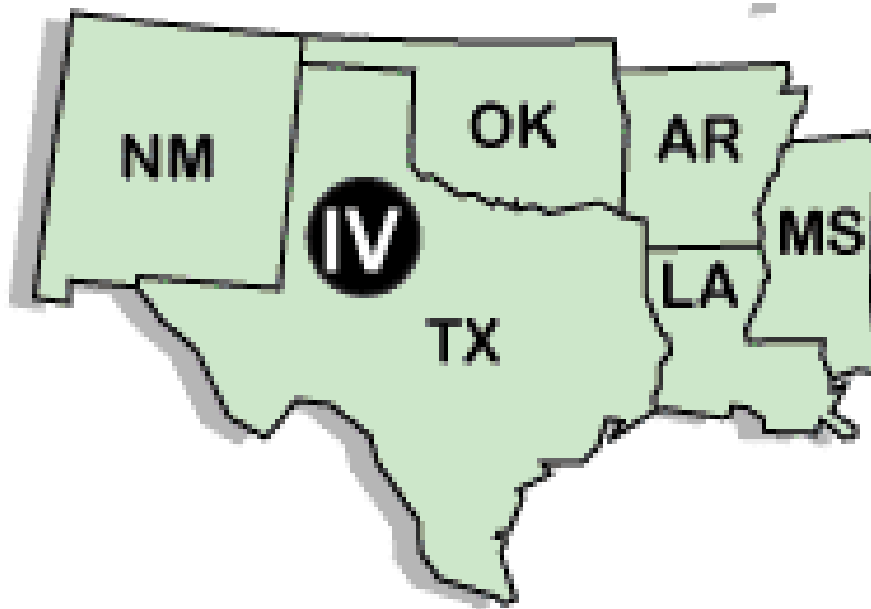




ACTE

Region IV

Policy & Procedures Manual



November 2019

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ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE)
REGION IV
POLICY & PROCEDURES MANUAL

Introduction

The Association for Career & Technical Education (ACTE) is a group of affiliated State and Territorial Career and Technical Education Associations, which were organized for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education. To become a state association, application must be made to and approved by the ACTE Board of Directors. ACTE is organized into divisions and regions with a vice president elected by the membership for each division and region.

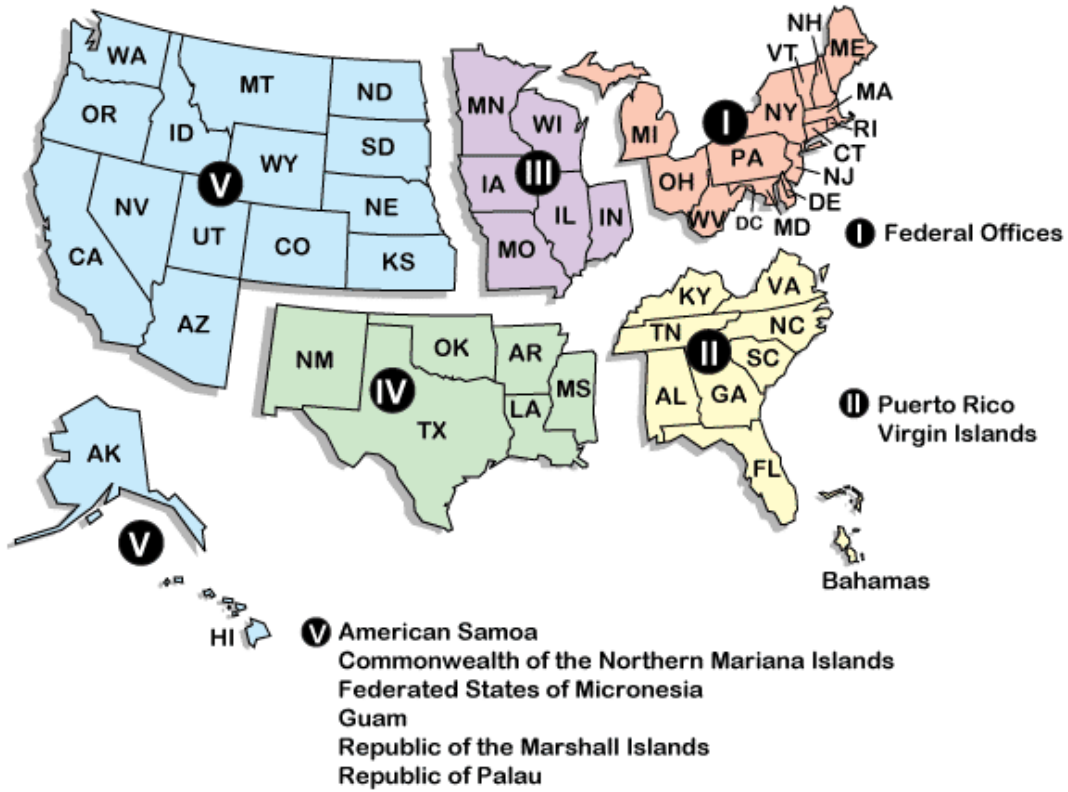
Divisions represent members in various related areas such as Administration, Agricultural Education, Business Education, Engineering & Technology Education, Family and Consumer Sciences Education, Guidance and Career Development, Health Science Education, Marketing Education, New and Related Services, and Trade and Industrial Education. Each division elects a vice president who serves on the ACTE Board of Directors.

