

ACTE

Health Science Technology
Education (HSTE)

Policy Handbook

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Introduction

The Health Science Technology Education division is part of the organizational structure of the Association for Career Technical Education (ACTE). Being a Division comes with a certain amount of responsibility; that is, a responsibility to be accountable to its thousands of members. There is also the responsibility to allow for involvement of the membership in order that all may grow professionally.

The organizational structure contained in this handbook shows both the structure of the division within the ACTE and the structure of the division and its affiliated organizations. Each of these will be explained in detail.

The governance of the division is carried out through the Policy and Planning Committee. The structure of the Policy and Planning Committee represents the membership with representation of each ACTE region, ACTE standing committees, and the affiliate organizations. As stated in this handbook, the Policy and Planning Committee membership has the final authority on all matters concerning the division.

This handbook is particularly useful to the official members of the Policy and Planning committee and division committees in carrying out their duties. The information contained in this handbook will be reviewed at the annual meeting.

Organization of the Division

Within the organizational structure of the Health Science Technology Education division, there shall be a President, Policy Committee, and Standing Committees. Ad Hoc committees may be appointed as needed.

The governing body of the Health Science Technology Education division is the Policy and Planning Committee. This representative body is made up of the President of the division.

Insert composition of Policy Committee here

The official Policy and Planning Committee members shall meet once each year at the annual ACTE convention. The Policy and Planning Committee meeting, held one day prior to the start of the convention, plans the division's program of work for the next fiscal year. A President's report on the program of work will be given at the annual Business meeting,

See Appendix for ACTE regional map.

President of the Division

The President of the division shall be a division member in good standing, having been elected by the members of the division. Working to implement the purpose of the ACTE Strategic plan with the division, and to bring the concerns of the division to the Board of Directors

- The President shall serve the ACTE Board of Directors as Vice-President of the Health Science Technology Education division.
- Serve as the Chairperson of the HSTE Policy Committee
- Orient new HSTE Policy committee members as to their duties and responsibilities.
- Coordinate division activities at the National ACTE Conference.

Term of Office shall be for three (3) years.

One year as President-Elect is optional; this is a non-funded shadowing term.

In the event a vacancy occurs in the office of President, the Policy Committee shall select a person to fill the remainder of the term, submitting this person to the ACTE Board of Directors for final approval.

Operating Policies

I. General Purposes

The general purposes of the Health Science Technology Education Division of the Association for Career and Technical Education (ACTE) are:

- Maintain active national leadership in health science technology education;
- Encourage high professional standards among its membership;
- Facilitate better understanding of health science education technology education;
- Disseminate information relating to health science technology education;
- Encourage cooperative working relationships between health science technology education and other agencies, organizations, and institutions;
- Identify the function of health science technology education in preparing healthcare providers for the world of work;
- Promote the development and expansion of quality HSTE programs;
- Inform the membership of the division about policies, plans, and issues of the ACTE as they relate to the development of vocational education;
- Provide the mechanism for effective communications among the teachers, teacher educators, and administrators of HSTE programs;
- Address international, national, regional, state and territory, and local needs and problems in long-range goals of HSTE programs;
- Encourage membership and participation in the programs of ACTE and Health Occupations Students of America.

II. Membership

Members of the Association for Career and Technical Education who are interested in or professionally engaged in Health Science Technology Education shall be considered eligible for membership in the Health Science Technology Education Division.

III. Division Councils

The organizational structure of the Health Science Technology Education (HSTE) Division shall be such as to provide services to members at all instructional levels through Councils. Councils are composed of members who share a common area of interest, expertise, employment, or position. Members participate in Councils for the improvement or advancement of the professional in any area of practice or interest.

- A. Councils are formed upon the approval of the Policy Committee at the request of 10 members.
- B. Each Council will operate within the Operating Policies of the HSTE Division and is accountable to the Policy Committee.
- C. The Chair of the Council is elected by the membership of the Council.
- D. The Chair of each Council will attend all meetings of the Policy Committee. The Chair will have voice, but not voting privileges.

- E. Each Council will:
 - a. Identify their administrative structure, depending upon their needs.
 - b. Develop a Mission Statement and Objectives.
 - c. Determine a dues structure, if so desired.
 - d. Prepare an Annual Report to the Policy Committee
 - e. Meet during the annual meeting of the HSTE Division.
- F. Councils may disband by majority vote and communication of same to the Policy Committee.
- G. The Policy Committee may act to dissolve a Council by majority vote due to lack of activity or interest of members.
- H. Affiliated Association/Organizations who exist as of the date that these Operating Policies are adopted will continue to exist as Councils and will comply with the provisions set forth in these Operating Policies.

