



The Association for Career and Technical Education

Committee and Task Force

Handbook

2025

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WELCOME

As a member of an ACTE standing committee or task force, you have been selected to represent your Region or Division on an important leadership entity of the Association.

Your position on a standing committee or task force carries important responsibilities. It is our hope that this handbook will give you the information you need to have a successful and rewarding term on the ACTE leadership team.

This committee handbook has been prepared to provide you with a sense of continuity and awareness of all aspects of ACTE, including expectations of leadership, the governance and staff structure, policies and procedures and association programs and services. The purpose of this handbook is to help guide you as you fulfill your responsibilities as a leader in the Association.

About the Organization

ACTE MISSION, VISION AND STRATEGIC DIRECTION

ACTE believes strongly in the integrity of its mission and work. To that end, ACTE adheres to a strict code of ethics and stands firmly by its bylaws.

A. Mission:

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

B. 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 access for professional development.
4. Awareness. To create public awareness of career and technical education.

ACTE Vision Statement

To empower educators to deliver high quality CTE programs that ensure all students are positioned for career success.

ACTE CTE for All Statement

ACTE is committed to ensuring all learners have access to high-quality CTE programs and the supports necessary to be successful. To help accomplish this goal, we strive to create professional spaces and opportunities for each of our members to feel valued and have opportunities for growth and development.

ACTE Strategic Plan

Member Value and Engagement: Enhancing the benefits and experiences for ACTE members, ensuring their needs are met and voices heard.

Advocacy and Awareness: Promoting CTE at the local, state, and federal levels, and increasing public understanding of its value.

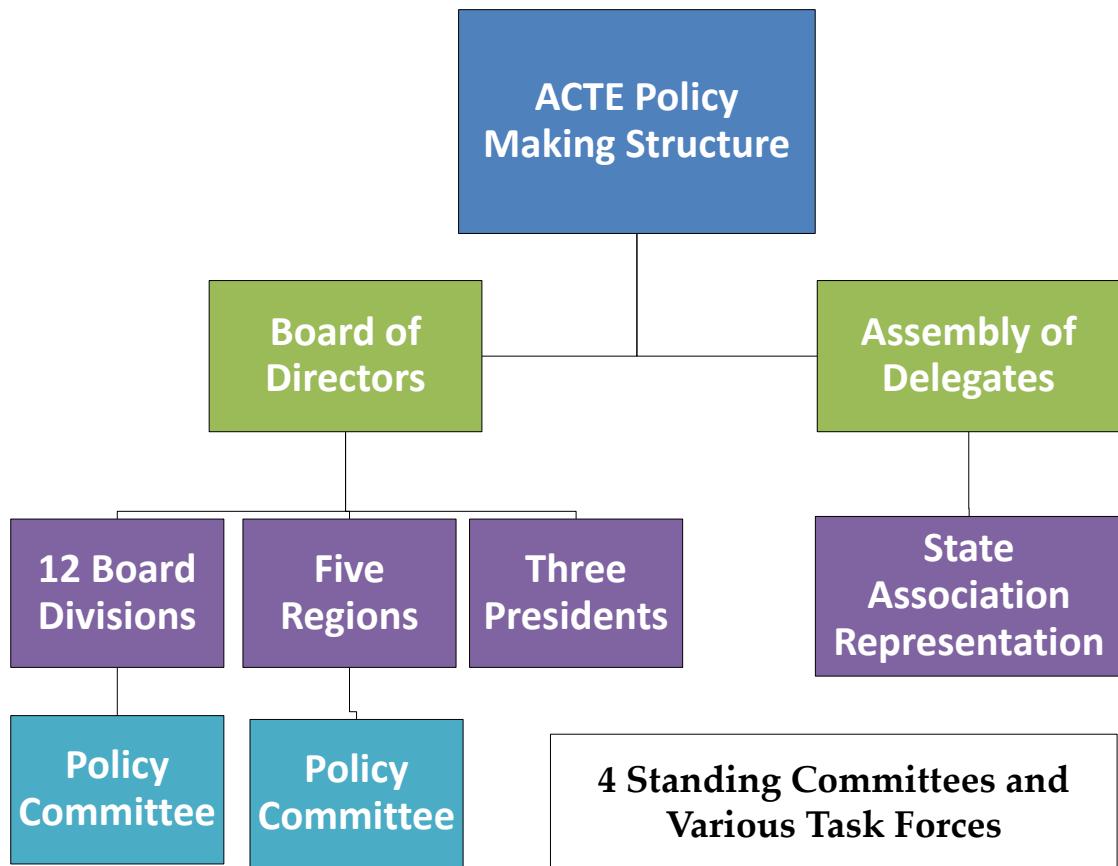
Professional and Leadership Development: Providing opportunities for CTE professionals to grow their skills and take on leadership roles.

Teacher Recruitment and Retention: Addressing the challenges of attracting and keeping high-quality CTE educators.

Strategic Partnerships: Building collaborations with other organizations and stakeholders to strengthen CTE.

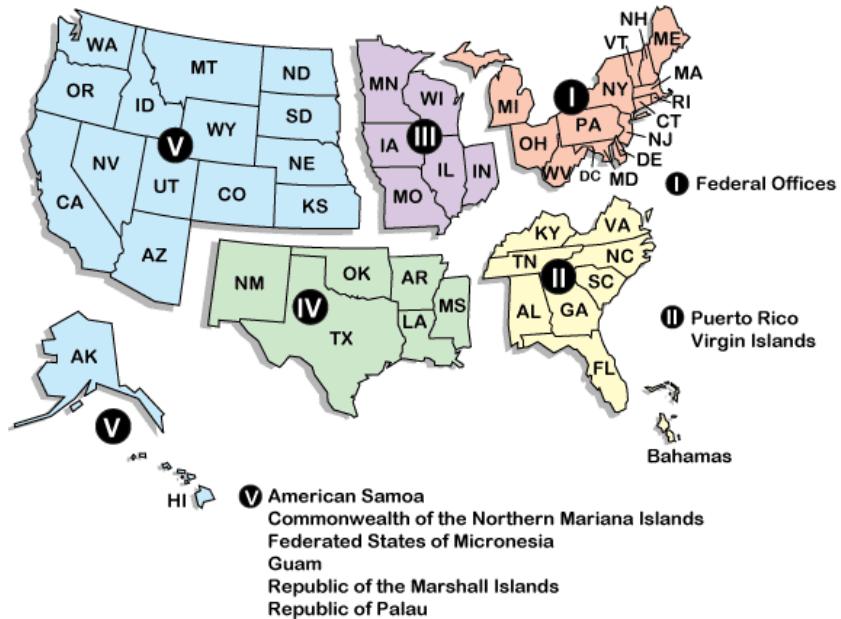
CTE for All: Ensuring that CTE programs are accessible and equitable for every learner, reflecting ACTE's commitment to inclusion and diversity.

ACTE STRUCTURE



REGIONS

When you become an ACTE member, you are automatically a member of one of five geographic regions, depending on the state in which you live.



