



## Career and Technical Education Advisory Committee (CTEAC)

Loudoun County Public Schools

### **Bylaws**

Adopted: February 23, 2021  
Amended: February 16, 2022



**Career and Technical Education**  
Loudoun County Public Schools

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# **Bylaws**

## **Article I – Name**

The name of this public body shall be the Career and Technical Education Advisory Committee (CTEAC) for Loudoun County Public Schools (herein referred to as “the Committee”).

## **Article II – Purpose**

Each school board is required to establish a general career and technical education advisory committee to provide recommendations to the Board on current job needs and the relevancy of career and technical education programs offered and to assist in the development, implementation, and evaluation of the local plan and application. State Board of Education Regulation 8VAC20-120-50, Career and Technical Education Advisory Committee, requires the following:

1. Committees shall be composed of members of the public, including students, teachers, parents, and representatives from business, industry, and labor, with appropriate representation of sexes and racial and ethnic groups found in the school, community, or region served by the committee.
2. The committee shall meet at regular intervals during the year to assist in the planning, implementing, and assessing of career and technical education programs.

## **Article III - Membership**

### **1. Number**

Membership of the Committee shall be limited to twenty-one (21) voting members.

### **2. Appointment of Members**

For initial membership, prospective members will submit interest via an online interest form for consideration for appointment by the Loudoun County School Board.

For future membership, Prospective members, who have attended a minimum of five (5) monthly CTEAC meetings, must submit to the Vice Chair of Membership, via the Supervisor of Career and Technical Education, an application outlining their desire and qualifications to serve on the Committee. Appointment shall be by and at the sole discretion of the Loudoun County School Board. The Vice Chair of Membership will provide the School Board, via the Supervisor of Career and Technical Education, a nominated slate of candidates approved by the CTEAC Executive Committee to fill vacancies as they occur.

The Vice Chair of Membership and Loudoun County School Board shall solicit applications from the public/private sectors that have a vested interest in the educational needs of career and technical education students. Priority will be given to applicants that best fit the diversity needs of the Committee.

Prior to nomination, interested persons will be advised by the Vice Chair of Membership of membership responsibilities. The Vice Chair of Membership shall present the membership nomination(s) to the School Board, via the Supervisor of Career and Technical Education, for consideration. Notification of nomination shall be sent by the Vice Chair of Membership to all new appointees. Following the appointment of

some/all of the nominees, all nominees will be notified of the results. Applications from nominees not appointed shall remain on file for a period of two years. Nominees who remain qualified but were not appointed will be reconsidered by the School Board for the next term.

### 3. Members

Members of the Committee shall include, but not be limited to, the following persons or representatives of groups with the possibility that a Member may be representative of more than one of the stakeholder groups:

- a. business and industry [B&I];
- b. labor organization [LO];
- c. Workforce Investment Council [W];
- d. agencies serving out-of-school, homeless, and/or at-risk youth [A]; special populations [SP];
- e. local community colleges [CC];
- f. CTE teachers [T];
- g. CTE parents [P];
- h. CTE students [S];
- i. and other interested community leaders [O]
- j. one (1) member designated by MSAAC,
- k. one (1) member designated by SEAC, and
- l. Loudoun County School Board Member appointed by the School Board

### 4. Ex-officio Members

Ex-officio members should include the CTE administrator(s) and Assistant Director of Career and Technical Education, Computer Science and Community Connections.

### 5. Term of Members

Members shall be appointed for two (2) year terms. To assure the continuity of the Committee, a maximum of one-third of its Members

shall rotate off the Committee each year. A Member may thereafter be reappointed for one successive two (2) year full term before rotating off the Committee if he/she submits a letter of intent to the Vice Chair of Membership by April of the second year of their term. After serving three (3) successive full terms, a Member may not be reappointed until one year has elapsed, if there are other prospective members that are available for appointment to fill the membership position(s) under Section 2. New members will be provided a copy of the Freedom of Information Act (FOIA) within two (2) weeks of appointment by the School Board and shall acknowledge an understanding of and agree to comply with the Freedom of Information Act (FOIA).

