. 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.

### **Duties of Officers:**

#### Chairman:

- Presides at all meetings of the council.
- Prepares and/or approves the meeting agenda in advance of each meeting.
- Appoints subcommittees and represents the advisory council to other groups.
- Works closely with school officials.
- Communicates council recommendations to the school administration.

#### Vice Chairman:

- Presides at all meetings in the absence of the Chairman.
- Serves as the timekeeper and the gatekeeper.



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### Secretary:

- A non-voting school representative serves as secretary. The secretary shall perform the usual functions of assisting with meetings, arranging for meeting facilities, and recording and disseminating minutes.

### CTE Administrator:

- A non-voting school representative serves as the CTE Administrator. The Administrator shall perform the functions of assisting with agenda preparation, communicating information, and monitoring council progress. The Administrator shall also assist the Council with obtaining requested information and exchanging information among the school administration and the Council.

## VII. Meetings

Quarterly meetings will occur on a predetermined date and time in October, December, February, and April, to be approved for the following year at the last meeting of each school year. The first meeting of the year will begin promptly at **8:00 a.m.** and conclude no later than 9:30 a.m. Meetings begin and end on time.

The October, February, and April Council meetings will be held at the Kelly Leadership Center, 14715 Bristow Road, Manassas, Virginia. The December meeting will be held virtually with the link sent to the council members 2 weeks in advance. Meetings may also be arranged at instructional sites at the Council's request and/or approval.

Meetings require a minimum of six voting members to reach quorum. Special meetings are called at the discretion of the CTE Administrator and/or Chairman. At the conclusion of each meeting, the council will develop the meeting agenda for the next meeting. The CTE Administrator will prepare the agenda, and the Secretary will distribute the agenda to the Council members at least one week prior to the next meeting.

Regular attendance is expected. If a member misses 3 consecutive meetings or 50% of the school year, the council may request a replacement. Community and staff input is welcome through the use of the open chair. During the first fifteen 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 CTE and not individual staff or members.

Should PWCS close, or students be dismissed early due to inclement weather on a scheduled meeting date, then the meeting is cancelled automatically.

## VIII. Decision Making

Decisions of the Council shall be made by consensus of those present (with a minimum quorum of six). If less than six (6) members are present, including absentee votes, the final decision shall be determined at the next meeting. The Administrator and/or chairperson can exercise a mail in vote. Failure to respond shall be interpreted as an agreement/concurrence.

## IX. Rules of Order

The rules contained in the latest edition of Robert's Rules of Order are the authoritative document regarding questions of parliamentary procedure.

## X. Annual Review, Revision, and Adoption of Changes



## **Career and Technical Education Advisory Council Bylaws**

The Council shall review the Bylaws annually and shall revise and adopt changes to the Bylaws as appropriate and necessary. The annual review shall be conducted in October of each year.

### **XI. Procedures to Amend the Bylaws**

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. Robert's Rules of Order serves as the parliamentary guide. Any change requires two-thirds majority vote of those members present and voting.

### **XII. Training**

The CTE Administrator provides orientation and training for all new Council members.