REGION LEADERSHIP IS COMPOSED OF:



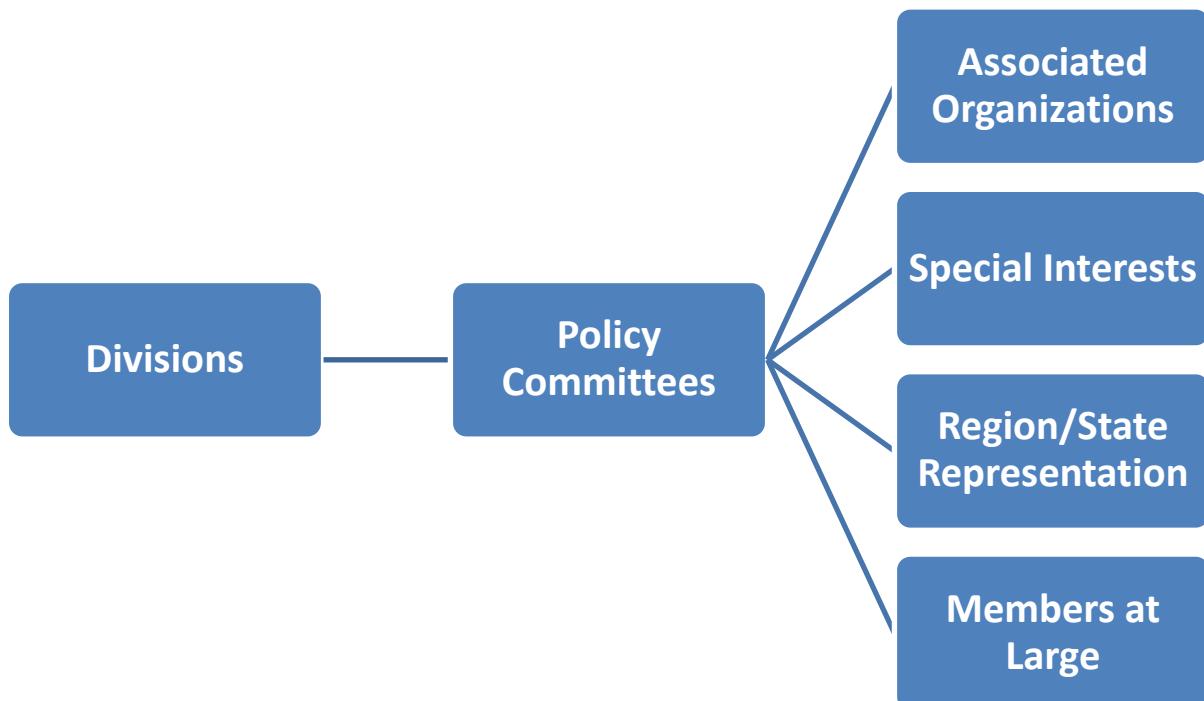
**Some regions have all states represented on policy committees, while others rotate representation among the member states.

DIVISIONS

When you become an ACTE member, you can choose to be a member of a Division, including:

- Administration
- Agricultural Education
- Business Education
- Counseling and Career Development
- CTE for All
- Engineering and Technology Education
- Family and Consumer Sciences Education
- Health Science Education
- New and Related Services
- Postsecondary, Adult and Career Education
- Trade and Industrial Education
- Work-Based Learning

Division leadership is composed of:



ACTE MEMBERSHIP INFORMATION

ACTE Membership Options

Individual

5 types

Professional
Individuals actively employed in or concerned with CTE.

Retired
Individuals retired from active employment, and who have been an ACTE professional member for at least one year.

Life
This category is no longer offered as a membership type, unless already registered. Life members continue to receive most benefits.

Student
Individuals who are enrolled as full-time students but are not working full time in CTE.

International
Individuals concerned with CTE who reside outside of the USA and in a country that is not part of an ACTE Region.

Educational Institutions

Any school district, technical and career center, curriculum center, community college or university.

National Affiliate Organizations

Any national not-for-profit organization that has a professional interest in activities that foster the improvement and expansion of CTE.

Corporate

Available to corporate/business entities, government agencies and branches of the military.

The Value of Membership

- Offer a collective, strong voice
- Access to relevant and current information
- Recognition of profession
- Provider of professional development
- Trusted access to wisdom

The Benefits of Belonging

- Saves you time and money
- Provides you access to products and services at reduced costs
- Is your voice on issues that are important to you
- Faciliates your networking needs with colleagues across the country on different issues
- Keeps you current professionally

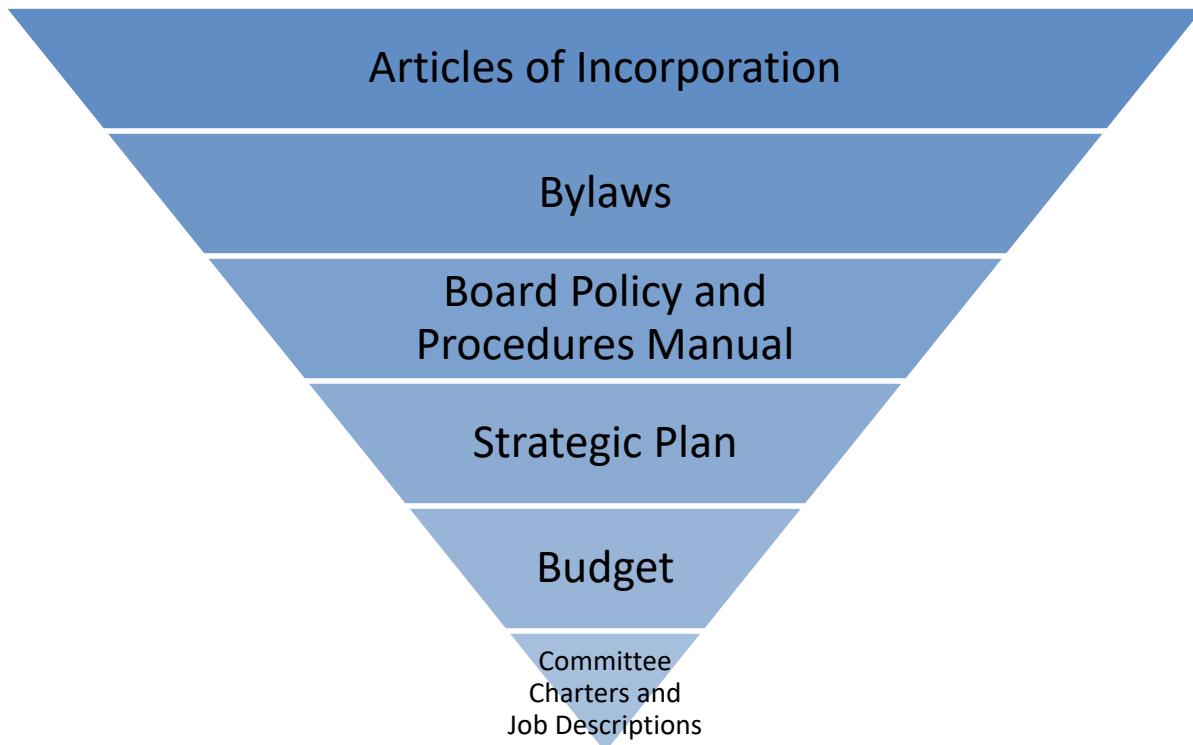
Why Join Your Organization?

