

By-Laws

OCEANSIDE UNIFIED SCHOOL DISTRICT CAREER TECHNOLOGY EDUCATION ADVISORY COMMITTEE (CTEAC)

Article I

Name

1. The name of the organization shall be the Oceanside Unified School District Career Technology Education Advisory Committee (OUSD CTEAC).

Article II

Objectives and Purposes

1. The committee shall limit its activities to matters that directly concern the Oceanside Unified School District's Career Technology Education programs.
2. It shall be the duty of the committee to:
 - a. Programs:
 - i. Recommend which Career Technology Education pathways are offered.
 - ii. Assist teachers in developing and offering suitable work-based learning opportunities (e.g., internships, externships, work-study, cooperative learning, partnerships, etc.) for students in industry occupations.
 - iii. Help recruit and encourage all students to enroll in Career Technology Education courses.
 - iv. Assist in developing and providing opportunities for any population of students with disabilities or historical marginalization.
 - v. Act with intention to cultivate racial equity, inclusion, and foster model programs.
 - vi. Participate in programmatic reviews to determine state and national compliance for Career Technology Education program, utilizing the 12 elements of a High-Quality CTE Rubric as outlined by the Association for Career & Technology Education. Program evaluations should be done in collaboration with site administration, educators, student representatives and state governing bodies when applicable.
 - vii. Help gain support for legislation and appropriations.
 - viii. Obtain sponsorships for awards, scholarships, equipment and supplies to support classroom activities and Career Technical Student Organizations (CTSO) or other youth programs.
 - ix. Unify the activities of the Career Technology Education program with those of other interested groups and agencies.
 - x. Utilize industry expertise and labor market statistics to make recommendations or help solve problems presented to the district
 - xi. Identify current standards for new equipment.

b. Teacher/Classroom:

- i. Help establish a curriculum that has a hands-on, technological approach as aligned with Career Technology Education and current industry standards.
 - ii. Utilize industry networks to acquire program resources, including guest speakers, and/or judges for both in-school and out-of-school competitions and work-based learning opportunities.
 - iii. Collaborate with program educators to identify current skills needed for particular jobs at entry, technical, and professional levels so that the skills may be included in instructional programs.
 - iv. When appropriate, serve as a resource when teachers are visiting student workplace learning sites and participate in classroom instruction or demonstrations and accompanying or hosting field trips.
 - v. Provide technical assistance and facilitate teacher awareness of new developments in pathway sectors.
 - vi. Provide current resources to develop and maintain a library of visual aids, magazines and books, in multiple formats related to pathway projects.
 - vii. Serve as speakers at civic clubs, open houses, and career days to share information and promote school-industry cooperation.
 - viii. Assist in procuring opportunities to continuously develop the technical skills and knowledge of teachers.
2. The committee is advisory in nature and has no administrative or policy-making power. The committee will make suggestions and recommendations on policy and procedure, but the source of its influence is in the voluntary acceptance of this advice by the proper governing authority.

Article III

Meetings

1. There shall be a minimum of four (4) regular meetings each year. The meeting place shall be the OUSD's Educational Support Services Building Conference Room #1, 2080 Mission Ave, Oceanside, CA 92058, or via web-based meeting services, subject to change based on the venue needs of the committee meeting.
2. The CTEAC chairperson and executive committee may call special meetings.
3. Written notice of all meetings shall be emailed to all members not less than seven (7) days before each meeting.
4. Each meeting shall not exceed ninety (90) minutes unless a majority of the members present vote to extend this time limit.

Article IV

Quorum

1. A quorum at any CTEAC meeting shall consist of 50 percent plus one (1) of the current attending CTEAC membership. Members are defined as being officers, official sector representatives or representatives who hold a regular member title.

Article V

Membership, Appointments & Responsibilities of Members

1. Voting membership

a. A voting member is defined as:

- i. An industry professional whose business or employer is linked to one of the Career Technology Education Program pathways.

2. Voting membership options:

a. Officer

- i. Officers will serve three-year terms, unless unable to continue performing the role due to unforeseen circumstances. In such a case the officer shall submit a letter of resignation to the Career Technology Education District Office team. Officers may serve up to two (2) non-consecutive terms and must take a one-term absence from any officer position before they are eligible to run for, or accept a nomination for, another officer position.
- ii. Candidates may self-nominate or be nominated by other voting members during an election. Officer positions are determined by a majority vote. Ballot voting may take place in any of the following three (3) forms: in person via paper ballot, in person via vocal ballot, or via email ballot. In the event of a tie, second vote shall be held.
- iii. Officer members commit to a minimum of four (4) regular business committee meetings in a school year, minimum bi-monthly District Officer team meetings, specialty committee meetings and sub-committee meetings.
- iv. Members who accept officer roles are to perform station duties, be a regular consultant to the educators within their industry pathway, understand that they are an extension of the school district and educational programs and will conduct themselves accordingly, and are always actively recruiting for the committee.

b. Official Representative

- i. Official Representatives will serve a two-year term. Official representatives may serve up to two (2) terms and must take a one-term absence before they can hold this level of membership again.
- ii. Official Representatives commit to attend a minimum of four (4) regular meetings in a school year but can choose to increase their involvement to better the programs at any time.