ACTE has also divided the entire organization into five regions. The regional concept creates a linkage, which gives states and local members greater accessibility to the national office. Each regional vice president is elected by the membership in the state associations of his/her respective region. The regional vice president also serves as a voting member of the ACTE Board of Directors. Communication from ACTE is dispersed through these regional vice presidents to the region states, and then to local members and vice versa.

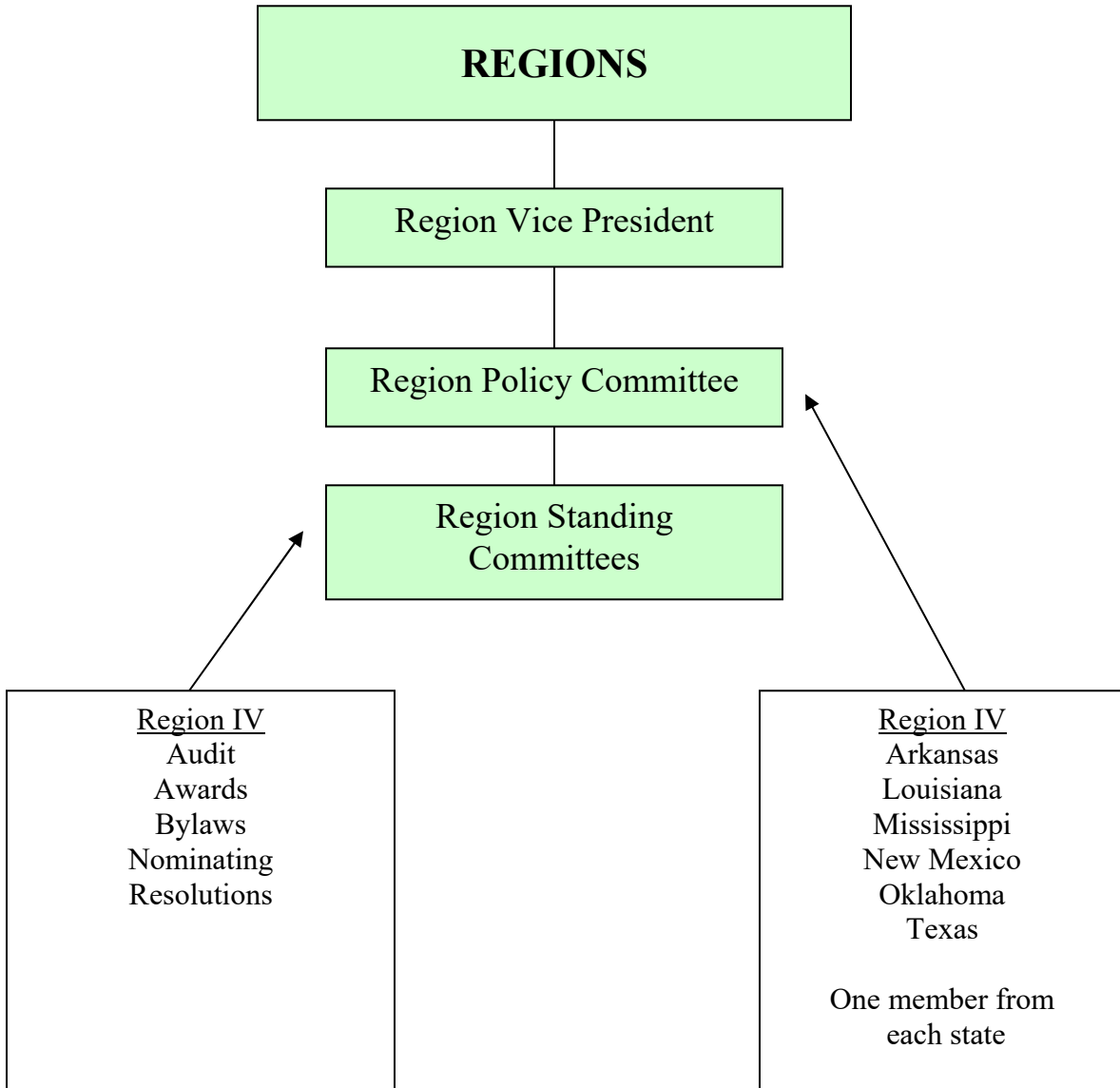
Region IV is comprised of six member states: Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, and Texas. Each individual member has two avenues of involvement in his/her professional organization: through the member's state association and the regional structure.

The following Region IV Policy and Procedure Manual includes the policies of Region IV, which define the structure of the regional organization and its responsibilities. It also includes the procedures for carrying out each policy. It is the intent of the Region IV Policy Committee in the development of these procedures to improve the consistency of the Region IV activities from year to year, further strengthening the national organization, as well as providing increased service and accountability to local members.

ACTE REGIONS



REGION STRUCTURE



GOVERNING DOCUMENTS

As part of the established structure of ACTE, Region IV is governed by ACTE. The documents which govern ACTE, and thereby Region IV, in hierarchical order are:

1. Articles of Incorporation

ACTE is a not-for-profit corporation established in the state of Indiana in 1929. The Articles of Incorporation include the name of the corporation, purposes for which it was formed and a statement that all rules of the corporation are to be embodied in the bylaws. A copy of the Articles of Incorporation is retained in the ACTE Headquarters.