- Protect your livelihood
- Keep current on the latest information and techniques
- Save money on products and services you need
- Network with experts across the country
- Be part of your professional group

	<i>Description</i>	<i>Dues</i>	<i>Products</i>	<i>Eligibility for ACTE Activities</i>
Professional	Individuals actively employed in or concerned with CTE.	\$80	<i>Techniques</i> Electronic CTE Newsletters Travel AD&D Insurance Member discounts*	Eligible for award recognition Eligible to vote in the board of directors election Eligible to run for a board of directors position
Retired	Individuals who are retired from active employment and have been an ACTE Professional Member for one year.	\$31	<i>Techniques</i> Electronic CTE Newsletters Travel AD&D Insurance Member discounts*	Eligible for award recognition Eligible to vote in the board of directors election
Student	Individuals who are enrolled as full-time students but not employed full-time in CTE.	Free	Electronic <i>Techniques</i> Electronic CTE Newsletters No Insurance Member discounts*	Ineligible for award recognition (must be full-time in the classroom) Ineligible to vote in the board of directors election
International	Individuals concerned with CTE who reside outside of the USA and in a country that is not part of an ACTE Region.	\$60	Electronic <i>Techniques</i> Electronic CTE Newsletters No Insurance Member discounts*	Ineligible for award recognition (must be in a Region) Ineligible to vote in the board of directors election
Organizational	Individuals actively employed in or concerned with CTE; positional as long as with the institution.	\$80	<i>Techniques</i> Electronic CTE Newsletters Travel AD&D Insurance Member discounts*	Eligible for Award recognition Eligible to vote in the board of directors election Eligible to run for a board of directors position

*Member discounts on ACTE VISION, Region and NPS Registrations and ShopACTE! Bookstore purchases.

HIERARCHY OF GOVERNING DOCUMENTS



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.

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 the duties of its directors
- * The role of the members (if any)
- * 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. Operational details belong in the Board Policy and Procedures Manual.

NOTE: Only the members of the Association can change the Articles of Incorporation and the Bylaws.

Board Policy Manual

The board policy manual includes 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.

Included in the manual are the standing rules for the conduct of the board of directors. 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 manual is reviewed and approved annually by the board of directors.

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 the 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.

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 approves the budget in July of each year.

Committee Charters and Job Descriptions

The charters establish the goals and parameters for all committees within the Association. These documents outline the authority and responsibility for the committees, as well as for the committee chair. The board approves committee charters and job descriptions.

EXECUTIVE DEPARTMENT

The Executive Department is led by the Executive Director with support from the executive staff to oversee and fulfill the major operational functions of ACTE as approved by the Board of Directors. The department is responsible for the administration and strategic direction of the Association, for carrying out the Board of Directors' strategic plan goals and for ongoing outreach efforts and strategies.

LEADERSHIP AND AWARDS DEPARTMENT

The Leadership and Awards Department serves the ACTE volunteer leadership including the Board of Directors (BoD), Committees/Task Forces, Bylaws, and Elections, the Assembly of Delegates (AoD), and the ACTE Excellence and Impact Awards program. The department also implements ACTE's fellowship and mentorship programs including the National Leadership Fellows (Experienced and New Leaders cohorts), The NextLevel Postsecondary CTE Leadership program and the CTE for All Mentorship Program.

STRATEGIC PARTNERSHIPS DEPARTMENT

The Strategic Partnerships department is responsible for securing partners that benefit members and their CTE programs. The department works to develop relationships that provide monetary and in-kind resources to support the Association and its work.

MEMBERSHIP DEPARTMENT

The Membership Department is responsible for defining value for individual members by building out benefits and developing programs and initiatives. An important role is the regular review of membership data which is used to refine strategies for ongoing work. The Membership Department works to establish and build relationships with the state associations, Educational Institution members, Corporate and National affiliate members. The Director of Membership works closely with state leaders on unification efforts.

FINANCE AND OPERATIONS DEPARTMENT

The ACTE Finance and Operations Department is responsible for reconciling and reporting all of the financial activities of the organization. The department also performs the human resources function, tenant relationships and customer service activities including membership processing and support and product fulfillment.

COMMUNICATIONS DEPARTMENT

The ACTE Communications Department is responsible for marketing the Association's initiatives, promoting membership, CareerTech VISION, National Policy Seminar and other ACTE events, crafting messaging for communications and marketing materials and channels, producing Techniques magazine and managing the website, social media, video production and CTE Month® activities.

MEETINGS DEPARTMENT

The Meetings Department is responsible for setting the programmatic framework for meetings to ensure the best possible professional development and meeting outcome for Association business and activity. This department manages the production of all ACTE events including CareerTech VISION, National Policy Seminar, Best Practices and Innovations Conference, Region Conferences and other miscellaneous events. Together these events provide CTE professionals with high-quality professional development and a knowledgeable network of CTE professionals for sharing and exchanging the latest information in CTE.

POLICY, RESEARCH AND CONTENT DEPARTMENT

The Policy, Research and Content Department develops and promotes ACTE's legislative and regulatory agenda; advocates before Congress, the administration and federal agencies; and communicates federal activity and advocacy messages to membership. PPD also serves as the primary point of contact to the media, analyzes research important to the CTE field, promotes public awareness activities and provides technical assistance on programmatic and policy issues to states and local providers.

ACTE Committees and Task Forces

ACTE Committees/Task Forces

ACTE's standing committees and task forces are the workforce of the Association and play an important role in implementing the Association's strategic plan.

What are the differences between committees and task forces?

	Standing Committees	Task Forces
Composition	Groups of volunteers who work on an ongoing issue for the Association	Groups of volunteers who work on a pressing issue or specific project for the Association
Term	Two-year terms (Audit Review Committee Three-year term) Can serve up to two terms	As long as it takes to accomplish the task (anywhere from several months to several years)
Time Commitment	Participate in conference calls, Webinars as scheduled. Some task forces meet at VISION or NPS	Participate in conference calls, Webinars as scheduled. Some task forces meet at VISION or NPS
Appointment	Appointed by Region/Division vice president	Applicants volunteer and are selected based on experience and expertise

WHY COMMITTEES AND TASK FORCES ARE ESSENTIAL

1. Operating systems of an association
2. Involve members in the development and delivery of services
3. Represent member opinion to decision-makers
4. Means to better serve member needs through interaction
5. Opportunity for group problem-solving
6. Forum for the presentation of multiple points of view
7. Training ground for future leadership
8. Proving ground for emerging leaders to test and refine their new skills and abilities

HOW COMMITTEES AND TASK FORCES SUPPORT THE ACTE STRATEGIC PRIORITIES

1. Identify potential activities to support the priorities
2. Communicate to state/Division/Region members the strategic agenda for ACTE
3. Evaluate, comment and provide feedback to the board of directors on the progress of the priorities
4. Provide input on new strategic priorities to be considered by the board of directors

Standing Committees

ACTE has the following standing committees:

- Audit Review
- Awards
- Bylaws
- Nominating

In order to be a part of a committee, a member must be appointed by their Region/Division vice president. Committee vacancies are filled between March-June every year; most new committee terms begin July 1 and last two years. A committee member may serve up to two terms on any committee.

Regions have representatives on all four standing committees. Divisions have representation on two of the standing committees. Below is a list of the ACTE Standing Committees and which committees have Region only representation as opposed to Region and Division representation:

<i>Name</i>	<i>Region representation</i>	<i>Division representation</i>
Audit Review	X	--
Awards	X	--
Bylaws	X	X
Nomination	X	X

Task Forces

Task Forces are created by the ACTE President and members are recruited based on experience and expertise in the area.