IV. President

- A. Duties: The President of the HSTE Division shall represent the Division on the board of directors of ACTE in accordance with the ACTE Bylaws and will serve as the chair of the division policy committee. The President will be responsible for implementing the purposes of the division. The President shall perform the following (but not limited to) duties in line with the responsibility of the office in the growth and development of Health Science Technology Education:
 - 1. Send letters to committee members specifying their appointment by April 1.
 - 2. Appoint committee chairpersons by April 1.
 - 3. Approve committee responsibilities and deadlines.
 - 4. Coordinate development of the Division Strategic Planning Priorities by May 31.
 - 5. Disseminate copies of the Strategic Planning Priorities to
 - a. Policy Committee members
 - b. Chairperson of each council
 - c. Chairperson and members of each committee
 - d. Liaison to committees.
 - e. HSTE Representatives on ACTE committees.
 - f. Others as requested.
- B. Term of Office: The President shall serve a term of three years. In the event of a vacancy, the board of directors of ACTE is empowered to fill said office until the prescribed procedures can be followed to elect a member for the unexpired term.
- C. Qualifications: Members, who are active in the Health Science Technology Education Division and licensed/registered health care providers, are eligible for nomination. It is further recommended that the nominees have the following qualifications:
 - 1. Membership in ACTE for a period of at least five years.
 - 2. An understanding of vocational education and a commitment to promote the ACTE in its entire program.
 - 3. Available time and sufficient secretarial assistance to effectively execute the responsibilities of the office.
 - 4. Served as an elected member of the Policy Committee.

V. Policy Committee

- A. **PURPOSES:** The policy committee shall serve as an executive and planning group for the primary purpose of coordinating the activities within the division to achieve the general purposes of the division by:
1. Maintain active national leadership in health Science Technology education;
 2. Encouraging high professional standards among its members;
 3. Fostering the understanding of health Science Technology education;
 4. Serving as an agent for disseminating information relating to HSTE ;
 5. Encouraging cooperative working relationships between health Science Technology education and other agencies, organizations, and institutions;
 6. Identifying the function of HSTE in preparing people for the world of work;
 7. Promoting the development and expansion of quality HSTE programs;
 8. Informing members of the HSTE division of policies and issues of ACTE as they relate to the development of vocation education;
 9. Providing a mechanism for effective communication and exchange between teacher educators, and supervisors of HSTE ;
 10. Considering international, national, regional, state, and local needs, problems; and in relation to these, design long range goals for HSTE ;
 11. Encouraging membership and participation in programs of ACTE;
 12. Encouraging active student participation in Health Occupations Students of America (HOSA), which is the HSTE endorsed student vocational organization for health occupations students.
- C. **MEETINGS:** The policy committee will hold an annual meeting during the annual ACTE convention and scheduled meetings as called by the President.
- D. **MEMBERSHIP:** The membership of the policy committee shall be determined by the operating policies of the Health Science Technology Education Division with appointments subject to approval by the Association for Technical and Career Education board of directors. Election of Policy Committee members shall occur during the annual business meeting of the HSTE Division.
1. Official Members are:
 - a. HSTE Division President
 - b. Immediate Past HSTE President
 - c. One State Supervisor
 - d. One Teacher Educator
 - e. Three (3) Secondary Health Science Technology Educators
 - f. One (1) Post Secondary Health Science Technology Educator
 - g. One Health Science Technology Educator - at large
 2. Ex Officio nonvoting members are:
 - a. Representative from the U.S. Department of Education;
 - b. Chair of the Health Occupations Students of America Inc. Board of Director
 - c. Chair of each HSTE Division Council
- D. **OFFICERS OF THE POLICY COMMITTEE:**

1. Chairman: President of the Health Science Technology Education Division shall serve as chairman of the Policy Committee throughout their tenure in that office. The chairman shall preside and direct the affairs of the committee.
 2. Vice Chairman: The Vice-Chairman shall present an orientation session to new committee members at the annual ACTE convention including the organization of the Division, committee structure, and responsibilities of each group. The Vice-Chairman shall manage the development of a preliminary draft of the Division's Strategic Planning Priorities, which will be submitted to the HSTE President. The Vice-Chairman will preside over the Policy Committee Meeting in the absence of the President. The Vice-Chairman is selected by the Policy Committee members and serves for a one-year term.
 3. Secretary: A secretary will be appointed by the President annually at the last meeting of the committee during the ACTE convention. The secretary will keep minutes of all meetings of the committee and compile brief reports of the committee's activities for transmittal to all committee members. The secretary serves for a term of one year.
- E. TERM OF OFFICE: The term of office for members of the policy committee shall be three years on a rotational basis. The rotational basis will be in accordance with the procedures established by the ACTE board of directors.
1. A policy committee member may not serve two terms in succession in the same position.