2. Bylaws

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- The purpose of the organization
- Qualifications of membership
- The election and duties of its directors
- The role of the members
- Meetings of members and directors, including notice, quorum and voting
- The role of executive and other committees
- The role and relationship of the state associations and affiliated organizations
- The organization's fiscal year
- How the Bylaws are amended
- Indemnification and dissolution procedures

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Only the members of the Association can change the Bylaws.

3. Board Policy and Procedures Manual

The Board Policy and Procedures Manual should include all operational details of the organization. The Manual should include those rules that are set by the Board of Directors and can only be changed by the Board. Policies are established by the Board to guide the association so that it runs effectively, efficiently, legally and ethically. Policy decisions affect the organization as a whole and establish the framework within which volunteers and staff can lead and manage the programs and services of the association. The standing rules for the conduct of the Board of Directors are included in the Manual. Also included are those standard operating procedures that the Board desires to have controlling authority over (i.e., investment guidelines, creation of divisions, election procedures, expense reimbursement, etc.). Specific action items or annual decisions are generally not part of the Manual. The Board Policy and Procedures Manual is reviewed and approved annually by the Board of Directors.

4. Strategic Plan

The Strategic Plan is developed by the Board of Directors and represents an expression of the core purpose and values of the association and serves as a blueprint for future direction of the organization. The Plan serves as a map for the priority allocation of resources and determines the annual objectives and work plan for the volunteers and staff. The status of the ACTE Strategic Plan is to be reviewed annually by the Board of Directors. The goals and objectives are to be reviewed every two to three years. Strategies and tactics for achieving the goals and objectives are identified and implemented by committees and staff.

5. 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 Plan. The Board of Directors approves the budget in July of each year.

6. Committee Charters and Job Description

The charters establish the goals and parameters for all committees within the association. These documents outline the authority and responsibility for the committees and the committee chair. The Board of Directors approves committee charters and job descriptions.

GENERAL PURPOSES

Policy

1. Assist state associations' growth in relationship to ACTE.
2. Implement the Strategic Priorities of ACTE and Region IV.
3. Develop high professional standards among the membership.
4. Promote the interest of the Region within the framework of the ACTE.
5. Promote grass roots level input and participation.

MEMBERSHIP

Policy

1. ACTE members with membership in state associations in the geographical boundaries of Region IV will be members.
2. The member states of Region IV are: Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, and Texas.

ORGANIZATIONAL STRUCTURE

Policy

1. Within the organizational structure of Region IV, there will be a Vice President, a Policy Committee, and Standing Committees consisting of one or more representatives for each of the member states in the Region.
2. Ad Hoc Committees may be appointed as needed.

Procedure

1. Vice President
 - a. Duties
 - (1) The Vice President will represent Region IV on the Board of Directors of the ACTE in accordance with the ACTE Bylaws.
 - (2) The Vice President will serve as Chairperson of the Region IV Policy Committee.
 - (3) The Vice President will be responsible for implementing the purpose of the ACTE within the Region.
 - (4) The Vice President will orient new Policy Committee members as to their duties and responsibilities.
 - (5) The Vice President will transmit action of previous meetings to committee members.
 - b. Term of Office
 - (1) The Vice President will serve a term of three (3) years.
 - (2) One year as Vice President-Elect is optional. This year is a non-funded shadowing term.
 - c. Vacancy
 - (1) In the event a vacancy occurs in the office of Vice President, the Region IV Policy Committee will select a person to fill the remainder of the term.
 - (2) The Region IV Policy Committee will submit the recommendation to the ACTE Board of Directors for approval.
2. The Policy Committee will be addressed in the section POLICY COMMITTEE.
3. The Standing Committees and Ad Hoc Committees will be addressed in the section STANDING COMMITTEES AND AD HOC COMMITTEES.

NOMINATION PROCESS

Policy

1. Region IV Vice President
 - a. When the Region becomes eligible to elect a new Region Vice President, the Vice President will ask the President of each state association to submit nominations for consideration.
2. ACTE President-Elect
 - a. When the Region desires to submit a candidate for President-Elect, the Vice President will ask the President of each state association to submit nominations for consideration.
 - b. Individual members of the Region may also make nominations.

Procedure

1. Region IV Vice President
 - a. The Region IV Vice President Search and Nominating Committee will request that each state association notify members that nominations are being received and will be considered by the Region IV Search and Nominating Committee for recommendations to the ACTE Nominating Committee. Table 1 indicates the rotation schedule for the Region IV Vice President.
 - b. The Vice President, with the consent of the Policy Committee, will appoint the Search and Nominating Committee, which will solicit and/or receive all nominations for Region IV Vice President, interview all candidates, and recommend two (2) nominees to the ACTE Nominating Committee.
 - c. Additional nominations may be made from the floor during the business meeting of the Region providing each nominee has been interviewed by the Region IV Search and Nominating Committee and is approved by a majority of the membership in attendance at the Region IV Business Meeting at the ACTE Convention.
 - d. The Vice President will then immediately report the additional nominations to the ACTE Nominating Committee.
 - e. Only state associations who are active in the Region are eligible for nomination. Nominees will have the following qualifications:
 - (1) An in-depth understanding of state associations and demonstrated active leadership in the association
 - (2) Sustained membership in the ACTE and be a member in good standing.
 - (3) Time available to devote to the performance of the duties of Vice President.
 - (4) An in-depth understanding of career and technical education.
 - (5) A commitment to the ACTE and its entire program.
2. ACTE President-Elect
 - a. Each state association, through its publication, should notify members that nominations are being received and will be considered for recommendation to the ACTE Nominating Committee.