CALENDAR OF ACTIVITIES

June Region and Division Vice Presidents solidify appointments for the standing committees and send to ACTE headquarters.

July ACTE Board of Director's meeting and approval of new standing committee appointments. Board liaisons are appointed to each standing committee.

July/August Information concerning time and date of committee meetings sent from staff liaisons to all committee and task force members and board liaisons.

October Deadline for submitting committee/task force items for consideration by the board of directors at its CareerTech VISION meeting.

November/December Some standing committees meet during the ACTE's CareerTech VISION; task forces meet as needed and have open meetings for any Association member to give feedback. Standing committees prepare Strategic Priorities for the next fiscal year. Standing committee chairs participate in the ACTE Assembly of Delegates meeting.

January Deadline for submitting committee/task force items for consideration by the board of directors at its March National Policy Seminar meeting.

March ACTE board of directors meeting and National Policy Seminar.

June Deadline for submitting items for consideration by the board of directors at its July meeting. Deadline for submitting resolutions to the board of directors to be considered at the next Assembly of Delegates.

Committee and Task Force Charters and Objectives

AUDIT REVIEW COMMITTEE CHARTER

1. MISSION

To ensure the Association's financial statements and disclosures are validated and to evaluate the Association's accounting procedures and to oversee ACTE's financial reporting, internal control and audit processes.

2. AUTHORITY

This is a committee appointed under procedures adopted pursuant with Article VIII.C of the bylaws.

3. COMPOSITION, SELECTION & TERM

- 3.1 The committee shall be composed of the following voting members: one chair, one representative from each Region, two at-large members and the following non-voting members: the finance chair and the ACTE chief financial officer is the staff liaison.
- 3.2 The term of office is the association's operating year. Members serve for a three-year period and may serve up to two terms per position. The term shall commence on July 1.
- 3.3 The Region vice presidents recommend committee representatives and are approved by the board of directors.
- 3.4 The chair of the committee shall be identified as representing the entire ACTE membership and not any particular division or region. The chair shall be selected from one of those who are serving or have served on the committee. A chair may be re-appointed to a second term if it is deemed to be in the best interests of the committee. The chair's vote is counted in case of a tie. The chair is approved by the board of directors.
- 3.5 A vice chair shall be appointed by the members of the committee. In the event a chair cannot attend a committee meeting, the vice chair will preside in their absence. In the event a chair cannot complete their term, the vice chair will be appointed and must be approved by ACTE board of directors to serve for the balance of the term. Recommendations for the vice chair shall be made by the current chair of the committee. The vice chair must be an eligible member of the committee.

- 3.6 The chair of the committee serves as the Whistleblower Compliance Officer.
- 3.7 Members of this committee should have some accounting experience.

4. OBJECTIVES

- 4.1 Submit audited financial statements of the most recent fiscal year, prepared by an independent certified public accounting firm, to the board of directors no later than the second board meeting in the ensuing fiscal year.
- 4.2 Verify compliance with financial directives issued by the board of directors within the fiscal year under audit.
- 4.3 All ACTE accounts shall be audited annually by a certified public accountant or accounting firm approved by the board of directors. This approval shall be contingent upon solicited bids for auditing services for a period of no less than three (3) consecutive years.
- 4.4 Assure the submission of a Management Letter, prepared by an independent certified public accounting firm, to the board of directors no later than the second board meeting in the ensuing fiscal year.
 - a) Statement of Current Accounting.
 - b) Statement of Recommended Improvements with rationale and implementation guidelines.
- 4.5 Meet with the independent auditors at the time of the submission of the audit reports to obtain their assessment of the strengths and weaknesses of the Association's financial staff, systems, internal controls and other factors considered pertinent to the integrity of the financial reports and the safety and soundness of the Association's financial condition.
- 4.6 Review reports from management and the independent auditors with respect to controls required to ensure adequate financial reporting and require that the audited statements contain certifications by the executive director and chief financial officer that procedures and internal controls for financial reporting are adequate and that the statements are accurate and complete in all material respects.
- 4.7 Review the Whistleblower Policy to ensure the policy adequately enforces an anti-fraud program to address the following:
 - a) Create and maintain a culture of honesty and high ethics

- b) Evaluate the risks of fraud and implementing the processes, procedures and controls to mitigate risk and reduce opportunities for fraud
- c) Develop an appropriate oversight process
- d) Create a means by which employees can confidentially and/or anonymously communicate concerns about potential violations of the policy or suspicious activity

5. MEETINGS

- 5.1 The committee will meet at least annually and more often as needed. A majority of the committee members present shall constitute a quorum. The staff liaison will keep a copy of the committee meeting minutes and forward a copy to the chair and board liaison. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.
- 5.2 The committee will review its charter at least annually and recommend any proposed changes to the board for review.

COMMITTEE APPOINTMENT & OBJECTIVES

Date Appointed: July 1, 2025

NAME OF COMMITTEE: **AUDIT REVIEW**

CHAIR: Nancy Trivette

BOARD LIAISON: Doug Bush

STAFF LIAISON: LeAnn Curry

MEMBERS: A Member from each ACTE Region and 2 Members-at-Large

The committee is charged with overseeing the audit process of the association and working with the outside auditor on the completion of the Audit. The report, along with the Auditor's Management Letter, is to be included in the board packet provided electronically no later than the second board meeting in the ensuing fiscal year. The report of the committee is to be published in *Techniques Magazine*.

The committee should make recommendations to the board of directors and the headquarters staff as to changes that will improve the financial management of the Association.

AWARDS COMMITTEE CHARTER

1. MISSION

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the career and technical education field, to programs that exemplify the highest standards and to organizations that have conducted activities to promote and expand career and technical education.

2. AUTHORITY

This is a committee appointed under procedures adopted pursuant with Article VIII.A of the bylaws.

3. COMPOSITION, SELECTION & TERM

- 3.1 The committee is composed of one representative from each ACTE Region, one chair, at least one board liaison (appointed annually and non-voting) and a staff liaison.
- 3.2 The term of office is the Association's operating year. Members serve for a two-year period and can serve up to two terms. National Awards Committee members may serve an optional one year as an Awards Committee Member-Elect and go on to serve a two-year term as an Awards Committee Member. The term shall commence on July 1.
- 3.3 The Region vice presidents recommend committee representatives and are approved by the board of directors.
- 3.4 The chair of the committee shall be identified as representing the entire ACTE membership and not any particular division or region. The chair shall be selected from one of those who are serving or have served on the committee. A chair may be re-appointed to a second term if it is deemed to be in the best interests of the committee. The chair's scores and/or vote is counted in case of a tie. The chair is approved by the board of directors.
- 3.5 A vice chair shall be appointed by the members. In the event a chair cannot attend a committee meeting, the vice chair will preside in their absence. In the event a chair cannot complete their term, the vice chair will be appointed and must be approved by ACTE board of directors to serve for the balance of the

term. Recommendations for the vice chair shall be made by the current chair of the committee. The vice chair must be an eligible member of the committee.

- 3.6 It is recommended that members of this committee have experience working with Awards at the state and or region level.
- 3.7 Members of the awards committee are not eligible, during their service to this committee, to receive an award.

