

**ALEXANDRIA CITY PUBLIC SCHOOL  
CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE**

**BYLAWS**

**Section A: Purposes**

- Article I. The Advisory Committee shall be designated and appointed by the Alexandria City School Board.
- Article II. The Advisory Committee may direct its advice toward the Alexandria City Public School Career and Technical Education Program staff, the principal, or the school board. It shall limit its activities to matters that directly concern Alexandria City Public School's Career and Technical Education Program.
- Article III. It shall be the duty of the Advisory Committee to:
- a. Help maintain good public relations between the career and technical education program and the community.
  - b. Assist the administration in determining the needs of the community.
  - c. Advise the administration about addressing the needs of the community.
  - d. Help to adapt the career and technical education program to changes in community and workforce needs.

**Section B: Membership**

- Article I. **Number of Members:** The Advisory Committee shall consist of a maximum of fifteen (15) broadly based members from business/industry who have experience directly related to the program. Alexandria City Public School Board appoints the members of the Advisory Committee.
- Article II. **Method of Selection of Members:** The members may be chosen from a large sampling of individuals who shall be nominated by the Advisory Committee. The school administrator and school representative may serve on the selection committee.
- Article III. **Representation:** Members shall be selected in such a way that they represent a cross-section of business, industry, and the community. Ex Officio Members of the committee are the Virginia Employment Commission, Alexandria City Public School Career Counselor and Career

and Technical Education Coordinator, Alexandria Education Partnership Director, and the Northern Virginia Community College Tech Prep Director.

Article IV. Length of Terms: The Advisory Committee members shall serve for two (2) years.

Article V. Beginning of Term: The term of a new committee member shall begin on September 1.

Article VI. Re-election: An Advisory Committee member may serve two (2) consecutive terms.

Article VII. Loss of Membership: An individual will automatically lose membership if he/she fails to attend three consecutive meetings without presenting in advance a valid excuse for his/her absence to the Advisory Committee chairperson or to the staff. Members will not send alternates if they, themselves, cannot attend a meeting.

Article VIII. Selection of Replacement Members: The Committee shall select replacements by the procedure stated in Article II, Section B.

### **Section C: Officers and Their Duties**

Article I. The officers shall be chairperson and secretary.

Article II. The officers shall be elected annually by a majority vote of the Advisory Committee members at the September meeting.

Article III. The chairperson shall be elected from a group of members who have served on the existing Advisory Committee for at least one year. His/her duties shall be as follows:

- a. To preside over all committee meetings.
- b. To serve as chairperson of the executive committee.
- c. To appoint special committees, which may include persons other than the committee members.

Article IV. The secretary shall perform the duties of the chairperson during his/her absence.

Article V. The duties of the secretary shall be:

- a. To keep attendance records of committee members.

- b. To keep a record of all meetings.
- c. To distribute minutes of the Advisory Committee meetings and copies of other committee documents to committee members, school system members, and others who may be concerned. The school facilities and office staff shall be available for this purpose.

Article VI. The duties of the staff shall be:

- a. To prepare meeting agendas in conjunction with the chairperson or secretary.
- b. To reproduce meeting minutes for distribution.
- c. To make arrangements for all meetings.
- d. To notify members of date, time, and place for meetings.
- e. To prepare progress reports for the Advisory Committee.

#### **Section D: Meetings**

Article I. The Committee shall meet at least four (4) times a year with special meetings being called by the chairperson and/or staff when necessary.

Article II. The meetings shall not last for more than two hours unless so voted by the committee members. The agenda for each meeting will include Welcome/Introduction, Status Reports, Old Business, New Business, Announcements, and Next Meeting.

Article III. A quorum shall consist of 51% of Advisory Committee members in attendance of an official committee meeting.

#### **Section E: Changes in the Bylaws**

Article I. Changes in the Bylaws may be suggested by a two-thirds majority vote of the committee membership. Changes made require the approval of the Alexandria City School Board before being adopted by the Advisory Committee.