- b. The Region IV Vice President, with the consent of the Region IV Policy Committee, will review all nominations and recommend to the ACTE Nominating Committee the nominee(s) for President-Elect from Region IV.
- c. Additional nominations may also 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 voting delegates.
- d. The ACTE Board of Directors has established the following criteria for selecting the president-elect of the Association. The Nominating Committee may add other criteria that they feel appropriate but will notify the Board of any additional criteria applied.
 - (1) The nominee should be a person who is recognized as a leader of ACTE and who will be fair to all phases of career and technical education.
 - (2) The nominee should be an ACTE member in good standing.
 - (3) The nominee should have served as member of the Board of Directors of ACTE or on one or more committees through which s/he could have learned something of the general policies and activities of the organization. To have served as a member of the Board of Directors certainly helps qualify an individual as presidential material but it should not be considered an essential requirement for a person to be elected as President-Elect of ACTE.
 - (4) The nominee will be a person who will use the office of President-Elect to promote ACTE and its programs instead of an individual who will use the office solely for the purpose of promoting his/her own professional interests. The office of the President-Elect of ACTE will go only to those who have demonstrated great leadership ability and who have a sincere and genuine interest in furthering the development and improvement of career and technical education through ACTE activities.
 - (5) The nominee will be able to take sufficient time off when necessary and have sufficient clerical and secretarial help to attend to the duties of President-Elect of ACTE during his/her term of office. The nominee will present assurance from his/her employer, which will release him/her to attend needed functions of the Board.

SPECIAL NOTE:

Persons interested in being a candidate for the offices of Region Vice President or ACTE President-Elect should read the ACTE Bylaws and the ACTE Board Policy and Procedures Manual for information related to the nomination, campaign, and election processes. (ACTE Bylaws, Article VII - Election of Board of Directors)

Table 1

Rotation for Region IV Vice President

**July 1 – June 30
Three-Year Term**

Nominations due according to ACTE	2018
Vice President-Elect Term	2019-2020
Vice President Term	2020-2023
<hr/>	
Nominations due according to ACTE	2021
Vice President-Elect Term	2022 – 2023
Vice President Term	2023 - 2026
<hr/>	
Nominations due according to ACTE	2024
Vice President-Elect Term	2025 – 2026
Vice President Term	2026 – 2029
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REGIONAL ACTIVITIES

Policy

1. It will be the responsibility of the Vice President of the Region to submit to the ACTE Executive Director reports/minutes of Policy Committee meetings, Standing Committee and Ad Hoc Committee meetings, and other activities with the Region within forty-five (45) days after each meeting.
2. An Annual Report must be submitted to the Executive Director by November 15 (refer to ACTE Board Policy and Procedures Manual).

Procedure

1. The Region IV Vice President will develop and submit an Annual Report to the Executive Director of ACTE (with a copy mailed to the Policy Committee) by November 15 of each year, which will include the following items:
 - a. Strategic Priorities
 - b. Vice President Activities
 - c. Committee Reports (each Chairperson is responsible for getting this report to the Vice President on the Annual Report Form)
 - d. Conferences and Meetings
 - e. Other Items Concerning the Region
2. The Region IV Vice President will be responsible for developing a Region IV Directory each year, which will include:
 - a. State Association Presidents
 - b. ACTE Board of Directors
 - c. Region IV Policy Committee
 - d. Region IV Standing Committees
 - e. ACTE Standing Committee Appointments for Region IV
3. The Region IV Vice President will correspond with the State Associations through the officers in the Region IV Directory and members of the Region IV Policy Committee, including these communication items:
 - a. Conferences and Meetings
 - b. Reports of Board Meetings
 - c. Resolutions
 - d. Annual Reports
 - e. Electronic Communication

POLICY COMMITTEE

Policy

1. Purpose - the purpose of the Policy Committee is to carry out the general purpose of the ACTE within the Region.
2. Meetings - the Policy Committee will hold planned meetings during the year, and the Vice President may call special meetings.
3. Membership
 - a. The policy committee will consist of six (6) members. Travel expenses for this group will be authorized by the ACTE Board of Directors for the Region IV Conference. Travel expenses for this group to the annual convention will not be reimbursed by the ACTE.
 - b. The Region may designate additional members to the Policy Committee.
4. Duties
 - a. Serve as liaison between each state association and Region IV.
 - b. Develop and actively participate in the implementation of the ACTE and Region IV Strategic Priorities.
 - c. Facilitate a spirit of cooperation and communication within the State Associations in Region IV.
 - d. Develop effective basis for membership and related services.
5. Term of Office
 - a. The term of office will be three (3) years on a rotational basis.
 - b. A member may not serve more than one consecutive term. A person appointed by the Region Vice President to fill an expired term may be re-appointed to fill a three-year term.
 - c. All appointments submitted to the ACTE Board of Directors must identify the term.
 - d. Term of office is July 1 through June 30.
6. Chairperson
 - a. The Vice President of Region IV will serve as Chairperson of the Policy Committee.

