



HARDIN-JEFFERSON ISD

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Brad McEachern, Superintendent

Article I – Name and Purpose

This committee shall be known as the Hardin-Jefferson ISD Career and Technical Education Advisory Committee.

The advisory committee shall provide leadership in and promote the development of the CTE program as it relates to and meets the needs of the students, the community, and the public. The Committee shall advise the teachers in the program and the administration on matters related to the program area.

Article II – Membership

1. Number of Members

a. A simple majority of the members will be representative of business and industry. In addition, representative should include a student in the program and representatives from the educational community.

2. Appointments and Terms

a. Each appointment of an advisory committee member shall be for three years, except when the appointment is to fill an unexpired term.

b. At least two-thirds of the members shall be retained each year with one-third of the membership being appointed each year. An outgoing member may be reappointed by a majority vote of the membership present.

c. An individual will automatically lose membership on the committee if he/she fails to attend three successive meetings without presentation, in advance, to the chairperson of the committee, a valid reason for his/her absence.

d. Advisory Committee members may submit names of potential members for the committee. Final recommendations are made by the teacher(s) with the approval of the appropriate administrator. The appointments are made by the governing board.

e. The term of a new Committee member shall begin on September 1st.

3. Ex Officio Members

a. Ex officio members shall be appropriate administrators, appropriate program coordinators or supervisors, or teachers in the program areas

BYLAWS

Section A: Officers and their Duties

The officers shall be a chairperson, a vice-chairperson and a secretary.

The officers shall be elected annually by a majority vote of the committee members at the last meeting during the school year. Officers may be re-elected to the same office. The chairperson shall be elected from among those members who have served at least one year.

The Chairperson's duties shall include the following:

- Be a representative from business or industry, elected by the committee members
- Be sensitive to the views of the members
- Be able to listen critically
- Be reasonable
- Exercise good judgment and fairness
- Be able to work closely with the teacher
- Spend more time than other members on the affairs of the committee
- Be well informed
- To preside at the meetings of the committee
- To serve as a chairperson of the program advisory committee
- To appoint special committees as the need arises, which may include persons other than committee members
- To meet with the teacher or program director to prepare an agenda prior to a forthcoming meeting
- Arrange for special presentations
- Prepare reports

Recommended responsibilities include:

- Establish meeting dates and call meetings to order
- Plan the meeting agenda
- Encourage a relaxed atmosphere conducive to productive discussion
- Plan committee activities and providing sufficient background information when needed
- Maintain personal contacts with members and school personnel
- Approve all announcements, notices, and other information sent to committee members
- Preside over all meetings, leading discussions, and bring closure on key points of discussion

The chairperson should avoid:

- Acting as the final authority on all subjects
- Putting pressure on the group to agree with his/her own personal views
- Chairing subcommittees
- Discussing questions or issues that are outside the purpose of the committee

The vice-chairperson shall be elected from among those members who have served at least one year. The vice-chairperson's duties shall include:

- The vice chair may be elected to serve as the next chairperson following a set of time as a vice-chairperson
- Work closely with the chairperson on all tasks
- Serve as the leader for many of the committee's activities
- Perform specific tasks assigned by the chairperson

The secretary shall:

Act as the liaison between the school and the community and maintain a close working relationship with members of the committee. The secretary also may assist the chairperson in setting the tone of the committee activities.

The responsibilities of the secretary are:

- Keep records of attendance of members at meetings
- Keep a record of discussion and recommendations
- Maintain a permanent record file of Advisory Committee activities
- Distribute minutes of Committee meetings and copies of other Committee documents to committee members, teachers, and others who may be concerned. He/she shall have the assistance of the school's staff and the use of the school facilities in performing these functions.
- Send copies of minutes and reminders to the Director of Student Services
- Arrange for meeting space

- Notify members and guests of meeting time/location
- Prepare and mail information to committee members and others associated with the program
- Prepare and forward necessary correspondence
- Provide statistical information about the school and prepare progress reports
- Accompany the committee chairperson to visit school personnel and explain committee actions

Section B: Meetings

At least two regular meetings of the Committee shall be held during the school year. Written or electronic notice of each regular meeting will be sent to members. Special meetings of the committee may be called by the chairperson as needed throughout the year. The time of advance notice shall be appropriate in terms of the reason for the urgency of the meeting.

Section C: Recommendations and Reports

Any formal resolutions or recommendations from the committee shall be in written form. They shall include the number of committee members present and the voting, and the number favoring the resolution or recommendation.

All resolutions and recommendations shall be presented to the program coordinator to division chairperson, who shall then present them to the administration, who shall present them to the governing board if necessary.

Section D: Evaluating Committee Effectiveness

The program advisory committee will evaluate effectiveness at the final meeting of each school year.

Goals and objectives will be formulated at the first regular meeting of the school year, utilizing implications from the spring evaluation.

Section E: Bylaws Changes

These bylaws may be amended or added to by two-thirds vote of active members at any regular or special meeting if at least ten days written notice has been given to each member.