

Leadership & Policy Manual

**Updated:
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ACTE MISSION STATEMENT

The mission of the Association for Career and Technical Education is to provide educational leadership in developing a competitive workforce.

Purposes

1. Leadership and Program Improvement. To foster excellence in career and technical education.
2. Policy Development. To advocate national public policy to benefit career and technical education.
3. Knowledge Connectivity. To act as a clearing-house for education and information relating to all aspects of career and technical education, while providing an access for professional development.
4. Awareness. To create public awareness of career and technical education.

Postsecondary, Adult & Career Education Division

MISSION

Providing Leadership in developing an Adult competitive workforce through post-secondary education and training.

Focusing on:

- **Serving Transitional Workers**
- **Creating and Developing Community Workforce Pools**
- **Providing Comprehensive Career Services**
- **Customized Training for Business and Industry**
- **Developing Entry Level Skills for Employment**
- **Upgrading Employee Skills for Future Technologies**
- **Providing Skill Gap Remediation**
- **Developing Employability Skills**
- **Providing the Bridge for Individuals to maintain Economic Viability and Independence**
- **Inspiring an Appreciation for Life Long Learning**

**ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION**

**Postsecondary, Adult & Career Education
Division**

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ACTE Postsecondary, Adult & Career Education Division Policy Committee
Appointments are for a three year term and begin July 1 of the ACTE fiscal year
(Term Ends=TE):

***ACTE Standing Committees;**

***Bylaws**

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***Nominating**

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PACE Division VP will make appointments to the Policy Committee when term is complete and/or a vacancy occurs. The PACE Policy Committee member(s) will be submitted and confirmed by the ACTE Board of Directors (see section VIII Policy Committee of the PACE Operating Policies).

OPERATING POLICIES

FOR THE Postsecondary, Adult & Career Education DIVISION OF THE Association for Career and Technical Education

I. NAME

The name of this Division shall be the Postsecondary, Adult & Career Education Division of the Association for Career and Technical Education

II. GENERAL PURPOSES

The general purposes of the Postsecondary, Adult & Career Education Division of the Association for Career and Technical Education are:

- A. To inform members on plans, policies, and issues of the Association for Career and Technical Education and their implications to Postsecondary, Adult & Career Education Division;
- B. To develop and promote professional relations among the membership;
- C. To develop and promote professional relations with other ACTE divisions, agencies, organizations and educational and training institutions; and
- D. To provide opportunities for professional growth of members in the Division.

III. MEMBERSHIP

- A. Membership in the Postsecondary, Adult & Career Education Division shall be open to individuals who are professionally engaged in the administration, supervision, instruction, and provision of adult educational services of postsecondary education in Community Colleges, Adult Career Centers, Career & Technical Education programs and services, and workforce development programs.
- B. Affiliated membership in the Postsecondary, Adult & Career Education Division shall be open to those individuals who have an interest in Postsecondary, Adult & Career Education.
- C. Only official members shall have voting privileges in the business transactions of the Division.

IV. SECTION ORGANIZATIONS

- A. Associated organizations of the Postsecondary, Adult & Career Education Division are as follows:
 - 1. The National Employment and Training Association (NETA)
 - 2. The Correctional Education Association (CEA)
 - 3. The Bureau of Apprentice and Trades
 - 4. Adult Vocational Education Association (AVEA)
 - 5. Technical Education
 - 6. Customize Business & Industry Training Services (CBITS)
- B. Each associated organization shall operate under its own bylaws, electing officers and pursuing its own objectives which shall promote Postsecondary, Adult & Career Education objectives in its policies.
- C. Qualifications for associated status shall be:
 - 1. 200 or more members of the organization hold membership in ACTE. All affiliates prior to January 15, 1998 will be grandfathered to the original 50 member requirement.
- D. An organization requesting associated status shall submit to formal request to the Vice President of the Division with documentation describing the organization, 90 days prior to the next regularly scheduled Postsecondary, Adult & Career Education Division Policy Committee meeting. Action will be taken on their interest at the next meeting of the Policy Committee meeting.

V. OFFICERS

- A. Vice President of the Association for Career and Technical Education for the Postsecondary, Adult & Career Education Division.
 - 1. Duties:
 - a) The Vice President shall represent the Division of the Board of Directors of the ACTE in accordance with the ACTE Bylaws, and shall serve as chairperson of the Division.
 - b) The Vice President shall serve as liaison between the ACTE Board of Directors and the Postsecondary, Adult & Career Education Division.
 - c) The Vice President shall be responsible for orienting Policy committee members to their duties.