Procedure

1. Membership
 - a. The Policy Committee consists of one representative from each state in Region IV and the Region IV Vice President.
 - b. Each state has one vote.
 - c. Selection of the Policy Committee is the responsibility of the Region IV Vice President. The Vice President should confer with each state association for recommendations of persons to serve on the committee.
 - d. The Policy Committee may designate additional members to serve on the committee.
2. Term Rotations
 - a. Policy Committee members are appointed by the states to serve for three (3) years.
 - b. A term of office begins on July 1 and expires on June 30.

- c. Each year, the two Policy Committee members who have served three years will retire and two new members are added.
 - d. Terms of members are rotated by states according to the schedule in Table 2.
3. Meetings
- a. Meetings of the Policy Committee are called by the Region IV Vice President. There are generally two (2) meetings within the year.
 - (1) During the ACTE Convention
 - (2) At the Region IV Conference
 - b. The Policy Committee will appoint a Vice-Chairperson and a Recording Secretary each year at the meeting in December.
 - (1) The host state representative on the Region IV Conference Committee (Ad Hoc) will be the Vice-Chairperson. The Vice-Chairperson will preside over meetings in the absence of the Region IV Vice President.
 - (2) The host state representative for the next Region IV Conference (Ad Hoc) will be the Recording Secretary. The Recording Secretary will record minutes of the Policy Committee Meeting and the Region IV Business Meeting at the ACTE Convention and the Region IV Conference. The Recording Secretary will send a copy of the minutes to the Region IV Vice President within 30 days of the ACTE Convention and Region IV Conference. All Standing Committee Reports will be included in the minutes for the Business Meetings at the ACTE Convention and Region IV Conference.
 - (3) A state representative may send a substitute when necessary. The state representative must send a letter of authorization to the Region IV Vice President so that the representative may vote and receive reimbursement.
4. Reports to Region IV Vice President
- a. Each Policy Committee member will provide the Region IV Vice President with an updated report on state association activities.
 - b. Reports will be due 15 days prior to the ACTE report deadline.
 - c. This information will be used in the Region Report presented to the ACTE Board of Directors five times throughout the year. Reports are due by the 20th of these months: September, November, February, May and June.
5. Standing Committee Liaison
- a. Each Policy Committee member will serve as liaison to at least one Region IV Standing Committee, and:
 - (1) Maintain communication with the Standing Committee chair.
 - (2) Send out communication to Standing Committee members advising them of dates, times, and places of committee meetings at the ACTE Convention and the Region IV Conference.
 - (3) Prepare agendas for the Region IV Standing Committee meetings at the ACTE Convention and the Region IV Conference.
 - (4) Prepare a report of committee proceedings (committee chair may prepare the report).
 - (5) Present the Standing Committee report at the Region IV Business Meeting held during the ACTE Convention and the Region IV Conference (committee chair may present the report).
 - (6) Provide a written copy of the Standing Committee Report to the Recording Secretary (committee chair may prepare the report).

- b. Policy Committee members will rotate Standing Committee liaison assignments as new Policy Committee members are added at the committee meetings at the ACTE Convention.
 - (1) States will rotate committee assignments in pairs as follows: Arkansas and New Mexico, Oklahoma and Texas, Louisiana and Mississippi.
 - (2) Standing Committee assignments will rotate in pairs as follows: Awards and Bylaws, Audit and CTE Support, Nominating and Resolutions.
 - (3) The rotation schedule for liaisons is shown in Table 3.

- 6. Region IV Vice President Search and Nominating Committee
 - a. Policy committee members will serve as the Region IV Vice President Search and Nominating Committee. The committee will consist of six members, one member from each state in the region.
 - b. A person who is candidate for office cannot serve as a member of the committee.
 - c. Nominations for the ACTE Board of Directors Election are open from April 1-June 15 of the year in which an election is indicated by the rotation schedule found in Table 1.
 - d. The committee will meet every three (3) years during the ACTE Convention prior to the Region IV Business Meeting.
 - e. The committee will interview all candidates and recommend two nominees to the ACTE Nominating Committee.

Table 2

Rotation for Policy Committee Members

**July 1 – June 30
Three-Year Appointments**

Arkansas	2015 - 2018	2018 - 2021	2021 - 2024
New Mexico	2015 - 2018	2018 - 2021	2021 - 2024
Mississippi	2016 - 2019	2019 - 2022	2022 - 2025
Louisiana	2016 - 2019	2019 - 2022	2022 – 2025
Oklahoma	2017 - 2020	2020 - 2023	2023 - 2026
Texas	2017 - 2020	2020 - 2023	2020 - 2026

