**DRAFT**

**MINUTES**

**ACTE Bylaws Committee**

**November 30, 2016**

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**November 30, 2016**

Committee Members

|  |  |  |  |
| --- | --- | --- | --- |
| Administration Division | Jeanette | Capshaw | 1 |
| Adult Workforce Development Division | Richard | Lowe | 1 |
| Agricultural Education Division | Jim | Flowers | \*\* |
| Board Liaison | Brian | Law | 1 |
| Business Education Division | Sean | Crevier | \*\* |
| Chair | Chris | Kendall | 1 |
| Engineering and Technology Education Division | R. Lance | Hogan |  |
| Family and Consumer Sciences Education Division | Brooke | Kusch |  |
| Marketing Education Division | Debbie | Moore | 1 |
| New and Related Services Division | Kirk | Edney | 1 |
| Region I | Donald | Jarvis |  |
| Region II | Aaron | Fleming | 1 |
| Region III | Shelley | Rust | 1 |
| Region IV | Rachel | Behnke |  |
| Region V | Valerie | Vuicich | 1 |
| Staff Liaison | Lauren | Lessels | 1 |
| Staff Liaison | LeAnn | Wilson | \*\* |
| Trade & Industrial Education | Julius | Baker |  |

**\*\*** Absent

**MINUTES**

**ACTE Bylaws Committee Meeting**

**November 30, 2016**

The Bylaws Committee meeting began at 12:01 p.m. on Wednesday, November 30, 2016. Chair Chris Kendall welcomed everyone to the meeting.

**Review of Charter and Objectives**

The committee reviewed their charter and objectives.

Dick Lowe moved to approve the minutes. XX seconded the motion.

**MOTION APPROVED.**

**Discussion of Future Proposed Bylaws Amendments**

No new bylaws amendments are needed at this time. The committee discussed potential issues that may need to be addressed in the future. The committee mentioned the possibility of clarifying the bylaws regarding whether or not a part time or retired individual should be allowed to run for a board position. The committee was particularly concerned with the President elect position. This issue will be further discussed at the next bylaws committee meeting.

**Chair Appointment**

XX moved to appoint Dick Lowe as Chair. XX seconded the motion.

**MOTION APPROVED.**

**Review of June 2016 Minutes**

XX moved to approve the minutes. Shelley Rust seconded the motion.

**MOTION APPROVED.**

**Vice Chair Appointment**

Valerie Vuicich moved to appoint Jeanette Capshaw as Vice Chair. XX seconded the motion.

**MOTION APPROVED.**

**New Business**

The committee discussed doing a doodle poll to find the best date and time for future meetings. They would like to review ideas and have time for discussion with their constituencies prior to the committee finalizing the amendments.

**Recognition of Retiring Members**

Chair Kendall presented appreciation certificates to retiring members and thanked the entire committee for their service.

**Adjournment**

XX moved to adjourn the Bylaws Committee meeting. XX seconded the motion.

**MOTION APPROVED.**

The meeting adjourned at 12:30 p.m. on Wednesday, November 30, 2016.