VI. Divisional Committees

- A. GENERAL COMMITTEES: Committees may be established for implementing the purposes of the division. Standing committees shall be:
1. Awards
 2. Critical Issues/Legislative/Resolutions
 3. Communications/Research/Publications
 4. Membership/Nominating
 5. Operating Policies
 6. Professional Development/Convention Program
- B. SPECIAL COMMITTEES: Committees may be established to fulfill special needs such as:
1. HSTE President Nominations
 2. Special Projects
 3. Audit
- C. COMMITTEE RESPONSIBILITIES:
1. The awards committee is to select recipients for the various HSTE and ACTE awards.
 2. The critical issues/legislation/resolutions committee is to identify issues affecting health occupation education and programs; prepare and promote legislation favorable to HSTE ; and research and prepare resolutions representing HSTE viewpoints.
 3. The communications/research/publications committee is to write secure articles concerning HSTE edit and oversee the publications of documents for the HSTE division.
 4. The membership/nominating committee is to work with the various states, regions, and affiliate organizations in recruiting for membership and candidates for the various positions in HSTE .
 5. The operating policy committee is to review, edit, and recommend changes in the operating policies and the policy handbook.

6. The professional/convention committee is to develop and initiate ways to improve the professional development of HSTE members. The members will work with ACTE convention committee in planning the program.
7. The HSTE President nominating committee is to put forward the names of two candidates as the nominees for the office of HSTE President, after having interviewed all candidates nominated. Biographical data and ballots are to be mailed to the membership for voting.
8. The audit committee is to review the audit of the accounts of the division for the fiscal year and reports its findings to the annual business meeting.
9. The ad hoc special committee is to deal with any special projects that may affect the division.

D. **APPOINTMENTS AND TERMS:** The HSTE President shall:

1. Make appointments to ACTE committees, subject to the recommendations and/or subject to the approval by the divisional policy committee. These are subject to approval by the ACTE Board of Directors. The term of appointment shall not exceed three years.
2. Validate the appointees' membership in ACTE and HSTE and secure written commitment to be able to attend the convention and call meetings.
3. Appoint the chairmen to each of the divisional committees subject to the approval of the policy committee.
4. Inform the appointees of the three-year tenure for the position.

E. **REPORTS:** At a designated time during the scheduled meetings of the policy committee at the annual ACTE convention, each chairman will present their strategic planning priorities of projects or activities for the coming year and a report on the past year's accomplishment of the committee. Each chairman is to file a written report to the secretary of the policy committee and the President for transmittal to the ACTE Board of Directors.

VII. Meetings

During the annual ACTE convention, the division will conduct at least one office business meeting. Members of the division present at this meeting shall constitute a quorum.

VIII. Funding Activities

- A. Committees anticipating funds for proposed activities for the coming fiscal year shall submit in writing to the President of the division a funding request and a description of the proposed activity by February 15, prior to the fiscal year in which the funds are to be used.
- B. Anticipated funds for proposed activities of the division for the coming fiscal year shall be submitted in writing to the executive director of ACTE by the HSTE President no later than April 1, prior to the fiscal year in which the funds are expected to be used. The request must include a description of the proposed activities, which will be reviewed by the priority level, proposed objective, desirability, and probability of achievement.

IX. Amendments

These policies become operative upon the approval by a majority vote of those present and voting at an official business meeting of Health Science Technology Education Division at the ACTE convention and by the board of directors of the ACTE. They may be amended by submitting the proposed revision in

writing 60 days prior to the annual ACTE convention to the President whom in turn will notify within 15 days the members of the policy committee. The membership of the division will be notified 60 days prior to the annual meeting of the proposed revisions and/or changes to the operating policies. Any such proposed revisions and/or changes receiving a majority vote of those present and voting at the annual meeting of the division and upon approval of the ACTE board of directors shall be considered adopted and will become a part of the operating policies of the Health Science Technology Education Division.

