CAREER AND TECHNOLOGY ADVISORY COUNCIL

OF FREDERICK COUNTY

FREDERICK, MARYLAND

BY-LAWS

Revised
February 1980
March 1992
September 1994
December 2001
September 2010
April 2012
ARTICLE 1 – Functions and Responsibilities

1-1 This Council, established by the Board of Education of Frederick County, Maryland in October of 1970 and revised in February 1980, March 1992, September 1994, December 2001 and September 2010 has adopted the subsequent Articles in order to facilitate, in an orderly, expeditious and effective manner, the discharge of its assigned functions and responsibilities.

The Council has no administrative or legislative authority. In general, the function of this Council is to advise, support and foster closer cooperation and better understanding of career and technology education in industry, community, home and school. Career and technology education is an integral part of the educational process and a lifelong process. It is a variety of learning experiences: academic, affective and occupational. Students of all ages are involved in career and technology education in many settings: in the classroom, when they join the workforce, as they subsequently advance in their work, and as they retrain for new or more sophisticated employment in a constantly changing technology oriented society. Career and technology education promotes excellence and all individuals should have equal access to quality education in accordance with their interests, needs and abilities.

1-2 The official title of this council shall be “The Career and Technology Advisory Council of Frederick County.”

ARTICLE 2 – Members

2-1 The Career and Technology Advisory Council of Frederick County shall consist of community, business and industry representatives as recommended by the Council. School administration representatives shall serve as ex-officio members. All members shall be appointed by the Board of Education of Frederick County and/or the Board of Trustees of Frederick Community College. Members shall be appointed for terms of three (3) years and may be re-appointed for additional terms. Any vacancy in the members appointed shall be filled by the Board of Education and/or Board of Trustees.

2-2 The regular members shall consist of representatives from the following career pathways:

<table>
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<th>Career Pathway</th>
<th>Suggested Range of Members</th>
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<td>a. Arts and Communications</td>
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<td>b. Business and Management Systems</td>
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<tr>
<td>c. Health Services</td>
<td>2-4</td>
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</table>
d. Human Services  2-4  

2-3 The following shall serve as ex-officio members:

a. Board of Education Member (FCPS)  
b. Board of Frederick Community College Trustee (FCC)  
c. Superintendent of Frederick County Public Schools (FCPS)  
d. President of Frederick Community College (FCC)  
e. Career and Technology Education Curriculum Specialist(s) (FCPS)  
f. Representatives of Instructional Career Programs and Continuing Education Contract Programs (FCC) (1 each)  
g. Coordinator of Counseling and School Support (FCPS)  
h. Principal of Career and Technology Center (FCPS)  
i. Principal – high school (FCPS)  

2-4 This Council may recommend removal of any regular member who fails to attend three consecutive or 50% of the regular meetings or fails to perform their assignments.

2-5 The regular members shall serve as a member or liaison to the appropriate career and technology education Program Advisory Committee(s).

2-6 Members of this Council shall serve without compensation.

ARTICLE 3 – Officers
3-1 The officers of the Council shall be the Chair, Vice Chair, Executive Secretary and Immediate Past Chair. The Chair and Vice Chair shall be elected annually from the membership of the Council. No members shall be elected Chair unless they have been a member for at least one year. A Chair and Vice Chair may be re-elected but shall not serve more than three consecutive terms unless elected by two-thirds (2/3) of the membership.

3-2 At any meeting where the Chair, Vice Chair, or Executive Secretary are not present, the Immediate Past Chair shall preside over such meeting.

3-3 A Career and Technology Education staff member of Frederick County Public Schools shall serve as Executive Secretary of the Council.

3-4 Nominations for Chair and Vice Chair shall be made from the floor at the last (spring) meeting each year. Elections shall immediately follow the nominations.

3-5 A candidate receiving a majority vote of the members present shall be declared elected and take office on July 1 and serve for one year.

