



San Diego Unified School District
Office of College, Career & Technical Education
Preparing students for their future—college & career ready.

Career Technical Education Advisory Committee Bylaws

ARTICLE I

Name of Committee

The name of the committee shall be the Career Technical Education Advisory Committee.

ARTICLE II

Role of Committee

The role of the committee shall be to make recommendations about the San Diego Unified School District's career technical education programs and to provide a liaison between the district and potential employers. The committee shall also review and approve major construction and modernization projects at district high schools.

ARTICLE III

Members

Section 1 – Composition

The composition of the committee shall be made up of a representative knowledgeable about disadvantaged students, a teacher, a school administrator, a representative from the California Employment Development Department and additional members representing business/industry community members, post-secondary education and/or labor in San Diego for a total of 14 members plus the director of the Office of College, Career & Technical Education as the ~~education~~ chair of the committee, for a total of 15 members. [The committee shall represent a balance of small, medium, and large business, and institutions with a long-range vested interest in the economic outlook of the region. Representation of business and labor interest, economic and workforce development, community college and four year institutions, will be represented on the committee. Regular and rotational membership will be established in the ~~committees~~committee's governance manual and can be subject to change by a supermajority vote and subsequent submission for ~~approve~~approving of the Board of Education.](#) San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration.

Section 2 – Terms of Office

[The membership of the CTEAC is comprised of regular and rotating members. ~~All~~Rotating members of the committee shall serve a two-year term unless they serve at least one, and not more than two, terms as an officer in which case they may serve a third term. At the conclusion of a member's term, he/she may elect to serve another two-year term or recommend a suitable successor. ~~If a member serves in an officer role, an additional two-year term can be served.~~ The committee will review recommendations for membership and make a final recommendation to the Board of Education for final approval.](#)

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee. In the event of a tie, an ad hoc committee shall be formed from



committee members to make a recommendation to the full committee which will be submitted for another vote. If a member is absent from a meeting he/she may send a representative. That representative shall have voting rights, and may participate in all discussions or designate a proxy to another voting member.

Section 4 – Termination of Membership

A member shall no longer hold membership if he/she has two absences within a year. Absences must be excused by a vote of the committee at the next regular meeting. The Career Technical Education Advisory Committee shall appoint a new member to complete the term of the terminated member pending ratification by the Board of Education.

Section 5 – Transfer of Membership

Membership on the committee is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the chairperson of the committee.

Section 7 – Vacancy

Any vacancy on the committee shall be filled, for the remainder of a school year, by chairperson appointment. If the unexpired term is for another full year thereafter, the vacancy shall be filled by the Career Technical Advisory Committee pending ratification by the Board of Education.

ARTICLE IV

Officers

Section 1 – BUSINESS CHAIRPERSON

The business chairperson shall be elected by committee members at the last first meeting of the school year. The business chairperson shall preside at all meetings and may sign letters, reports and other communications of the committee. Staff from the Office of College, Career & Technical Education shall provide support and technical assistance to the chairperson.

Section 2 – BUSINESS VICE CHAIRPERSON

The vice chairperson shall be elected by committee members at the last meeting of the school year. The vice chairperson shall preside at a meeting when the chairperson is not present.

Section 3 – Governance Officer GOVERNANCE OFFICER

The governance officer shall be elected by committee members at the last meeting of the school year. The governance officer shall be responsible for matters of parliamentary procedures and enforcement of the bylaws.

Section 4 – Education Chairperson EDUCATION CHAIRPERSON

The education chairperson shall be the Board of Education appointed Director of the Office of College, Career & Technical Education. This position is exempt from term limits.

Executive Committee

Formatted: Font: Bold



San Diego Unified School District
Office of College, Career & Technical Education
Preparing students for their future—college & career ready.

Section 5 – Executive Committee

The officers listed in Article IV shall comprise the executive committee of the CTEAC.

ARTICLE V **QUORUM**

A presence of 51% of the total membership of the committee or designated representatives or proxies shall be required to constitute a quorum necessary for the transaction of the business of the committee.

ARTICLE VI **MEETINGS OF THE CAREER TECHNICAL EDUCATION ADVISORY COMMITTEE**

Section 1 – Regular Meetings

Career Technical Education Advisory Committee meetings shall be held at least five times per school year.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by a majority vote of the committee.

Section 3 – Agendas

All agendas shall be established by the chairperson in consultation with the Director of the Office of College, Career & Technical Education. Each agenda shall consist of: Call for Public Input (GC-1); Call to Order, Roll Call, Establish Quorum (GC-2); Presentation of Student Work (OE-2)/School Tour (OE-9); Information Reports (OE-4, OE-11); Adopt Agenda (GC-2); eConsent Agenda; New Business; Debrief/Adjourn. Welcome and Introductions, Approval of Agenda, Approval of Minutes, Public Input (no more than three minutes per person and no more than 15 minutes per item), Consent Agenda (Executive Reports, CTE Reports, grant support letters, facility improvement support letters, etc.), Open/Priority Items, New Business, Closing Business (Roundtable/Future Agenda Items).

Section 4 – Place of Meetings

The committee shall hold its regular meetings and its special meetings in a facility readily accessible by all members of the public.



San Diego Unified School District
Office of College, Career & Technical Education
Preparing students for their future—college & career ready.

Section 5 – Notice of Meetings

Public notice shall be given of meetings at least 72 hours in advance of the meeting. Any change in the established date, time or location must be given special notice.

Section 6 – Decisions of the Committee

All decisions of the committee shall be made only after an affirmative vote of a majority of its members, designated representatives or proxies in attendance provided a quorum is in attendance. In the event a quorum is not in attendance, members may be polled via email and action taken by a majority of the members shall prevail.

Section 7 – Meetings Open to the Public

All regular and special meetings of the committee shall be open, at all times, to the public.