4. OBJECTIVES

- 4.1 Review and determine winners for the ACTE Excellence Awards.
- 4.2 Review and determine winners for the ACTE Impact Awards.
- 4.3 Work with Region Award Committees to ensure a positive Region awards process.
- 4.4 Further identify opportunities to improve, streamline and standardize awards procedures across state, Region and national levels.

5. MEETINGS

- 5.1 The committee will meet at least annually and more often as needed. A majority of the committee members present shall constitute a quorum. The staff liaison will keep a copy of the committee meeting minutes and forward a copy to the chair and board liaison. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.
- 5.2 The committee will review its charter at least annually and recommend any proposed changes to the board for review.

COMMITTEE APPOINTMENT & OBJECTIVES

Date Appointed: July 1, 2025

NAME OF COMMITTEE: **AWARDS**

CHAIR: Roberta Howard

BOARD LIAISONS: Karin Davis and Lavyne Rada

STAFF LIAISON: Marlen Zarcone

MEMBERS: One Representative from each Region

The Committee's objective is to recognize excellence and innovation in the career and technical education field. Specifically, the committee is responsible for reviewing nominations and determining the recipients for the ACTE Excellence Awards and Impact Awards.

Specific objectives for this year are:

1. Review and determine winners for the ACTE Excellence Awards.
2. Review and determine winners for the ACTE Impact Awards.
3. Work with Region Award Committees to ensure a positive Region awards process.
4. Further identify opportunities to improve, streamline and standardize awards procedures across state, Region and national levels.

BYLAWS COMMITTEE CHARTER

1. 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.

2. AUTHORITY

This is a committee appointed under procedures adopted pursuant with Article VIII.B of the Bylaws.

3. COMPOSITION, SELECTION & TERM

- 3.1 The committee is composed of one representative from each ACTE Division and Region, one chairperson, at least one board liaison who serves as an informed communications link to the board of directors (non-voting and appointed annually) and a staff liaison.
- 3.2 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 term shall commence on July 1.
- 3.3 The Region and Division vice presidents recommend committee representatives and are approved by the board of directors.
- 3.4 The chair of the committee shall be identified as representing the entire ACTE membership and not any particular division or region. The chair shall be selected from one of those who are serving or have served on the committee. A chair may be re-appointed to a second term if it is deemed to be in the best interests of the committee. The chair's vote is counted in case of a tie. The chair is approved by the board of directors.
- 3.5 A vice chair shall be appointed by the members. In the event a chair cannot attend a committee meeting, the vice chair will preside in their absence. In the event a chair cannot complete their term, the vice chair will be appointed and must be approved by ACTE board of directors to serve for the balance of the term. Recommendations for the vice chair shall be made by the current chair of the committee. The vice chair must be an eligible member of the committee. The Division and Region vice presidents appoint their committee representatives.

3.6 There are no special eligibility requirements to serve on this committee. It is recommended that members of this committee have knowledge of ACTE's organizational structure.

4. OBJECTIVES

4.1 The committee is to review all proposals submitted to amend the ACTE Bylaws and prepare a statement of pros and cons for each Bylaws amendment to be included in the October *Techniques* magazine and posted on the website. The committee is responsible for bringing forth to the Assembly of Delegates bylaws amendments to be acted upon.

4.2 The committee is asked to review the current bylaws to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the Assembly of Delegates.

4.3 Because of the sensitive nature of the work of the committee and the possibility of legal ramifications for the Association, the committee is charged with having legal counsel review every recommendation it wishes to make to the board of directors.

5. MEETINGS

5.1 The committee will meet at least annually and more often as needed. A majority of the committee members present shall constitute a quorum. The staff liaison will keep a copy of the committee meeting minutes and forward a copy to the chair and board liaison. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

5.2 The committee will review its charter at least annually and recommend any proposed changes to the board for review.

COMMITTEE APPOINTMENT & OBJECTIVES

Date Appointed: July 1, 2025

NAME OF COMMITTEE: **BYLAWS**

CHAIR: John Noel

BOARD LIAISON: Martin Hanley

STAFF LIAISON: Dana Lampe

MEMBERS: A Member from each ACTE Division and Region

The committee is to review all proposals submitted to amend the ACTE Bylaws and prepare a statement of pros and cons for each bylaws amendment to be included in the October *Techniques* magazine and posted on the ACTE website. The committee is responsible for bringing forth to the Assembly of Delegates bylaws amendments to be acted upon.

The committee is asked to review the current bylaws to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the Assembly of Delegates.

Because of the sensitive nature of the work of the committee and the possibility of legal ramifications to the Association, the committee is charged to have legal counsel review every recommendation it wishes to make to the board of directors.

NOMINATING COMMITTEE CHARTER

1. MISSION

To nominate the best qualified member for each elective position of leadership of the Association.

2. AUTHORITY

This committee is appointed under procedures adopted pursuant with Article VIII.D of the bylaws.

3. COMPOSITION, SELECTION & TERM

- 3.1 The committee is composed of one representative from each ACTE Division and Region, the chair is the most recent past president no longer serving on the board of directors, the board liaison is the current past president who serves as an informed communications link to the board of directors (non-voting) and a staff liaison.
- 3.2 The term of office is two years and may serve up to two terms. The term shall commence on July 1.
- 3.3 The Region and Division vice presidents recommend their committee representatives and are approved by the board of directors.
- 3.4 The chair's scores and/or vote is counted in case of a tie.
- 3.5 There are no special eligibility requirements to serve on this committee. It is recommended that members are familiar with ACTE's organizational structure.
- 3.6 No member of the committee shall be a candidate for election.

4. OBJECTIVES

- 4.1 The committee is responsible for the implementation of the nomination and election process for the governance year. The committee is to abide by the bylaws and approved board policy manual in fulfilling its objectives.

4.2 The committee is to present at least two candidates for president-elect and ensure all Region and Division vice president candidates meet the required criteria. The entire slate is to be presented to the Assembly of Delegates at ACTE's CareerTech VISION.

5. MEETINGS

5.1 The committee will meet at least annually and more often as needed. A majority of the committee members present shall constitute a quorum. The staff liaison will keep a copy of the committee meeting minutes and forward a copy to the chair and board liaison. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

5.2 The committee will review its charter at least biannually and recommend any proposed changes to the board for review.

COMMITTEE APPOINTMENT & OBJECTIVES

Date Appointed: July 1, 2025

NAME OF COMMITTEE: **NOMINATING**

CHAIR: Chaney Mosley

BOARD LIAISON: Carrie Giles

STAFF LIAISON: Marlen Zarcone

MEMBERS: One representative from each Region and Division

The committee is responsible for the implementation of the nomination and election process for the governance year. The Committee is to abide by the bylaws and approved Policy and Procedures Manual in fulfilling its objectives.

The Committee is to present at least two candidates for President-elect and ensure all Region and Division vice president candidates meet the required criteria. The entire slate is to be presented to the Assembly of Delegates at ACTE's CareerTech VISION.

