

San Diego Unified School District  
Office of College, Career and Technical Education  
BYLAWS FOR THE  
CAREER TECHNICAL EDUCATION ADVISORY COMMITTEE

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, parents of students participating in Career Technical Education programs, 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 co-chair of the committee, for a total of 15 members. 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

All members of the committee shall serve a two-year term. At the conclusion of a member's term, he/she may elect to serve another two-year term or recommend a suitable successor.

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 CHAIRPERSON

The chairperson shall be elected by committee members at the first meeting of the school year. The 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.

## 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: 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), Executive Reports, CCTE Reports (Programs and Facilities), Open/Priority Items, New Business, Closing Business (Roundtable/Future Agenda Items).

### Section 3 – 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.

### Section 4 – 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 5 – 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 6 – Meetings Open to the Public

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