- d) The Vice President shall perform other duties in line with the responsibility of the office in the growth and development of Career & Technical Education.
- e) The Vice President shall have the authority to delegate specific responsibilities to selected members of the division.

2. Terms of Office:

The Vice President shall serve a term of three years. In the event of the resignation, death or inability of the Vice President to fulfill the duties of the office, the Executive Committee of the ACTE is empowered to select a replacement and recommend to the Association for Career and Technical Education's Board of Directors approval of the person, until the prescribed procedures can be followed to fill the unexpired term.

3. Qualifications:

Only active members in the Postsecondary, Adult & Career Education Division will be eligible for nomination. It is further recommended that nominees have the following qualifications:

- a. Candidates for Vice President of the Postsecondary, Adult & Career Education Division shall have been a member for a minimum of five years.
- b. The candidate shall demonstrate an understanding of Career & Technical Education and a willingness and ability to promote and support the total program of the ACTE.
- c. The candidate shall have authorization to devote the time necessary and have resources to carry out the responsibilities of the Vice President of the Division.
- d. Served on the ACTE Postsecondary, Adult & Career Education Division Policy Committee, one or more ACTE committees, and/or actively involved in a State affiliated association.

VI. PROCESS OF NOMINATIONS

A. Vice President

1. The year prior to the end of the term of the Vice President, the Division will seek candidates to run for the position of Vice President-Elect to serve one year prior to taking over as the Vice President. If the Division does not find qualified candidates to run for Vice President-Elect, the following year the Division will seek candidates to run for the office of Vice President.
2. The Division shall notify members that candidates for nomination are being received for consideration. Candidates for nominations may be submitted by any member of the Division.
3. Names of candidates for nomination shall be sent to the Division Vice President.
4. A Nominating Committee shall be appointed by the Division Policy Committee. The committee shall consist of members who are not currently members of the Policy Committee. The Vice President may serve as the chairperson.
5. A candidate for office of Vice President may not be a member of the Nominating Committee.
6. The Nominating Committee will review all candidates for nomination. If more than two candidates have been nominated, the nominating committee shall interview each of the candidates nominated and submit two nominees for election. If no more than two candidates are nominated, the nominating committee may choose to submit the candidate(s) for election without interviewing them after reviewing the application of the candidate if the committee finds the candidate to be qualified for the position.
7. Additional nominations may be made from the floor of the business meeting of the Division provided each nominee has been interviewed by the Division Nominating Committee and is approved by a majority of the members in attendance.
8. The Vice President of the Postsecondary, Adult & Career Education Division shall inform the ACTE Board of Directors of the Division's

nominees for inclusion on the ballot to be sent to all members of the Division.

9. The Vice President-Elect shall be elected according to the Bylaws of ACTE and the Operating Policies of the Board of Directors of ACTE.

B. President Elect of ACTE

1. The Vice President will ask members to submit nominations for President-Elect of the ACTE.
2. Nominations can be made by any eligible member of the Division.
3. The Vice President shall forward to the ACTE Nominating Committee the names of all candidates who have submitted credentials and have been endorsed by Division Policy Committee.
4. Additional nominations may be made from the floor of the Assembly of Delegates providing each nominee has been interviewed by the ACTE Nominating Committee and is approved by a majority of the delegates voting.

VII. REPORTING OF DIVISIONAL ACTIVITIES

It shall be the responsibility of the Vice President of the division to submit to the Executive Director of ACTE reports/minutes of Policy Committee meetings, committee meeting reports, and other activities within the Division within forty-five (45) days after each meeting.

VIII. POLICY COMMITTEE

- A. The purpose of the Division's Policy Committee is to carry out the general purposes of the Division.
- B. Meetings:
The Policy Committee will hold an annual meeting at the ACTE Convention, and other scheduled meeting(s) as deemed necessary by the Vice President.
- C. Membership
 1. The Division Policy Committee shall consist of the Vice President of the Postsecondary, Adult & Career Education Division and appointed PACE members from each of the five ACTE Regions.
 2. All Persons appointed to the Policy Committee must be approved by the ACTE board of Directors.

3. The term of office for members of the Policy committee shall be for three years. A member, if appointed/selected, may serve more than one term.
4. The Policy Committee may appoint additional ex-officio members to serve on the Policy Committee with the approval of the ACTE Board of Directors.
5. Each affiliate organization will have equal representation on the policy committee.
6. All Policy Committee members must be in good standing and be members of ACTE.