Communication

COMMITTEE/TASK FORCE MEETING MINUTES

- Include the date, time and place of meeting. Note the chairperson's name, members present and absent and others in attendance.
- Note all formal motions and passage or defeat.
- Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
- Include a brief summary of discussions. Do not attribute comments to members, except where formal motions are introduced (attribution for motions is not required).
- Provide information on the time and place of the next meeting.
- Although not generally the case, under some circumstances, especially where there are anti-trust concerns, legal review of the meeting report may be required before distribution to committee/task force members.
- Distribute the report to all committee/task force members, including those who did not attend, within three weeks of the meeting.
- In most instances, meeting reports do not require formal approval by the committee/task force. A good approach is to send the meeting report out immediately after the meeting with a statement to contact the chair or staff liaison if errors are noted.

SAMPLE COMMITTEE/TASK FORCE MEETING AGENDA

Awards Committee Call Agenda - July 2024 (*first call of the governance/fiscal year*)

1. Welcome & review committee roster (attached)
2. Review Committee Charter & Objectives (attached)
3. Discuss Committee Guiding Policies & Rubrics (attached)
 - Are there any questions, suggestions or concerns about the policies?
 - Are there any questions, suggestions or concerns about the scoring process or rubrics?
4. October Interviews (discuss dates)
5. Other Business

ACTE BOARD COMMUNICATIONS

FREQUENTLY ASKED QUESTIONS

1. *How does the committee/task force know what the Board expects of them?*

Every ACTE standing committee is given a set of annual objectives. These objectives are consistent with the charter of the committee and aligned with the ACTE Strategic Plan.

Every task force is given a set of objectives to complete. The Board, through these objectives, is delegating the work of the Association to the committees and task forces. It is the Board's desire and responsibility to be kept informed of the achievement of each committee/task force's work.

2. *How does the committee/task force report back to the Board regarding the achievement of the objectives?*

Standing committees and task forces are asked to provide a status report to the board of directors as to the achievement of their assigned objectives. A committee/task force report template is available for this purpose. Reports are included in the Board Book and become part of the meeting records.

3. *How often does the committee/task force need to report to the Board?*

The ACTE board of directors meets in early July, November (just prior to the CareerTech VISION) and March (just prior to NPS). It is expected that a standing committee report will be provided for each meeting. Task forces will provide reports for each meeting until they have completed their task and upon completion of their task.

4. *What should be included in the report?*

The report focuses on three items: 1) status of completion of objectives; 2) identification of any issues or concerns that committee/task force may have about either the objectives or other events within the Association; and 3) any recommendations or requests requiring action by the Board.

5. *How does the committee/task force know what actions are taken by the Board?*

Either the Board or staff liaison will follow up with the chair to communicate the results of any Board actions. The chairs can also request a copy of the Board meeting minutes at any time.

6. *What other communications take place between the Board and committees/task forces?*

Either a summary or the minutes of the committee meeting held just prior to the CareerTech VISION are to be distributed to the board of directors. The Board or staff liaison can assist with this activity.

COMMITTEE/TASK FORCE REPORT TO THE BOARD OF DIRECTORS

TO: ACTE board of directors

FROM: _____
[Chair Name, Committee/Task Force Name]

RE: Committee/Task Force Report to the Board

DATE: (Month of Board Meeting, Year)

Objective #1: [Insert Objective]

Progress to date: [Insert Comments]

Issues/Concerns: [Insert Comments]

Board Action Required: [Insert Comments]

Objective #2: [Insert Objective]

Progress to date: [Insert Comments]

Issues/Concerns: [Insert Comments]

Board Action Required: [Insert Comments]

Objective #3: [Insert Objective]

Progress to date: [Insert Comments]

Issues/Concerns: [Insert Comments]

Board Action Required: [Insert Comments]

Other Issues and Concerns: [Insert Any Additional Comments/Concerns]

Position Descriptions

COMMITTEE/TASK FORCE MEMBER POSITION DESCRIPTION

BASIC FUNCTION

Reports to the chair. Actively participates in the work of the committee/task force; provides thoughtful input to the deliberations of the committee/task force; focuses on the best interest of the Association and the committee/task force rather than on personal or constituent interests; and works toward fulfilling the committee/task force's goals.

RESPONSIBILITIES

- Reviews all relevant material before committee/task force meetings. Makes contributions and voices objective opinions on issues.
- Attends committee/task force meetings (in person, electronic and/or conference call).
- Carries out individual assignments made by the committee/task force chair.
- Works as part of the committee/task force and staff team to ensure that the committee/task force proposes policies and/or develops products and services that help Association members and staff who are responsible for programs within the scope of interest of the committee.
- Represents the committee/task force in meetings of other Association groups.
- Promotes clarity within the committee/task force on its role and how it supports and fits within the interests of the Association.



Audit Review Committee

Member Position Description

Title: ACTE Audit Review Committee Member

Duration: Members serve for a three-year period and may serve up to two terms. The Chair serves one three-year term but may be re-appointed to a second term if it is deemed to be in the best interests of the committee.

Work Location: Committee members conduct their work remotely by communicating via email and conference call. The Audit Review Committee does not meet in person at ACTE's CareerTech VISION. The Chair is required to attend ACTE's CareerTech VISION to present the Audit Committee Report.

Impact of Work: Committee members are primarily responsible for ensuring the Association's financial statements and disclosures are validated and to evaluate the Association's accounting procedures and to oversee ACTE's financial reporting, internal control and audit processes. Committee members will also assist in facilitating and/or providing input on other committee objectives. For more information on the committee mission and objectives, view the Committee Charter [here](#).

Commitment: Serving on this committee requires a moderate time commitment (roughly 3-5 hours throughout the year).

Roles and Responsibilities:

As a Committee Member:

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- The Chair will provide an Audit Committee report during the Assembly of Delegates at ACTE's CareerTech VISION.

Qualifications: All committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee. Financial experience is required.

Training/Orientation: There is no training provided, but committee members can consult the Committee Handbook for more information [here](#).

Supervisor and Contact Information: All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison. Contact for both can be found [here](#).



Awards Committee

Member Position Description

Title: ACTE Awards Committee Member

Duration: One two-year term; eligible for up to two terms total

Work Location: Committee members conduct their work remotely by communicating via email and conference call. The Awards Committee will also meet in person at ACTE's CareerTech VISION.

Impact of Work: Committee members are primarily responsible for facilitating the Region Member Awards scoring process and providing input into the national winner selection for the Member and Image Awards. Committee members will also assist in facilitating and/or providing input on other committee objectives. For more information on the committee mission and objectives, view the [Committee Charter](#).

Commitment: While rewarding, serving on this committee requires a substantial time commitment (estimated at 50+ hours throughout the year). *See the committee workflow calendar for details.*

Roles and Responsibilities:

As a Region representative on the National Committee:

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Maintain confidentiality regarding applicant information, scores and winners
- Familiarize oneself with the ACTE Awards and process; participate in Portal training
- Review and score national Member and Image Award applications

As Chair on your Region Awards Committee:*

- Assign judges to score Member Award applications for Region review
- Conduct interviews for Region finalists (if applicable; see your Region Awards guidelines)
- Review and score Region applications (Chair scores only counted in case of a tie)
- Review online scores throughout judging process; ensure that scores are tallied correctly and promote winners forward to national round by July 1 at the latest
- Ensure that Region winners and finalists receive recognition at your Region conference (if applicable). If your Region does not have a conference, ensure that winners and non-winners are notified.

**Some Region representatives do not serve in this role concurrently. See the Region Policy Manuals for more information.*

Qualifications: All committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee. Additional experience serving on an awards committee is strongly recommended.