6. Vacancies

Should vacancies occur because of low application numbers or the withdrawing of an active Committee Member, the Vice Chair of Membership, via the Supervisor of Career and Technical Education, shall present a slate of names as approved by the Executive Committee to the School Board for consideration of appointment. Any member wishing to resign from the Committee must submit a written resignation to the Vice Chair of Membership, who will forward on to the School Board via the Supervisor of Career and Technical Education, in advance of the anticipated resignation date.

7. Absences

Members are required to attend all meetings in a school year with no more than three (3) unexcused absences. With the fourth unexcused absence, the person will be removed as a Member on the Committee. A record of attendance shall be kept by the Vice Chair of Membership who shall report periodically to the Chair of the Committee.

8. Student Representatives

Defined as students appointed by the School Board, these representatives are voting members. Their appointment, however,

shall not cause the total membership of the committee to exceed stated in Article III, paragraph 1 above.

## **Article IV - Officers**

Except as provided in Article IV, 3, all officers must be voting members of CTEAC.

- 1) The officers of the Committee shall consist of a Chair, a Vice-Chair of Membership, a Vice-Chair of Planning, a Vice-Chair of Communications, an Immediate Past Chair, and a Secretary;
- 2) The Immediate Past Chair shall serve on the Executive Committee for one year as an advisor, or in the case of a vacancy in the past chair, by invitation;
- 3) The Secretary, if not a voting CTEAC member, at the discretion of the Executive Committee, may serve as a non-voting member of the Executive Committee;
- 4) A nominating subcommittee, consisting of three (3) Members appointed by the Chair, will present a slate of proposed officers at the third to last meeting of the year. Additional nominations may be made by the membership during this meeting with the consent of the nominees;
- 5) The officers of the Committee, except those appointed in accordance with the provisions of Article IV, Section 3 of these bylaws, shall be elected by a majority vote of the Committee at the second to last meeting of the school year provided a quorum (1/3 of the Membership) is present. Officers shall serve a one (1) year term. No Member shall serve in the same office for more than two (2) one-year terms, if there is a desire for other members to fill the position.
- 6) In the event an office becomes vacant, the Chair shall appoint a replacement for the unexpired term. Vacancy in the office of Chair shall be filled by one of the Vice Chairs for the unexpired term;

- 7) The term of officers begins at the last scheduled meeting of the year they are elected and ends at the second to last scheduled meeting of the following year; and

The duties of the officers shall be as follows:

Chair

- a. Serve as chief executive of the Committee with the powers and duties usually belonging to such a position;
- b. Call and preside at meetings of the Committee;
- c. Serve as ex-officio member of all subcommittees;
- d. Ensure that the Annual Report is submitted to the School Board;
- e. Assure representation of the Committee at functions as requested by the Committee or others;
- f. Participate in orientation activities for new members;
- g. Appoint committee chairs;
- h. If feasible, serve on other school advisory committees in order to facilitate collaboration regarding global issues;
- i. Appoint a Vice Chair to perform his/her duties when needed. If the position becomes vacant, the Executive Committee may appoint a Vice Chair to the position of Chair for the remainder of the term.

Vice-Chair of Planning

- a. Shall publish the schedule of the general meetings;
- b. Coordinate general meeting presentations;
- c. Maintain a list of Public Comments to track needs and plan future activities; and
- d. Discharge any duties delegated to him/her by the Chair.

Vice-Chair of Membership

- a. Shall perform duties described under Article III, Membership;
- b. Keep a record of member attendance;
- c. Shall provide new member orientation; and



- d. Discharge any duties delegated to him/her by the Chair.

#### Vice-Chair of Communications

- a. Send advance notice of scheduled meetings to the Committee Members;
- b. Manage public notice communications; and
- c. Discharge any duties delegated to him/her by the Chair.

#### Immediate Past Chair (effective 2 years from when the committee is established)

- a. The Chair shall become the Immediate Past Chair upon completion of the Chair's term of office;
- b. Conduct a transition meeting with the new Chair prior to the opening of the next school year; and
- c. Discharge any duties delegated to him/her by the Chair.

#### Secretary

- a. Take minutes during scheduled meetings and prepare for distribution to the Committee prior to the next regular meeting agenda;
- b. Maintain Public Comment documentation and provide copies to the Supervisor of Career and Technical Education and Vice Chair of Planning; and
- c. Discharge any duties delegated to him/her by the Chair.