Table 3

**Rotation for Policy Committee Members
Serving as
Standing Committee Liaisons**

**July 1 – June 30
Three-Year Appointments**

Arkansas	Awards 2018-2021	Bylaws 2012 - 2015	Awards 2015 - 2018	Awards 2018 - 2021
New Mexico	Bylaws 2009 - 2012	Awards 2012 - 2015	Bylaws 2015 - 2018	Bylaws 2018 - 2021
Mississippi	Audit Review 2010 – 2013	CTE Support 2013 - 2016	Audit Review 2016 – 2019	CTE Support 2019 - 2022
Louisiana	CTE Support 2010 – 2013	Audit Review 2013 - 2016	CTE Support 2016 – 2019	Audit Review 2019 - 2022
Oklahoma	Nominating 2008 - 2011	Resolutions 2011 – 2014	Nominating 2014 - 2017	Resolutions 2017 - 2020
Texas	Resolutions 2008 - 2011	Nominating 2011 – 2014	Resolutions 2014 - 2017	Nominating 2017 - 2020

STANDING COMMITTEES AND AD HOC COMMITTEES

Policy

1. Standing Committees and Ad Hoc Committees may be established in accordance with the needs to carry out the purposes of the ACTE within the Region.
2. The Region Vice President will make committee appointments.

Procedure

1. Standing Committees for Region IV will be:
 - a. Audit Review Committee
 - b. Awards Committee
 - c. Bylaws Committee
 - d. Nominating Committee
 - e. Resolutions Committee
2. The Region IV Vice President, as needed, may appoint Ad Hoc Committees. The Region IV Vice President Search and Nominating Committee and the Region IV Conference Planning Committee are examples of Ad Hoc Committees.
3. Committee appointments are July 1 through June 30.
4. Appointment to standing committees is normally for a three-year term and committee members will be rotated in a manner that allows replacement of two (2) committee members each year.
5. The term of office for Ad Hoc Committees is generally for one (1) year or less.
6. Each state will have a representative on each committee.
7. The chairperson for each committee will be selected annually by committee members.
8. A Region IV committee member may not serve more than one consecutive three-year term on the same committee.
9. Each state will develop its own procedure for appointments to Region IV committees.
10. Rotation schedule for ACTE Region IV Standing Committees is shown in Table 4.
11. Standing Committee general responsibilities include:
 - a. A member of the Region IV Policy Committee will serve as liaison to each committee.
 - b. The Region IV Vice President will appoint each liaison.
 - c. Each committee will select a committee chair.
 - d. Each committee will follow objectives for the committee as established by ACTE and which fulfill needs and obligations of Region IV.
 - e. The committee objectives should be reviewed at the Region IV Conference.
 - e. Each committee will make a report in writing after each committee meeting and submit it to the Region IV Policy Committee liaison.
 - f. Each committee will present the committee report at the Region IV Business Meeting at the ACTE Convention and Region IV Conference.

- g. The committee liaison will report to the Region IV Vice President and Policy Committee.
 - h. ACTE members may request reports from the Region IV Vice President.
12. Audit Review Committee responsibilities include:
- a. Support Region IV representative to the ACTE Audit Review Committee
 - b. Review the Region IV Policy and Procedures Manual and recommend changes in those policies and procedures that relate to Audit Review Committee
 - c. Review audit documents prepared or provided by the ACTE Audit Review Committee
 - d. Review the ACTE Whistleblower Policy to ensure the policy adequately enforces an anti-fraud program
 - e. Discuss/review/recommend issues pertinent to audit reviews
 - f. Respond to any directives from ACTE related to audit reviews
 - g. Respond to directives from the Region IV Vice President
13. Awards Committee responsibilities include:
- a. Support Region IV representative to the ACTE Awards Committee
 - b. Review the Region IV Policy and Procedures Manual and recommend changes in those policies and procedures that relate to Awards Committee
 - c. Maintain up-to-date Region IV Awards Program Guidelines
 - d. Ensure Region IV Awards Program Guidelines follow national awards program guidelines
 - e. Review all applications for awards through Region IV (follow process outlined in Region IV Awards Program Guidelines)
 - f. Select the recipients for all Region IV awards
 - g. Recommend modifications to existing awards or recommend new award categories to the Region IV ACTE Awards Committee representative who will in turn present those recommendations to the ACTE Awards committee
 - h. Region IV Awards chairperson is responsible for ensuring the delivery of Region IV awards dossiers to the ACTE Awards Committee.
 - i. Respond to directives from the Region IV Vice President
14. Bylaws Committee responsibilities include:
- a. Support Region IV representative to the ACTE Bylaws Committee
 - b. Review the Region IV Policy and Procedures Manual and recommend changes in those policies and procedures that relate to the Bylaws Committee
 - c. Review the entire Region IV Policy and Procedures Manual and recommend changes in those policies and procedures that may be dictated by ACTE policy changes
 - d. Secure approval of all recommended changes by the Region IV Vice President and Policy Committee
 - e. Update and maintain the electronic copies of the Region IV Policy and Procedures Manual
 - f. The latest edition of Robert's Rules of Order will be the parliamentary authority.
 - g. Respond to directives from the Region IV Vice President