Approved: December 14, 1999
Orlando, Florida
Editorial Correction: December 2000
San Diego, California

Revised December 2004, Approved by ACTE Assembly of Delegates 2005

General ACTE Policy

If any statements or policies included in this document are in conflict with the articles of incorporation, by-laws, or operating policy of the Association for Career and Technical Education, such items will be null and void. Copies of these policies are available at the ACTE Headquarters and will be distributed upon request.

Process of Nomination and Election

When the division becomes eligible to elect a new president, the current president will send out notices to the Policy Committee, post to the ACTE web site, and notify each state Division president.

A Nominating Committee shall be established by the President. The Nominating Committee shall contain at least three members of whom no more than one third of the committee shall consist of officers or members of Division Policy and Planning Committee. In no case shall a person who is a candidate for office be a member of the Nominating Committee. The committee will review all nominations and interview each candidate. The committee shall recommend two nominees at the business meeting of the division. Additional nominations may be made from the floor during the business meeting of the division providing each nominee has been interviewed by the nominating committee. The interview process will be held the first day of the annual convention. Time and site will be announced and Posted at convention. The President will inform the ACTE Nominating Committee of the nominees for inclusion on the ballot for all members of the division.

Qualifications: All members of the Health Science Technology Education division are eligible for nomination. It is further recommended that nominees possess the following qualifications: Their primary field is in Health Science Technology Education

- A willingness to promote the Health Science Technology Education and ACTE Strategic Priorities.
- Authorization to make time available to effectively execute the responsibilities of the office.
- Sustained membership in ACTE
- Evidence of leadership in ACTE, a large percentage of those involved in Health Science Technology Education in the nominee's state should be members of the ACTE.
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional Vice President.
- Should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of the ACTE, have a good attendance record at annual meetings of the ACTE and participated in the program of his/her group.

All nominations must be submitted by November 1st or one month before the annual conference of the election year.

BUDGET

The budget is an expression of how the association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation components of each activity within the association. The programs contained within the budget should be aligned with the ACTE Strategic Priorities. The ACTE Board approves the budget in July of each year.

The Health Science Technology Education division President has three budgets to maintain and work from, Operating and Designated Fund
ACTE Financial Board Policies

Regional and divisional funds shall be available for allocation by the respective Vice Presidents upon the submission of a budget and its approval by the Board of Directors. The budget will include objectives, procedures, and timetables, personnel and funds involved. Adjustments among items may be made by the Vice Presidents to the limit of 20% in any major category, upon request to the Executive Director. Adjustments of more than 20% must be approved by the Board of Directors.

Region and division Vice Presidents are not allowed to carry over unexpended budget amounts to the next fiscal year budget. Debts incurred during a fiscal year must be properly authorized and received at ACTE headquarters no later than 90 days after the expense was incurred. From June 30 each year, no reimbursements for obligations will be made after 30 days after the close of the fiscal year.

Over-expenditures of budget funds by the regions and divisions must be paid back out of their designated accounts first and then out of the next fiscal year's budget.

Purpose

To provide financial support for the professional activities of the Health Science Technology Education Division of Association for Career and Technical Education

Expenditures

Expenditures will be authorized by the Health Science Technology Education Division President in accordance with the annual budget based on the following codes and must not exceed the fund balance.

____ Division: Budget codes
 5100-XXX Professional Services
 5240-XXX Travel Expense
 5580-XXX Food & Beverage
 5800-XXX Shipping/Mailing Expenses
 5900-XXX Supplies
 6300-XXX Awards & Grants
 6900-XXX Miscellaneous

Designated Fund

Purpose

To provide financial support for the professional activities of the Health Science Technology Education Division of the Association for Career and Technical Education

Expenditures

Expenditures will be authorized by the Health Science Technology Education Division President for the purpose of supporting the Division Members and Policy's of the division and in accordance with any donor restrictions and must not exceed the fund balance.

Investments

Association for Career and Technical Education is authorized to make prudent investments of monies contributed to the fund, in accordance with ACTE's investment policy. Investment income shall be added to the fund on a monthly basis.

Changes

Any changes to this policy must be approved by the Health Science Technology Education Division Policy Committee and the ACTE Board of Directors.

Budget Timeline

- April 15-Budget templates created and distributed to ACTE Senior Staff and Region and Division VP's
- April 30-Preliminary budgets due from ACTE Senior Staff for submission to Executive Director
- May 15-Meeting and discussion between Executive Director and Sr. Staff for necessary budget revisions
- May 15-Preliminary budgets due from Region and Division VP's
- May 30-2nd draft budgets with supporting rationale due
- June Executive Committee – Review and preliminary approval of Budget
- June 30-Final draft budget submitted to ACTE Board
- July Board Meeting - Review and approval of Budget by ACTE Board

*dates subject to change due to the calendar year.