## **Article V – Removal of Officers**

For inadequate performance of duties, any officer of the Committee upon petition of one- third of the membership shall be subject to review by the membership for possible removal recommendation. A vote of two-thirds of the membership is required to remove an officer. Said member shall have the opportunity to resign or give reason to the Committee why he/she should not be recommended for removal from office. Upon affirmative vote of two-

thirds of the membership of the Committee, said member shall be recommended for removal from Office.

## **Article VI – Committees and Subcommittees**

### Executive Committee

The Executive Committee shall consist of the officers of the Committee and the Immediate Past Chair serving as advisor. The Executive Committee:

- A. Shall transact business as directed by the Committee;
- B. Shall have the responsibility of guiding the Committee between regular meetings with the exception of making final determinations of policy;
- C. Shall create subcommittees as deemed necessary;
- D. Shall report at each regular meeting of the Committee as deemed necessary;
- E. May call "Special Meetings" of the Committee;
- F. Shall plan and set the agenda for regular meetings of the Committee and
- G. Shall acknowledge understanding of and agree to comply with the Freedom of Information Act (FOIA).

### Subcommittees

Subcommittees, standing or special, shall be appointed by the Executive Committee, as deemed necessary, to carry out the work of the Committee. Each voting member is required to serve on at least one (1) subcommittee. Standing subcommittees shall consist of at least three (3) members, one of whom may be an ex-officio staff person. Committee Representatives may serve in a voting capacity on no more than two (2) subcommittees concurrently.

Freedom of Information Act. The Virginia Freedom of Information Act, including, but not limited to, requirements for public notice of meetings and

agendas, shall apply to the committee, the Executive Committee and any and all subcommittees created by the committee or Executive Committee.

## **Article VII – Meetings**

### Frequency of regular meetings

The Committee shall meet no less than six (6) times during the calendar school year.

A calendar of meeting topics and places for the year shall be published by the Vice Chair of Planning and submitted to the Supervisor of Career and Technical Education by August 1 of each year. One (1) meeting annually shall be designated to review the Perkins V Plan. This meeting shall be at least thirty (30) calendar days prior to the Superintendent's submission of the final documents to the School Board.

### Notice

Notice of regular meetings, along with the agenda, shall be distributed to the Members via email and/or posted to the Committee and LCPS website at least (3) business days prior to the scheduled meeting date except in unforeseen circumstances. All agendas will be posted in BoardDocs for public viewing at the same time the agendas are provided to the committee members or are made available to the committee on BoardDocs.

### Open Meetings

All meetings of the Committee, Executive Committee and subcommittees shall be open to the public subject to the Virginia Freedom of Information Act. If needed, speakers must request reasonable accommodations at least five (5) business days in advance of the meeting.

### Closed Session

There should not ordinarily be a need for Closed Sessions. Through the Chair or by a majority vote of the Committee, Closed Session may be called during any regular Committee meeting after having given prior notice of the request to the Chair of the School Board who may approve or disapprove the request. Closed Session shall mean a period of time during a Committee meeting when the public is excluded from observing the meeting and as further defined and authorized by the Virginia Freedom of Information Act.

### Public Comment

A maximum fifteen minute public comment segment may be heard at the conclusion of each of the regular meetings. The public comment segment will be designated to allow members of the community the opportunity to voice concerns directly related to the purposes of CTEAC. All individuals wishing to participate in public comment will be limited to the time established by the Chair at the beginning of the public comment segment and may provide written documentation of their concern to the Secretary at the end of the public comment period. Lengthy written statements, which may not have been completely presented within the time limitations, will be included in the meeting minutes.

### Annual Report

The Executive Committee shall prepare an Annual Report for the Superintendent and the School Board. The Annual Report shall document and evaluate the Committee activities for the year and identify unmet needs of career and technical education students.

## **Article VIII – Quorum**

A minimum of a majority of the total voting Members of the Committee shall constitute a quorum.

## **Article IX – Amendments**

These Bylaws may be amended at any regular meeting by not less than two-thirds of the total Members of the Committee, provided that advance notification is provided. A copy of the proposed amendment(s) shall be distributed to the Members no later than the previous regular meeting.

## **Article X – Rules of Order**

Robert's Rules of Order, revised, shall govern the conduct of the Committee's meetings and other procedural matters, to the extent that such rules are applicable and not inconsistent with the provisions of these bylaws.

Adopted: February 23, 2021