15. Nominating Committee responsibilities include:
 - a. Support Region IV representative to the ACTE Nominating Committee
 - b. Review the Region IV Policy and Procedures Manual and recommend changes in those policies and procedures that relate to Nominating Committee
 - c. Be knowledgeable of the current ACTE nomination and election process
 - d. Seek to identify potential future candidates for offices or leaders of the association and Region IV
 - e. Educate membership on roles and responsibilities of ACTE leadership
 - f. Review nomination process and identify ways to enhance the process for ACTE, divisions, and regions
 - g. Respond to directives from ACTE and the ACTE Nominating Committee
 - h. Respond to current needs related to the nomination process or leadership vacancies as they occur within Region IV
 - i. Respond to directives from the Region IV Vice President
16. Resolutions Committee responsibilities include:
 - a. Support Region IV representative to the ACTE Resolutions Committee
 - b. Review the Region IV Policy and Procedures Manual and recommend changes in those policies and procedures that relate to Resolutions Committee
 - c. Receive resolutions submitted by members through Region IV
 - d. Review and edit resolutions
 - e. Determine approval of resolutions for submission to ACTE
 - f. Region IV representative to the ACTE Resolutions Committee will submit approved resolutions according to ACTE procedures/timeline.
 - g. Identify activities to educate membership on resolutions – most effective use of resolution process, writing resolutions, etc.
 - h. Respond to directives from the Region IV Vice President
17. Ad Hoc Committee responsibilities include:
 - a. Region IV Conference Planning Committee:
 - (1) The committee will plan and organize the annual Region IV Conference, which includes planning the program and inviting presenters.
 - (2) The committee will submit proposed program to the Region IV Policy Committee for approval.
 - (3) The committee will maintain records pertaining to the Region IV Conference and submit such records to the Region IV Vice President following completion of all conference business transactions.
 - (4) The Region IV Policy Committee member from the state hosting the next (or current) Region IV Conference will serve as the Region IV Vice Chairperson during that respective year.
 - (5) The Region IV Policy Committee member from the state which will host the Region IV Conference in the succeeding year will serve as Recording Secretary.
 - (6) The rotation schedule for Region IV Conference, Vice Chairperson and Recording Secretary is found in Table 5.
 - b. other ad hoc committees may be established as deemed necessary and appropriate by the Region IV Vice President.

**Table 4
Rotation for Region IV Standing Committee Members**

**July 1 - June 30
Three-Year Appointments**

AWARDS	Arkansas	2018-2021	2021-2024	BYLAWS	Arkansas	2017-2020	2020-2023
	New Mexico	2018-2021	2021-2024		New Mexico	2017-2020	2020-2023
	Louisiana	2016-2019	2019-2022		Louisiana	2018-2021	2021-2024
	Mississippi	2016-2019	2019-2022		Mississippi	2018-2021	2021-2024
	Oklahoma	2017-2020	2020-2023		Oklahoma	2016-2019	2019-2022
	Texas	2017-2020	2020-2023		Texas	2016-2019	2019-2022
AUDIT REVIEW	Arkansas	2017-2020	2020-2023	RESOLUTIONS	Arkansas	2016-2019	2019-2021
	New Mexico	2017-2020	2020-2023		New Mexico	2016-2019	2019-2021
	Louisiana	2018-2021	2021-2024		Louisiana	2017-2020	2020-2023
	Mississippi	2018-2021	2021-2024		Mississippi	2017-2020	2020-2023
	Oklahoma	2016-2019	2019-2022		Oklahoma	2018-2021	2021-2024
	Texas	2016-2019	2019-2022		Texas	2018-2021	2021-2024
NOMINATING	Arkansas	2016-2019					
	New Mexico	2016-2019					
	Louisiana	2017-2020					
	Mississippi	2017-2020					
	Oklahoma	2018-2021					
	Texas	2018-2021					

Table 5

**Rotation for Region IV
Vice Chairperson & Recording Secretary
July 1 – June 30**

Conference State	Year	Recording Secretary	Vice Chairperson
New Mexico	2018	2016 - 2017	2017 – 2018
Oklahoma	2019	2017 - 2018	2018 – 2019
Louisiana	2020	2018 - 2019	2019 – 2020
Arkansas	2021	2019 - 2020	2020 – 2021
Texas	2022	2020 - 2021	2021 – 2022
Mississippi	2023	2021 - 2022	2022 – 2023

ACTE COMMITTEE APPOINTMENTS

Policy

1. Region IV may have representatives on ACTE Standing Committees:
 - a. Audit Review
 - b. Awards
 - c. Bylaws
 - d. CTE Support Fund
 - e. Nominating
 - f. Resolutions
2. When Region IV is eligible to make recommendations for ACTE Standing Committees, the Region IV Vice President will make the recommendations to the ACTE Board after consulting with the Region IV Policy Committee.
3. Recommendations will be from states as listed on a rotating schedule.

Procedure

1. The Region IV representative to ACTE Audit Review Committee will rotate every three (3) years; all other ACTE Committees will rotate every two (2) years.
2. All committee appointments begin on July 1 and end on June 30.
3. The Region IV appointment to the corresponding ACTE Committees will serve as an ex-officio member of the same Region IV Standing Committee.
4. The rotation schedule for ACTE Committee appointments shown in Table 6.