D. Chairperson

The Vice President of the Division shall serve as Chairperson of the Policy Committee and shall appoint a secretary from the membership with no voting privileges.

IX. AWARDS COMMITTEE

A. Purpose

The division's award committee has four primary purposes:

1. To review suggestions for new awards, develop criteria and guidelines, and make recommendations to the division Vice President.
2. To publicize the division awards to the PACE membership and actively seek and solicit nominations for the awards.
3. To evaluate the nominees for each award and select the winners in each category.
4. Present the awards to the winners of each award at the division business meeting held at the annual ACTE convention.

B. Meetings

The awards committee will hold an annual meeting at the ACTE annual convention, and other scheduled meeting(s) as deemed necessary by the Vice President or committee chair. A quorum for awards committee meetings will be defined as the presence of a majority of members of the awards committee. The committee chair will only vote in the case of a tie.

C. Membership

1. The division awards committee shall consist of five (5) members plus a committee chair. The Vice President of the Postsecondary, Adult & Career Education Division will be a liaison to the committee.
2. Each region will be represented by one (1) member on the committee from that region to ensure equal representation on the committee for each region.
3. Committee members will be appointed by the Vice President and serve a three (3) year term on the committee. Committee members may serve up to two (2) consecutive terms.
4. All awards committee members must be in good standing and be members of ACTE.

D. Chairperson

The Vice President of the Division shall appoint a chairperson the first year of the committee. Each year following at the annual meeting, the committee will select a chairperson for the upcoming year.

E. Deadline

The deadline for awards nominations is August 31st. All awards nominations will be submitted using the ACTE awards portal. Awards will be presented at the annual division business meeting each year.

F. Awards

1. Postsecondary Adult & Career Education Ambassador or the Year
2. Postsecondary Adult & Career Education Award of Excellence
3. Postsecondary Adult & Career Education Innovation Award
4. Postsecondary Adult & Career Education Outstanding Training Activity
5. Postsecondary Adult & Career Education Economic Development Award

X. COMMITTEES

- A. Committees may be established by the Policy Committee as needed to carry out the goals and objectives of ACTE within the Division.
- B. The duration of the committee shall be designated at the time of establishment.

XI. MEETINGS

During the annual ACTE Convention, the Division must hold at least one officially announced business meeting. Members of the Division present at this

business meeting shall constitute a quorum.

A quorum for policy committee and awards committee meetings will be defined as the presence of a majority of members of the committee.

XII. ELECTRONIC VOTING

Electronic voting is intended to supplement, not replace, meetings of the policy committee or awards committee. For issues that require committee action before the next annual meeting at VISION or which could not be completed at the last annual meeting, the use of electronic voting is permitted. The procedure for electronic voting is:

1. The committee chair will email the motion to be voted on to all committee members.
2. Committee members will be given seven (7) calendar days to reply with their vote.
3. Votes must be received from a majority of the committee members for the motion to pass or fail.
4. The committee chair will count the votes after the seven (7) calendar day window has closed and notify all committee members of the results.
5. Copies of electronic votes will be kept with the minutes to document the outcome.

XIII. BUDGET

- A. A budget for proposed activities for the coming fiscal year shall be submitted to the Executive Director of ACTE by the Vice President of the Postsecondary Adult & Career Education Division as designated in the ACTE policies. The budget shall be approved by the Policy Committee prior to submission.
- B. Expenditure of funds shall be approved by the Division Vice President in accordance with policies and procedures designated by the ACTE Board of Directors.

XIV. REVISION OF POLICIES

- A. These policies may be amended by submitting the proposed revision in writing to the Vice President of the Division at least sixty (60) days before the annual meeting.
- B. The Vice President shall make certain that these proposed revisions are distributed to policy committee members at least fifteen (15) days before the annual meeting.
- C. Proposed revisions will be distributed to membership prior to the annual meeting. Revisions which receive a majority vote of the members of the Division present at the annual meeting shall be submitted to the ACTE Board of Directors for approval as the official policies of the Postsecondary Adult & Career Education Division.

XV. GENERAL ACTE POLICY

Any Statements of policies included in the operation policies which are in conflict with the Articles of Incorporation, Bylaws, or Operating Policies of the ACTE Board of Directors shall be declared null and void.

XVI. DISTRIBUTION OF THE POLICY

- A. The Vice President of the Division shall be responsible for the submission of current Division Operation Policies to the Executive Director of ACTE.
- B. Copies of the Division Operation Policies shall be made available to the membership at the annual meeting or upon request to the Vice President of the Division.