Training/Orientation: All new committee members will be trained on the ACTE Awards Portal before they begin scoring national award applications and will also receive additional guiding materials.

Supervisor and Contact Information: All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison. Contact for both can be found [here](#).

Tentative Workflow Calendar

July:

- New committee members are welcomed to the committee and trained on the Awards Portal *[1 hour]*
- Committee members are assigned as national judges of the Excellence and Impact Awards (Excellence average 5 per category, 35-40 total) and begin scoring on the Portal. *[30+ hours over three months]*
- Score all Impact Awards applications (average 5 per category, about 15 total) *[5+ hours over 4 weeks]*
- Committee call to review the winners per average scores at the end of the month; officially recommend winners to the board of directors *[1 hour]*

August:

- Committee call to discuss scoring progress, new committee objectives, planning for October interviews and other items *[1 hour]*

September:

- Provide input on interview questions via email *[1-2 hours over 4 weeks]*
- Complete review of written applications *[recommended]*

October:

- Participate in/review recorded interviews with national award winners via conference call *[10+ hours]*
- Submit final scores for all national candidates.
- Committee call to discuss VISION schedule, other business *[1 hour]*
- Review call minutes/review report to the Board

December:

- Committee meets in-person at VISION to discuss business, review SOP, elect (or re-elect) Chair and recognize outgoing members *[1 hour]*
- Committee members attend the ACTE Awards Gala at VISION *[2 hours]*
- Review VISION meeting minutes

February:

- Remind states to upload winner applications to Awards Portal by **March 1 deadline**
- Recruit and assign judges for Region Awards Committee on Awards Portal
- Review report to the Board for March Board meeting

March:

- Facilitate scoring/candidate interviews for Region review, **to be completed before Region conference or July 1**

April:

- Promote Impact Awards **June 30 application deadline**

June:

- Committee members are assigned as national judges of the Impact Awards and begin scoring on the Portal. *[15-30+ hours over one month]*
- Committee reviews call minutes & committee report to the Board (for July Board meeting)
- Make sure all Region winners are promoted forward for national review by the **September deadline**



Bylaws Committee

Member Position Description

Title: ACTE Bylaws Committee Member

Duration: One two-year term; eligible for up to two terms total

Work Location: Committee members conduct their work remotely by communicating via email and conference call. The Bylaws Committee usually meets in person at ACTE's CareerTech VISION.

Impact of Work: 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. For more information on the committee's mission and objectives, view the Committee Charter.

Commitment: Serving on this committee requires a moderate time commitment (estimated at 5+ hours through the year). *See the committee [workflow calendar](#) for details.*

Roles and Responsibilities:

As a Committee Member:

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Maintain confidentiality regarding committee discussion and potential amendments
- Familiarize oneself with the ACTE governance and bylaws amendment process

Qualifications: All committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee. It is recommended that members of this committee have knowledge of ACTE's organizational structure.

Training/Orientation: There is no training provided, but committee members can consult the Committee Handbook for more information [here](#).

Supervisor and Contact Information: All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison. Contact for both can be found [here](#).

Tentative Workflow Calendar

According to ACTE's **Bylaws**, proposed amendments can be submitted by the following groups or individuals:

1. The Board of Directors
2. The Bylaws Committee
3. A Member of the Association, provided the proposal has the endorsement of:
 - o At least one Division of ACTE, or
 - o At least one Region of ACTE

This process ensures that proposed changes have broader member or leadership support before advancing to a vote at the Assembly of Delegates.

July:

- The Board of Directors votes on proposed Bylaws amendments from the previous year's committee.
- New Bylaws Committee members are welcomed via email.

August–September:

- Virtual committee meeting to:
 - o Elect (or re-elect) the Chair and/or Vice Chair
 - o Review the committee charter
 - o Discuss the upcoming year's objectives
(Estimated time: 1 hour)

September–January:

- Committee members review bylaws individually and may submit recommended changes to the ACTE Bylaws via the submission form: [ACTE Bylaws Proposal Form](#)
 - o Submissions must include rationale, pros, and cons
(Estimated time: 2–3 hours)

October:

- Board-approved changes from the previous year's committee are published in the October issue of *Techniques* magazine.
- Committee report is submitted to the Board of Directors based on the progress made toward the committee's objectives for VISION Board meeting.

December:

- The Committee Chair presents the Bylaws Committee report during the Assembly of Delegates at CareerTech VISION.
 - o This includes board-approved changes from the prior year.

January:

- Virtual committee meeting to review and finalize the committee's proposed amendments.
(Estimated time: 1 hour)
- Proposed changes are reviewed by legal counsel and shared with the Executive Committee.

February:

- Committee report is submitted to the Board of Directors based on the progress made toward the committee's objectives for NPS Board meeting.

May:

- May 1 deadline for Bylaws proposals from other entities (Board of Directors, Divisions, or Regions).
- Committee meeting to review additional submitted amendments.
(Estimated time: 1 hour)
- Additional meeting may be scheduled if legal counsel identifies concerns with submitted changes.
(Estimated time: 1 hour)

June:

- Final committee report submitted to the Board of Directors for July Board meeting.



Nominating Committee

Member Position Description

Title: ACTE Nominating Committee Member

Duration: One two-year term; eligible for up to two terms total

Work Location: Committee members conduct their work remotely by communicating via email and conference call. The Nominating Committee does not meet in person at ACTE's CareerTech VISION.

Impact of Work: The committee is responsible for the implementation of the nomination and election process for the governance year. The committee is to abide by the bylaws and approved Policy and Procedures Manual in fulfilling its objectives. The committee is to present at least two candidates for president-elect and ensure all Region and Division vice president candidates meet the required criteria. The entire slate is to be presented to the Assembly of Delegates at ACTE's CareerTech VISION. For more information on the committee's mission and objectives, view the Committee Charter.

Commitment: Serving on this committee requires a moderate time commitment (estimated at 7+ hours through the year). *See the committee [workflow calendar](#) for details.*

Roles and Responsibilities:

As a Committee Member:

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Maintain confidentiality regarding committee discussion and potential candidates
- Familiarize oneself with the ACTE nominating and election process

As a Region/Division Nominating Committee Chair:

Some Regions/Divisions' nominating committee members at the National level also serve as their respective nominating committee chair. Please contact your Region/Division vice president to clarify if your service on the national committee includes this additional responsibility. If so, you will be responsible for reviewing and interviewing the vice president candidates for your Region/Division (estimated time commitment at 10 hours).

Qualifications: All committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee. It is recommended that members of this

committee have knowledge of ACTE's organizational structure. No member of the committee shall be a candidate for election.

Training/Orientation: There is no training provided, but committee members can consult the Committee Handbook for more information [here](#).

Supervisor and Contact Information: All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison.

Tentative Workflow Calendar

June:

- Preparation call to discuss the process for the nominating committee and interviews [1 hour]
- Review of campaign rules and other background materials [1 hour]

July:

- Review and approval of candidate materials [1 hour]
- President-elect interviews [2 hours]

August:

- Review and approval of final President-elect slate via email [1 hour]
- Additional call may be needed if additional issues need to be discussed [1 hour]

November:

- Chair will present Nominating Committee report during Assembly of Delegates at ACTE's CareerTech VISION

Chair Guide

LEADERSHIP

It is no secret that leading an association in today's environment has never been more challenging. Increasing expectations by members and stakeholders, rising competition for limited resources, significant shifts in nearly all professions and industries and stress caused by increasing demands on the personal time of volunteer leaders all create a critical need for effective planning in an association.