Table 6
Rotation for ACTE Committee Appointments
July 1 - June 30
Audit Review – Three-Year Term
All Other Committees - Two-Year Terms

AUDIT REVIEW (Three-Year Term)	Arkansas	2028-2031		AWARDS	Louisiana	2021-2023
	Louisiana	2031-2034			Mississippi	2023-2025
	Mississippi	2016-2019			New Mexico	2025-2027
	New Mexico	2019-2022			Oklahoma	2015-2017
	Oklahoma	2022-2025			Texas	2017-2019
	Texas	2025-2028			Arkansas	2019-2021
BYLAWS	Mississippi	2021-2023		Resolutions	New Mexico	2018-2020
	New Mexico	2023-2025			Oklahoma	2020-2022
	Oklahoma	2025-2027			Texas	2022-2024
	Texas	2027-2029			Arkansas	2024-2026
	Arkansas	2017-2019			Louisiana	2026-2028
	Louisiana	2019-2021			Mississippi	2028-2030
NOMINATING	Oklahoma	2024-2026				
	Texas	2026-2028				
	Arkansas	2028-2030				
	Louisiana	2018-2020				
	Mississippi	2020-2022				
	New Mexico	2022-2024				

REGION IV/POLICY COMMITTEE MEETINGS

Policy

1. During the annual ACTE Convention, the Region must hold one officially announced business meeting.
2. Examples of agenda items include:
 - a. Approval of minutes of previous meeting
 - b. Acceptance of the Nominating Committee
 - c. Report of the Vice President to the Region
 - d. Consideration of such action as requested by the ACTE Board of Directors
 - e. Review of the ACTE Strategic Plan
 - f. Review of proposed ACTE Resolutions
 - g. Review of proposed ACTE Bylaws Amendments
 - h. Other items of business
3. Members of Region IV present at the officially announced business meeting will constitute a quorum.

Procedure

1. A Region IV Conference will be held annually.
 - a. A rotation of the host state for this conference is shown in Table 7.
 - b. The conference will include topics in the area of professional development for career and technical educators and training sessions for state officers and State Executive Directors.
 - c. The conference will be financed by the registration fees collected.
 - d. The final session will be a regional business meeting.
 - e. Policy Committee members will attend this conference at the expense of the Region.
 - f. All or a part of travel expenses may be paid for members of the Awards Committee if funds are available.
 - g. The Policy Committee members will meet one day prior to the Region IV Conference at the expense of the Region to address the following agenda items:
 - (1) The Strategic Plan for the coming fiscal year
 - (2) Committees needed in the coming fiscal year
 - (3) Committee member changes occurring in the coming year
 - (4) Membership recruitment activities for the next fiscal year
 - (5) Review the actions of the ACTE Board of Directors from their spring board meeting
 - (6) Planning of the Region IV Business Meeting and Annual ACTE Convention
2. The Policy Committee members will meet on the day before the first day of the ACTE Convention to address such items:
 - a. Strategic Planning activities
 - b. Update and finalization of plans for Region IV Conference
 - c. Review of committee activities
 - d. Report from ACTE Board of Directors meeting
 - e. Review of ACTE Resolution and Bylaws changes

- f. Development of agenda for Policy Committee Meeting to be held prior to Region IV Conference
- 3. An Annual Business Meeting will be held during the ACTE Convention for all Region IV members to address such items as:
 - a. Receive a report on the status of Region IV and ACTE from the Region IV Vice President
 - b. Receive a report from the Region IV representatives serving on the following ACTE Committees:
 - (1) Audit Review
 - (2) Awards
 - (3) Bylaws
 - (4) CTE Support Fund
 - (5) Nominating
 - (6) Resolutions
 - (7) Other special committees as appointed by ACTE
 - c. Receive reports on Region IV activities:
 - (1) Strategic Planning Priorities
 - (2) Awards Program
 - (3) Budget Report
 - (4) Region IV Conference
 - d. Receive reports from Standing Committees and Ad Hoc Committees
 - e. Conduct other items of business as presented to the assembly

Table 7

Rotation for Region IV Conference

Texas	2016	2022
Mississippi	2017	2023
New Mexico	2018	2024
Oklahoma	2019	2025
Louisiana	2020	2026
Arkansas	2021	2027

BUDGETS

Policy

1. Anticipated funds for proposed activities for the coming fiscal year will be submitted in writing to the ACTE Executive Director no later than April 1, prior to the fiscal year in which the funds are expected to be used.
2. The request should include a description of the proposed activities, which will be reviewed on the priority level, proposed objectives, desirability, and probability of achievement.

Procedure

1. Upon notification from ACTE regarding the amount budgeted for Region IV, the Vice President will prepare a proposed budget for the coming fiscal year.
2. The Vice President will present the proposed budget to members of the Policy Committee during the fall meeting for approval.
3. The approved budget becomes effective immediately.
4. All expenses are to be submitted on the ACTE to the Vice President for approval.
5. Travel expense reports must be received by the Vice President within 45 days of close of ACTE Convention and/or Region IV Conference.

AMENDMENTS

Policy

1. Policies may be amended by submitting the proposed revisions in writing to the Region IV Policy Committee and President of each state association prior to an officially announced business meeting of the Region.
2. Any such proposed version must be approved by the Region IV Policy Committee and receive a majority vote of those present at a Region IV Business Meeting.
3. Such revisions must also then be approved by the ACTE Board of Directors.

GENERAL ACTE POLICY

Policy

1. Statements and/or policies included in this document will not be in conflict with the Articles of Incorporation, Bylaws, or Operating Policies of the Association for Career and Technical Education (ACTE).