Appendix

Policy Committee

PURPOSES: The policy committee shall serve as an executive and planning group for the primary purpose of coordinating the activities within the division to achieve the general purposes of the division by:

- Maintain active national leadership in health Science Technology education;
- Encouraging high professional standards among its members;
- Fostering the understanding of health Science Technology education;
- Serving as an agent for disseminating information relating to HSTE ;
- Encouraging cooperative working relationships between health Science Technology education and other agencies, organizations, and institutions;
- Identifying the function of HSTE in preparing people for the world of work;
- Promoting the development and expansion of quality HSTE programs;
- Informing members of the HSTE division of policies and issues of ACTE as they relate to the development of vocation education;
- Providing a mechanism for effective communication and exchange between teacher educators, and supervisors of HSTE ;
- Considering international, national, regional, state, and local needs, problems; and in relation to these, design long range goals for HSTE ;
- Encouraging membership and participation in programs of ACTE;
- Encouraging active student participation in Health Occupations Students of America (HOSA), which is the HSTE endorsed student vocational organization for health occupations students.

MEETINGS: The policy committee will hold an annual meeting during the annual ACTE convention and scheduled meetings as called by the President.

MEMBERSHIP: The membership of the policy committee shall be determined by the operating policies of the Health Science Technology Education Division with appointments subject to approval by the Association for Technical and Career Education board of directors. Election of Policy Committee members shall occur during the annual business meeting of the HSTE Division.

Official Members are:

- HSTE Division President
- Immediate Past HSTE President
- One State Supervisor
- One Teacher Educator
- Three (3) Secondary Health Science Technology Educators
- One (1) Post Secondary Health Science Technology Educator
- One Health Science Technology Educator - at large
- Ex Officio nonvoting members are:
 - Representative from the U.S. Department of Education;
 - Chair of the Health Occupations Students of America Inc. Board of Director
 - Chair of each HSTE Division Council

Officers of The Policy Committee

Chairman: President of the Health Science Technology Education Division shall serve as chairman of the Policy Committee throughout their tenure in that office. The chairman shall preside and direct the affairs of the committee.

Vice Chairman: The Vice-Chairman shall present an orientation session to new committee members at the annual ACTE convention including the organization of the Division, committee structure, and responsibilities of each group. The Vice-Chairman shall manage the development of a preliminary draft of the Division's Strategic Planning Priorities, which will be submitted to the HSTE President. The Vice-Chairman will preside over the Policy Committee Meeting in the absence of the President. The Vice-Chairman is selected by the Policy Committee members and serves for a one-year term.

Secretary: A secretary will be appointed by the President annually at the last meeting of the committee during the ACTE convention. The secretary will keep minutes of all meetings of the committee and compile brief reports of the committee's activities for transmittal to all committee members. The secretary serves for a term of one year.

TERM OF OFFICE: The term of office for members of the policy committee shall be three years on a rotational basis. The rotational basis will be in accordance with the procedures established by the ACTE board of directors.

A policy committee member may not serve two terms in succession in the same position.

Committees

Committees may be established in accordance with the needs to carry out the purposes of the division. Committees are divided into two categories; Divisional and ACTE Standing.

Appointment and Terms

Appointments to ACTE committees shall be made By the President upon recommendation of, and/or subject to approval by, the divisional Policy and Planning Committee. All ACTE committee appointments are subject to approval by the ACTE Board of Directors. All appointments are based upon the rotational policy of the ACTE Board of Directors. The term of membership on any committee shall be for two (2) years and (where designed) shall be designated to give continuity.

All appointees for the division must be members of ACTE and the Health Science Technology Education Division. Before any appointments are made, there must be written assurance from those being considered that they will be able to attend the ACTE convention and called meetings while serving on committees.

If the Health Science Technology Education Division committee member is selected by the standing committee to become Chairperson of that committee the President of the division may appoint a new person to fill the seat.

Divisional Committees

GENERAL COMMITTEES: Committees may be established for implementing the purposes of the division. Standing committees shall be:

- Awards
- Critical Issues/Legislative/Resolutions
- Communications/Research/Publications
- Membership/Nominating
- Operating Policies
- Professional Development/Convention Program

SPECIAL COMMITTEES: Committees may be established to fulfill special needs such as:

- HSTE President Nominations
- Special Projects
- Audit

COMMITTEE RESPONSIBILITIES:

The awards committee is to select recipients for the various HSTE and ACTE awards. The critical issues/legislation/resolutions committee is to identify issues affecting health occupation education and programs; prepare and promote legislation favorable to HSTE ; and research and prepare resolutions representing HSTE viewpoints.