- iii. **Official Representatives may be selected by volunteering or by request of an officer or existing committee representative. A vote is not required to select an official representative.**
 - c. **Regular Representative**
 - i. **Regular Representatives are industry leaders who commit to attend a minimum of two (2) regular meetings in a school year through a voluntary process but can choose to increase their involvement to better the Career Technology Education programs at any time. There are no term restrictions to this membership.**
 - ii. **Regular Representatives may be selected by volunteering or by request of an officer or existing committee representative. A vote is not required to select a regular representative.**
- 3. **Non-voting member is defined as:**
 - a. **Oceanside Unified School District administrators, educators, parents, and/or students.**
- 4. **There will be a minimum of two (2) representatives per CTE pathway on the Advisory Committee: one Official and one Regular Representative. The representatives will serve as voting members for the respective Career Technology Pathway represented.**
- 5. **All new Officer Members shall be recommended by the Advisory Committee and appointed by the OUSD Board of Education.**
- 6. **Upon their review by District staff, members shall be notified of their appointments or denial by the Board of Education, as well as the Career Technology Education Program at the first annual meeting of the school year.**
- 7. **The term of a new member shall begin on July 1st. In the event a new member is not installed by July 1, the term shall begin on the first regular meeting of the school year the new member attends.**
- 8. **A teaching representative from Oceanside High School and El Camino High School shall attend all meetings. Members of both high schools' administrative staff, the Superintendent, and members of the Board of Education shall be encouraged to attend all committee meetings.**
- 9. **Meetings of the Advisory Committee shall be open to the public when applicable.**

Article VI

Officers and Duties

1. **The officers shall be a Chairperson, a Co-Chairperson, a Treasurer, and a Secretary.**
2. **Officers shall be elected annually by a majority vote of the members at the first meeting of the year.**
3. **The Chairperson's duties shall be:**
 - a. **To preside at meetings of the committee.**
 - b. **To serve as chairperson of the executive committee.**
 - c. **To appoint special committees (e.g., Standing, Ad-hoc, etc.) which may include persons other than Advisory Committee members.**
4. **The Co-Chairperson shall perform the duties of the chairperson when she or he is unable to perform them.**
5. **With the assistance of non-voting teaching and district administrative staff, the Treasurer, as well as the Career Technology Education Coordinator and OUSD Account Technician, shall:**

- a. Review and understand Career Technology Education funding sources; and
 - b. Present annual and ongoing operating and teaching budgets related to Career Technology Education programs at OUSD.
6. With the assistance of non-voting teaching and district administrative staff, the Secretary, as well as the Career Technology Education Coordinator and OUSD Account Technician, shall:
 - a. Keep records of attendance at meetings;
 - b. Keep a record of discussion and recommendations;
 - c. Maintain a permanent record file; and
 - d. Distribute minutes of meetings and copies of other committee documents to consulting committee members or, when requested, to the OUSD Board of Education, the OUSD Superintendents, OUSD principals and others who may be concerned.
7. The executive committee shall include the Chairperson, Co-Chairperson, Treasurer and Secretary. The executive committee shall:
 - a. Act on urgent committee matters between meetings;
 - b. Prepare the agenda for meetings if requested to do so by the consulting committee; and
 - c. Call special meetings of the committee as needed.

Article VII

Conflicts of Interest and Related Disclosures Policies and Processes

1. Whenever an officer has a financial or personal interest in any matter coming before the committee, the affected person shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested executive committee members determine that it is in the best interest of the committee to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Article VIII

Parliamentary Authority

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

Article IX

Adoption of By-Laws

1. By-laws shall be adopted by a majority vote of the committee.

2. Proposed changes in the By-Laws shall be sent to committee members at least 10 days prior to the meeting when a vote concerning the change is scheduled to take place.
3. A two-thirds vote of members present will change the By-Laws.

Article X

OUSD Assistance to Officers and the CTEAC

1. The committee shall occasionally seek, or be offered, assistance from Oceanside Unified School District Administrative Staff. The committee acknowledges that such assistance is a vital part of the committee executing its duties and will work cooperatively and expediently with Administrative Staff in these occasions.

Article XI

Records and Reports

1. Copies of all regular meeting agendas, meeting minutes, and special reports created by the committee shall be recorded and kept on file by the Secretary. Such documents shall be available to committee members, OUSD Staff, and OUSD Board of Education members, upon request.