

Ohio College Tech Prep

State Advisory Council

By-Laws

Official Name: Ohio College Tech Prep State Advisory Council

Official Purpose:

The Ohio College Tech Prep Advisory Council serves an advisory role regarding policy for planning and implementing the Perkins IV, Tech Prep Grant. The council advises the state staff from the Ohio Board of Regents and the Ohio Department of Education as they craft policy as it relates to the implementation of the Perkins IV, Tech Prep Grant.

ARTICLE I Membership

Section I. Members

There will be a maximum of thirty (30) members. State Staff will attend the meetings as Ex Officio members. Ex Officio member will include the OBR State Director and the ODE State CTE Director. Council members will represent the College Tech Prep mission and will be reviewed periodically for changes to reflect appropriate business, industry, labor, government, Consortia Directors and educational membership.

Membership will reflect the following:

1. One member from each Consortia, appointed by the local consortia (may not be a Tech Prep Director). State Staff will work with local consortia director to balance the secondary and postsecondary educational membership.
2. One Tech Prep Director
3. At-Large members (6 business/industry/other state agency leaders and representatives), selected from consortia recommendations and appointed by state staff.
4. State leaders/staff as ex-officio members. Ex-Officio members will include the OBR State Director, the ODE State CTE Director and others as designated by the respective agencies.

Section II. Length of Term and Attendance

1. Length of terms are as follows:
Consortia representation two years, staggered

(After the initial year, Consortia representation will be staggered. On each even calendar year, members will be rotated. On each odd calendar year, members will be rotated.)

Tech Prep Director	two years
At Large	1-3 years, staggered

2. If a member cannot be present, an appropriate designee can be assigned to attend with full voting privileges.

Section III. Regular Meetings

The Council will meet a minimum of face-to-face twice, a year. Agendas for the meetings will be prepared by the appointed officers assisted by the staff of ODE and OBR assigned to the Council. Members may join meetings electronically, where applicable.

Section IV. Special Meetings

A special meeting may be called by a majority of members, co-chairs, or the OBR and ODE staff and shall be held at such time and place as is set forth in the notice of the special meeting. These meetings may be held through electronic means.

Section V. Consensus/Voting

For purposes of transacting business, a quorum shall consist of a simple majority of the number of voting members present.

Section VI. Minutes

Responsibility for the minutes of each Council meeting will be assigned to a state-level staff member who will distribute them to all Council members

ARTICLE II Officers

The Ohio College Tech Prep State Advisory Council meetings will be facilitated by two co-chairs. Co-chairs will represent one member of the secondary education and one member of the postsecondary education membership. Terms will be for two years and will be staggered.

ARTICLE III Committees

Committees will be formed, as needed, and will be designed for specific functions to reflect the goals and strategies developed by the Council in response to the Perkins IV, Tech Prep Grant. Committee membership will include an assigned state staff person.

ARTICLE IV Amendments of the By-Laws

These By-Laws may be amended by a majority vote of the members of the Ohio College Tech Prep State Advisory Council.