The communications/research/publications committee is to write secure articles concerning HSTE edit and oversee the publications of documents for the HSTE division.

The membership/nominating committee is to work with the various states, regions, and affiliate organizations in recruiting for membership and candidates for the various positions in HSTE .

The operating policy committee is to review, edit, and recommend changes in the operating policies and the policy handbook.

The professional/convention committee is to develop and initiate ways to improve the professional development of HSTE members. The members will work with ACTE convention committee in planning the program.

The HSTE President nominating committee is to put forward the names of two candidates as the nominees for the office of HSTE President, after having interviewed all candidates nominated. Biographical data and ballots are to be mailed to the membership for voting.

The audit committee is to review the audit of the accounts of the division for the fiscal year and reports its findings to the annual business meeting.

The ad hoc special committee is to deal with any special projects that may affect the division.

APPOINTMENTS AND TERMS: The HSTE President shall:

Make appointments to ACTE committees, subject to the recommendations and/or subject to the approval by the divisional policy committee. These are subject to approval by the ACTE Board of Directors. The term of appointment shall not exceed three years.

Validate the appointees' membership in ACTE and HSTE and secure written commitment to be able to attend the convention and call meetings.

Appoint the chairmen to each of the divisional committees subject to the approval of the policy committee.

Inform the appointees of the three-year tenure for the position.

REPORTS: At a designated time during the scheduled meetings of the policy committee at the annual ACTE convention, each chairman will present their strategic planning priorities of projects or activities for the coming year and a report on the past year's accomplishment of the committee. Each chairman is to file a written report to the secretary of the policy committee and the President for transmittal to the ACTE Board of Directors.

Divisional Committees

Awards Committee

MISSION

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the (discipline area) field, to programs that exemplify the highest standards.

COMPOSITION, SELECTION & TERM

The Committee is composed of one representative from each ACTE Region and a Chairperson. The term of office is the Association's operating year. Members serve for a two-year period and can serve up to two terms. The Committee elects their Chair with approval of the Board of Directors. The Chair serves for a one-year term.

Members of the Awards Committee are not eligible, during their service to this Committee, to receive an award.

OBJECTIVES

Develop and administer an awards program for the Outstanding Service, Outstanding Teacher, Outstanding New Teacher, and other awards approved by the Policy committee. Forms can be found on the HSTE website at www.acteonline.org

Nominating Committee

MISSION

To nominate the best qualified Member of the Health Science Technology Education division for elective position of leadership of the Division.

COMPOSITION, SELECTION & TERM

The Committee is composed of membership representatives as appointed by the President. This is an Ad Hoc committee operating every 2 years. The Committee elects their Chair.

OBJECTIVES

To search for and screen potential candidates for the office of President-Elect for the Health Science Technology Education Division.

ACTE Standing Committees

The Health Science Technology Education division will have one representative on each of the following:

- BYLAWS
- COMMUNICATIONS
- DIVERSITY
- LEGISLATIVE
- MEMBERSHIP
- NOMINATING
- PUBLIC INFORMATION
- RESOLUTION
- PROFESSIONAL DEVELOPMENT
- NEW IDEAS
- RESEARCH

All members who serve on ACTE standing committees are recommended by the divisions or regions and appointed by the Board of Directors. A committee member must be a current affiliated, standard, direct or life member of ACTE.

Committee terms shall be for two years and a member may serve up to two consecutive terms.

A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division and Region Policy Committee members are eligible candidates for membership on standing or ad hoc committees. Normally, terms of office will be on a fiscal year basis beginning July 1 and ending June 30.

BYLAWS COMMITTEE

MISSION

To ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of Members, and to ensure appropriate conformity of organizational and operational documents of the Association.

COMPOSITION, SELECTION & TERM

The Committee shall consist of one representative from each ACTE Division and Region. The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.

OBJECTIVES

- Process proposals for modifications to the Association's Bylaws including the processing of proposals through legal counsel and preparing the necessary reports to the Members.
- Ensure that Members remain informed on the processes for proposing and processing amendments.

- Propose amendments that the Committee deems appropriate. Ensure proposals to amend Association Bylaws are presented impartially and objectively to Members for their decision including a statement of pros and cons.

