



## **CAREER TECHNICAL EDUCATION ADVISORY BOARD BY-LAWS**

The following are to serve as a draft of suggested By-Laws for future Advisory Boards; both the District Advisory Boards and Industry Sub-Committees shall adopt and follow the By-Laws.

The District Career Technical Education Advisory Board and administration should edit or otherwise tailor these By-laws to best suit the educational needs of Fresno Unified School District's students.

### **ARTICLE 1 – NAME**

The name Fresno Unified School District Career Technical Education Advisory Board Committee has been adopted for the District.

### **ARTICLE II –PURPOSE**

The Advisory Board makes recommendations regarding the expansion of programs, curriculum, and professional learning. The Advisory Board will become familiar with the challenges facing public schools and become advocates and stakeholders, while helping to ensure high quality, relevant preparation for the workforce. The Advisory Board also assists with providing resources, marketing pathway opportunities, engaging work-based learning experiences, and student scholarships. Fresno Unified District Goal #3: All students will demonstrate the character and competencies for workplace success.

### **ARTICLE III – OBJECTIVES**

The primary objective of the Advisory Board is to support the following goals and policies of the local pathway or program:

1. Supporting Fresno Unified School District's Graduate Profile – Preparing career ready graduates, giving all students an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.
2. Evaluating the effectiveness of the CTE course/program and identifying skill gaps, or needs for specific industry recognized certifications.
3. Providing training and professional learning opportunities for teachers.
4. Providing work – based learning experiences including, but not limited to: job shadowing, internships, guest speakers, and company tours.
5. Enlisting the expertise of individuals in the industry to assist with the

development and evaluation of curriculum and student projects, scholarships and internships, resume writing, mock interviews, and participation in student exhibition panels.

6. Advocating on behalf of the sector or pathway.

7. Identifying and eliminating barriers that impede student success.

## **ARTICLE IV – ORGANIZATION**

Advisory Boards meet monthly but in no event less frequently than bi-annually. Additional meetings may be held by sub-committees in order to give counsel and solve specific problems dealing with internships, curriculum, professional learning for teachers and other matters related to the program. Advisory Boards should hold a full-Board strategic planning meeting during the month of August, which includes stakeholders from the District.

## **ARTICLE V – MEMBERSHIP**

Section 1. Membership:

1. The members of the Advisory Board shall be comprised of students and parents, representatives of the industry, colleges and universities, community leaders and educators. Ideally, business and community should make up at least 75-80% of the Board.

2. Members of the Advisory Board shall receive no compensation for their services.

3. Prior to serving on the CTE District Advisory Board, new members must have been previously active on an Industry Sub-Committee.

Section 2. Terms of Membership:

1. Advisory Board members shall decide on an initial term of membership, such as a one or two year rotating term. Membership may be renewed at the recommendation of the Board.

2. Any member may resign from the Advisory Board by giving written notice to the Chairperson. The resignation will be effective immediately upon receipt of such notice.

3. Any member of the Advisory Board who shall fail to attend a minimum of two advance notice meetings of the Advisory Board in any academic year shall be asked to resign from the Advisory Board. A member will be deemed to have attended a meeting if a duly qualified substitute attends on behalf of the member.

4. Any Advisory Board member may be asked to resign from the Board at any time, for any reason, by a majority vote of the members of the Board.

Section 3. Membership Requirements:

In accordance with Fresno Unified School District's Governing Board Policy (BP 0410):

*The Governing Board is committed to equal opportunity for all individuals in education. All aspects of the District's school environment, including all academic, extra-curricular and school-sponsored programs, activities and practices shall be free from harassment,*

*intimidation, and discrimination based on sex, race, color, religion ancestry, national origin, ethnic group identification, age, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.*

*The superintendent or designee shall review district programs and activities to ensure the removal of any barrier than may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.*

1. Candidates must be nominated by a member in good standing of the Advisory Board and approved by a majority vote of its members.
2. Candidates must demonstrate a willingness to commit to at least one work based learning experience.

#### Section 4. Membership Year:

Advisory Boards will meet during an academic school year, beginning on or about the second week of August and ending on or about the second week in June.

### **ARTICLE VI – RESPONSIBILITIES**

1. Strengthen public relations and publicity relative to the program.
2. Assist in evaluating the rigor, relevance and effectiveness of the curriculum to meet the needs of the industry, readiness for college and preparation for career/life.
3. Provide professional learning opportunities for teachers.
4. Prepare all students through course work and related experiential education for success in higher education and their careers by providing input to curriculum and instruction including: identifying standards and competencies required by industry, providing project/problem suggestions and assisting students in solutions to those problems.

### **ARTICLE VII – MEETINGS**

#### Section 1. Quorum:

A simple majority of the Advisory Board members shall constitute a quorum for conducting Advisory Board business.

#### Section 2. Voting:

Each active member of the Advisory Board shall be entitled to vote on any issue presented to the Advisory Board. A duly qualified alternate in attendance at a meeting may vote on behalf of a member, but no proxy votes are allowed.

#### Section 3. Minutes:

The Chairperson will designate a person to record and distribute the minutes to all Advisory Board Members. The Business Engagement Coordinator will assist the Chairperson in coordinating the meetings and developing the agenda. The Business Engagement Coordinator will also ensure that absent Advisory Board members will

receive material and minutes distributed at the Board meetings. Previous Board Meeting Minutes will be distributed at least one week prior to the next Board meeting.

### **ARTICLE VIII – OFFICERS**

#### Section 1. Chairperson:

The Advisory Board shall consist of one Chairperson. The Chairperson shall be elected by the members of the Advisory Board for a term of two years.

#### Section 2. Vice-Chairperson (or Co-Chairperson):

The Advisory Board shall consist of one Vice- or Co-Chairperson. The Vice- or Co-Chairperson shall be elected by the members of the Advisory Board every two years.

#### Section 3. Other Officers:

Other officer positions such as Secretary and Treasury shall be decided by the majority of the Advisory Board members.

### **ARTICLE IX - DUTIES OF THE OFFICERS**

#### Section 1. Chairperson:

The Chairperson's duties shall be those pertaining to the office set forth in Robert's Rules of Order and such other duties as may be prescribed.

#### Section 2. Co-Chairperson:

The Co-Chairperson's duties shall be to direct all meetings in the absence of the Chairperson to ensure the development and maintenance of a strong and active Advisory Board.

### **ARTICLE X – AMENDMENTS**

These by-laws may be altered, amended, or repealed. New by-laws may be adopted by a majority vote of the Advisory Board at any regular meeting or special meeting.