3-6 A vacancy in office shall be filled immediately by regular election procedures.

ARTICLE 4 – Duties of Officers

4-1 The Chair shall be a regular member of the Council and shall:

4-1.1 Preside at all meetings

4-1.2 Appoint sub-committees.

4-1.3 Determine with the Executive Secretary the agenda for each meeting.

4-1.4 Be informed immediately of any official communication and report same at the next meeting.

4-1.5 Serve as Chair of the Executive Committee.

4-1.6 Carry out other duties as assigned by the Council.

4-2 The Vice Chair shall:

4-2.1 Assume the duties of the Chair in the Chair’s absence.

4-2.2 Serve as a member of the Executive Committee.

4-2.3 Carry out other duties as assigned by the Chair.
The Executive Secretary shall:

4-3.1 Keep a written record of all business transacted by the Council.
4-3.2 Notify all members of all meetings.
4-3.3 Send a copy of the agenda for all meetings to all members.
4-3.4 Maintain a file of all official records and reports of the Council.
4-3.5 Maintain a set of Minutes of all Council meetings and activities as needed.
4-3.6 Attend to the correspondence of the Council.
4-3.7 Serve as a member of the Executive Committee.
4-3.8 Carry out other duties as assigned by the Chair.

The Immediate Past Chair shall:

4-4.1 Serve as a member of the Executive Committee (Chair, Vice Chair, Executive Secretary and Immediate Past Chair).
4-4.2 Serve as Chair in the absence of the elected Chair, Vice Chair, and Executive Secretary.
4-4.3 Assist and advise other members of the Executive Committee.
4-4.4 Carry out other duties as assigned by the Chair.

ARTICLE 5 – Sub-Committees

5-1 Subcommittees may be appointed by the Chair for the purpose and terms approved by the Council.

5-2 All members of a sub-committee need not be members of the Council, but the sub-committee chairman shall be a regular member of the Council unless the task does not require their membership.

ARTICLE 6 – Meetings
6-1 The Council shall hold a minimum of four regular meetings during each school year.

6-1.1 The exact day, time and place for each meeting will be scheduled by the Council at the first regular meeting. The first regular meeting will be scheduled during the month of September by the Chair and a meeting notice will be sent to all members by the Executive Secretary of the Council at least seven (7) days in advance.

6-2 Special meetings may be called by the Chair. Each member shall be notified of special meetings at least three work days in advance of such meeting. The notices shall state the purpose, date, time and place of meeting.

6-3 All meetings of the Council shall be open to the public.

6-4 A majority of the members of the Council present and voting shall constitute a quorum. Voting may be by voice vote, show of hands or roll call. In case of roll call, a record of the vote shall be kept in the minutes of the meeting.

ARTICLE 7 – Order of Business

7.1 The order of business for a regular meeting shall be:

7-1.1 Call to order by the Chair.

7-1.2 Welcome/Introductions.

7-1.3 Approval of minutes.

7-1.4 PAC (Program Advisory Council) Reports.

7-1.5 Report of Frederick Community College Representative

7-1.6 Report of FCPS Staff

7-1.7 Unfinished business.

7-1.8 New business.

7-1.9 Other business and non-agenda items.

7-1.10 Adjournment.
7-2 New business shall be limited to the items appearing on the agenda. Non-agenda items shall require approval of at least two-thirds (2/3) of all members present in order to be added to the agenda.

7-3 Motions shall be restated by the Chair or Executive Secretary before a vote is taken. The names of members making and seconding the motions shall be recorded.

7-4 Except as otherwise prescribed by these by-laws, Robert’s Rules of Order shall govern the procedure in Council meetings.

ARTICLE 8 – Amendments

8-1 Any proposed change to the by-laws should be in writing to all members 14 days prior to the meeting. Revised and existing forms must be included in the notice.

8-2 These by-laws may be changed by a recorded approval of two-thirds (2/3) vote of the entire membership of the Council.