COMMUNICATIONS COMMITTEE

MISSION

Advise staff on the effectiveness and relevancy of ACTE publications; provide broad editorial focus for printed and electronic publications, and assist in such tasks as suggesting potential authors and topics.

COMPOSITION, SELECTION & TERM

The Committee shall consist of one representative from each ACTE Division and Region.

The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms. The Committee elects their Chair with approval of the Board of Directors. The Chair serves for a one-year term.

The Division and Region Vice Presidents appoint their committee representative.

There are no special eligibility requirements to serve on this Committee.

OBJECTIVES

- Review and advise staff on its annual publications plans to ensure that they are in keeping with
- ACTE's strategic goals.
- Review all electronic and printed publications to ensure that the editorial content effectively meets the needs and expectations of members, subscribers and other reader audiences.
- Provide assistance to staff in identifying editorial topics and authors.

LEGISLATIVE COMMITTEE

MISSION

To advise ACTE and the Board of Directors on legislative issues impacting career and technical education and to develop an effective network for the dissemination of information on their issues.

COMPOSITION, SELECTION & TERM

The Committee shall consist of one representative from each ACTE Division and Region.

The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.

The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice-Chair serve for one year terms.

The Division and Region Vice Presidents appoint their committee representative. There are no special eligibility requirements to serve on this Committee.

OBJECTIVES

- Inform Association Members and key stakeholders of proposed and existing laws and regulations that affect the profession.
- Review and recommend Association positions on proposed laws which affect career and technical education.
- Review and recommend Association positions on existing or proposed regulations concerning their accomplishment of purpose, ease of interpretation, enforceability and burden on the profession.
- Represent the career and technical education field with government agencies.
- Coordinate Committee activities with other Association committees, specifically the Public Information and the Communications Committees as appropriate.
- Assist State Associations with their government relations efforts to assure conformity, where appropriate, to Association positions.

MEMBERSHIP COMMITTEE

MISSION - To achieve universal membership of all career and technical education professionals in the Association.

COMPOSITION, SELECTION & TERM -The Committee shall consist of one representative from each ACTE Division and Region. The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.

The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice-Chair serve for one year.

The Division and Region Vice Presidents appoint their committee representative. There are no special eligibility requirements to serve on this Committee.

OBJECTIVES

- Increase the membership of the Association through the retention of existing Members and Associates, and the recruitment of new Members and Associates.
- Identify new markets for membership growth.
- Create, promote and enhance Member and Associate benefits and services.
- Ensure appropriate benefits and services are being provided to all Members and Associates.
- Encourage and support state Associations' efforts to develop programs to attract and serve Members and Associates.
- Provide and maintain avenues for communication from Members about concerns regarding their National or State organizations.

NOMINATING COMMITTEE

MISSION - To nominate the best qualified Member for each elective position of leadership of the Association.

COMPOSITION, SELECTION & TERM

This Committee is composed of one representative from each Division and Region and one Chairperson. The term of office is three (3) years and each term shall commence on July 1. The Committee Chair is appointed by the President and approved by the Board of Directors and is the outgoing Past President.

The Division and Region Vice Presidents appoint their committee representatives.

There are no special eligibility requirements to serve on this Committee. No Member of the Committee shall be a candidate for election.

OBJECTIVES

- To search for and screen potential candidates for the office of President-Elect for ACTE.
- To identify the leadership skills and characteristics necessary for the Board of Directors to meet the challenges of the future and to communicate these attributes to the Divisions, Regions and State Associations.
- To certify that each Division and Region holding an election has complied with the ACTE Bylaws, Board policies and with respective Division and Region policies.

PROCEDURES

The Committee may, following a majority vote of a quorum of the members of the Committee, meet in executive session, to allow more candid consideration of potential nominees for office and to conduct interviews of potential candidates.

PUBLIC INFORMATION COMMITTEE

MISSION -To enhance the recognition and image of the career and technical education profession.

COMPOSITION, SELECTION & TERM

The Committee is composed of one representative from each Division and Region and a Chairperson.

The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms. The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice Chair serve for one term.

The Division and Region Vice Presidents appoint their committee representative.

There are no special eligibility requirements to serve on this Committee.

OBJECTIVES

- Develop, implement and enhance national public awareness programs.
- Assist State Associations, as appropriate, in their public awareness programs.
- Promote the message, brand and activities of the association.
- Promote the desirability of becoming a career and technical education professional.
- Coordinate Committee activities with other Association committees, specifically the Government Relations and the Communications Committees as appropriate.

RESOLUTION COMMITTEE

MISSION

To present statements of concern, focus and position in the form of resolutions and recommendations for consideration and action by the Assembly of Delegates, Board of Directors, and Committees.

COMPOSITION, SELECTION & TERM

The Committee shall consist of one representative from each ACTE Division and Region. The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.

The Committee elects their Chair and Vice-Chair with approval of the Board of Directors. The Chair and Vice-Chair serve for one year.

The Division and Region Vice Presidents appoint their committee representative. There are no special eligibility requirements to serve on this Committee.

OBJECTIVES

- To solicit, receive, review and edit resolutions submitted by members, state associations and affiliated organizations, ACTE Divisions, ACTE Regions, and ACTE Board-established committees.
- To communicate submitted resolutions to the Assembly of Delegates in accordance with Board policies.
- To communicate recommendations to the Board of Directors and other ACTE Committees as needed.

PROFESSIONAL DEVELOPMENT COMMITTEE

MISSION

To provide recommendations on professional development activities that address issues common to all career and technical educators.

COMPOSITION, SELECTION & TERM

The Committee shall consist of one representative from each ACTE Division and Region.

The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms. The Committee elects their Chair and Vice-Chair with approval of the Board of Directors.

The Division and Region Vice Presidents appoint their committee representative. There are no special eligibility requirements to serve on this Committee.

OBJECTIVES

- Review professional development activities of the association and make recommendations.
- Research and make recommendations on new delivery tools for professional development.
- Recommend new professional development initiatives.
- Gather information on current issues in career and technical education relative to professional development.

NEW IDEAS COMMITTEE

MISSION

To ensure the ongoing development of diverse programs and services offered by ACTE that are relevant, innovative, inclusive, and valuable to all members and the career and technical education profession.

COMPOSITION, SELECTION & TERM

The Committee is composed of one representative from each ACTE Region and Division, plus a Chairperson. The term of office is the Association's operating year. Members serve for a two-year period and can serve up to two terms.

The Committee elects their Chair with approval of the Board of Directors. The Chair serves for a one-year term.

The Region and Division Vice President appoints their committee representative. There are no special eligibility requirements to serve on this Committee.

OBJECTIVES

- To identify potential new programs and services to meet the evolving needs of the membership.
- To determine the feasibility of new programs through a variety of research avenues.
- To evaluate the effectiveness of ACTE programs and services.

RESEARCH COMMITTEE

MISSION

To identify priorities for the collection and dissemination of information and data to advance the career and technical education profession and the goals of the Association for Career and Technical Education.

COMPOSITION, SELECTION & TERM

The Committee shall consist of six (6) to eight (8) members, plus a Chair. The term of office year is based upon the Association's operating year, beginning July 1 and ending June 30. Members will serve a two-year term and may serve up to two terms.

The Chair of the Committee shall be appointed by the Association President with the approval of the Board of Directors

Members shall have experience and/or expertise in either research or grant activities.

OBJECTIVES

- Identify and analyze existing research to determine information that will assist career and technical education professionals and the Association in carrying out its work.
- Identify gaps in research and determine the most effective avenues for filling these gaps.
- Propose vehicles for disseminating research results.
- Work with association committees, divisions, regions and staff to provide information necessary for the fulfillment of their objectives.

FUNDING ACTIVITIES

Committees anticipating funds for proposed activities for the coming fiscal year shall submit in writing to the President of the division a funding request and a description of the proposed activity by February 15, prior to the fiscal year in which the funds are to be used.

Anticipated funds for proposed activities of the division for the coming fiscal year shall be submitted in writing to the executive director of ACTE by the HSTE President no later than April 1, prior to the fiscal year in which the funds are expected to be used. The request must include a description of the proposed activities, which will be reviewed by the priority level, proposed objective, desirability, and probability of achievement.

AFFILIATED ASSOCIATIONS

List and describe all Division Affiliated Associations
(None)

United States Department of Education

A representative from the U. S. Department of Education (if identified) may serve as an ex-officio member of the Policy and Planning Committee and act as advisor and liaison officer to the President for Division in the coordination of activities and directions of the division with national educational needs

United States Department of Labor

A representative from the U. S. Department of Labor (if identified) may serve as an ex-officio member of the Policy and Planning Committee and act as advisor and liaison officer to the President for Division in the coordination of activities and directions of the division with national educational needs

ACTE Regions