The message is clear for all association leaders:

- Lead them with a plan that clearly establishes direction and priorities or take great risk of survival—yours as a leader and the associations.
- The demand for mutual understanding, clarity of roles and responsibilities and shared leadership strategies among all the association leaders has never been greater.
- Effective leadership in associations is shared leadership pursuing a vision through ongoing strategic planning.

Leadership is the privilege to have the responsibility to direct the actions of others in carrying out the purposes of the organization, at varying levels of authority and with accountability for both successful and failed endeavors.

-Wes Roberts

COMMITTEE/TASK FORCE CHAIR RESPONSIBILITIES

BASIC FUNCTION

Consistent with the Association's policy and strategic priorities, the chair guides the committee in its work as outlined by the scope of work and charge from the board of directors.

RESPONSIBILITIES

- With staff, develops a work plan that will allow the committee/task force to effectively and efficiently discharge its responsibilities for the year.
- With staff, develops agendas and conducts committee/task force meetings.
- Approves reports of committee/task force meetings before their distributions.
- Works with staff to ensure that the work of the committee/task force is carried out between meetings.
- Approves reports on committee/task force activities, including requests to the board of directors for action.
- Reports to the committee/task force on decisions of the board of directors or executive committee that affect the committee/task force's work or activities.
- Where appropriate, guides the committee/task force in proposing products and services that will further the goals and objectives of the Association.
- Where appropriate, make policy recommendations to the board of directors.
- When needed, the Chair's scores and/or vote is counted in case of a tie.

COMMITTEE/TASK FORCE CHAIR TIPS

QUALITIES OF THE EFFECTIVE CHAIR

Communication skills

- Demonstrates ability to communicate with committee members, staff and other groups.
- Demonstrates willingness to listen (communication is not solely talking).

Participation

- Demonstrates active participation and interest in the Association.
- Commands prestige and respect from within the industry or profession.
- Has knowledge of the subject in which the committee/task force is involved.
- Thinks in terms of Association goals.

Leadership

- Commands attention and inspires others.
- Demonstrates ability to create a positive work atmosphere.
- Controls without dominating.
- Understands how the committee fits into the larger work of the Association.

Administrative skills

- Demonstrates willingness to take the initiative.
- Demonstrates ability and willingness to carry out responsibilities.
- Supports orderly procedures for conducting work.
- Understands the role of the staff.

MAKING EARLY CONTACT WITH COMMITTEE/TASK FORCE MEMBERS

- Send a welcome/orientation letter, cosigned by the committee/task force staff liaison or at least identifying this person
- Provide the committee with its charges and goals, in the context of the Association's Strategic Plan.
- Provide the date and location of the first meeting, even if tentative and a calendar of future meeting dates, even if tentative.
- Review recent accomplishments of the committee/task force so the work to be done can be put into context.
- Ask for confirmation of meeting attendance. Some chairpersons may wish to solicit agenda items. If this is done, the first requirement of the committee/task force is to fulfill the charge provided to them by the Association and the chair of the board of directors.

THE CHAIRPERSON'S ROLE AS FACILITATOR

- Be a facilitator of meetings; don't "hold court." The committee/task force belongs to the Association, not to the chair.
- Guide, mediate, probe and stimulate discussion. Let *others* thrash out ideas; committee/task forces are not formed to validate the thinking of the chair or staff.
- Encourage a clash of ideas, but not of personalities. Good decisions are made when committee/task forces examine all sides of an issue, but don't let members personalize the debate. Emotional discussion of an idea is good, but an emotional reaction to a person is bad. When emotions are too high, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Prevent one-sided discussions.
- Deal with dysfunctional behaviors. Don't let a person who is blocking constructive discussion ruin the committee/task force meeting for everyone else. Strategies for dealing with this behavior include confronting the person privately in a caring manner, pointing out the effects of the behavior and suggesting alternative behaviors.
- Keep discussions on track; periodically restate the issue and the goal of the discussion.
- Monitor participation: control talkative members and draw out silent members.
- Use well-placed questions, seek points of information and clarification and periodically summarize to keep the discussion focused.
- Be sensitive to the feelings of members. Look for visual and verbal cues to determine if a member is not happy with the discussion and then deal with this.
- Keep the group focused on the central question and moving toward a decision. Call on the least senior members first to express their views; discussions tend to "close down" after senior members express strong views.
- Seek consensus, but unanimity is not required. Sometimes an idea is compromised by trying to get every person to completely agree.
- Close the meeting by noting achievements.

MEETING TIPS

DEVELOPING AND STRUCTURING THE MEETING AGENDA

- Provide an agenda sheet with beginning and ending times for the meeting, the meeting room number and the agenda of topics to be discussed and/or acted on.
- Sequence agenda items thoughtfully. Start the meeting with agenda topics that will unify the committee/task force; this sets the stage for working together. Early in the meeting is a good time to discuss topics that require mental energy, creativity and clear thinking. Do not put difficult topics back-to-back—people need a break. Make the first few topics after lunch quick-action items. End the meeting with topics that will unify the committee/task force; people like to leave meetings feeling that they are part of a productive team.
- Do not overschedule the meeting. Provide sufficient, but not too much, time for each topic. Some chairpersons like timed agendas; others do not. A good approach is to show key times on the agenda, such as breaks and lunch. Having these “markers” lets members know the general pace of discussion the chairs anticipate for the meeting.
- Provide at least minimal written background information for each agenda item.
- Indicate whether the item is for discussion only or if action is expected.
- Identify the person who is presenting each item.

TIPS FOR PRESIDING OVER A MEETING

- Open the meeting on time.
- Announce the business to be conducted.
- Recognize members who are entitled to talk; discourage break-ins.
- Restate the issue to be voted on before calling for a vote and explain the consequences of the vote.
- Put all issues to a fair vote; don't make assumptions about how committee/task force members feel.
- Announce the results of actions taken and explain the follow-through to be taken and by whom.
- Help expedite business. Don't let discussions drift or go on too long.
- Stay with the agenda. Seek the full committee/task force's agreement to change the agenda once it has been announced.
- Close the meeting on time; seek the committee/task force's agreement regarding extending the time if necessary.

PARLIAMENTARY PROCEDURE

- Committee/task forces are not required to operate using parliamentary procedure; however, the objectives and principles of parliamentary procedure should be employed.
- The objectives of parliamentary procedure include expediting business, maintaining order, ensuring justice and equity for all and accomplishing the objectives for which the group is organized.
- The principles of parliamentary procedure include courtesy and justice to all, rule of the majority while respecting the rights of the minority, partiality to none, protection of the absentee and taking one item of business at a time.

PARLIAMENTARY PROCEDURE MADE EASY

INTRODUCTION:

Some people think parliamentary procedure is like voodoo. They do not understand it and think it is complicated and mystical. Nothing could be further from the truth. It is sort of like learning to tie shoelaces or a necktie. If you do not know-how to do these simple tasks, it might seem to be daunting, but once you learn a few basics, it really is very simple. The same is true of parliamentary procedure.

The goal of this section of the guide is to enable you to effectively conduct a meeting using proper parliamentary procedure.

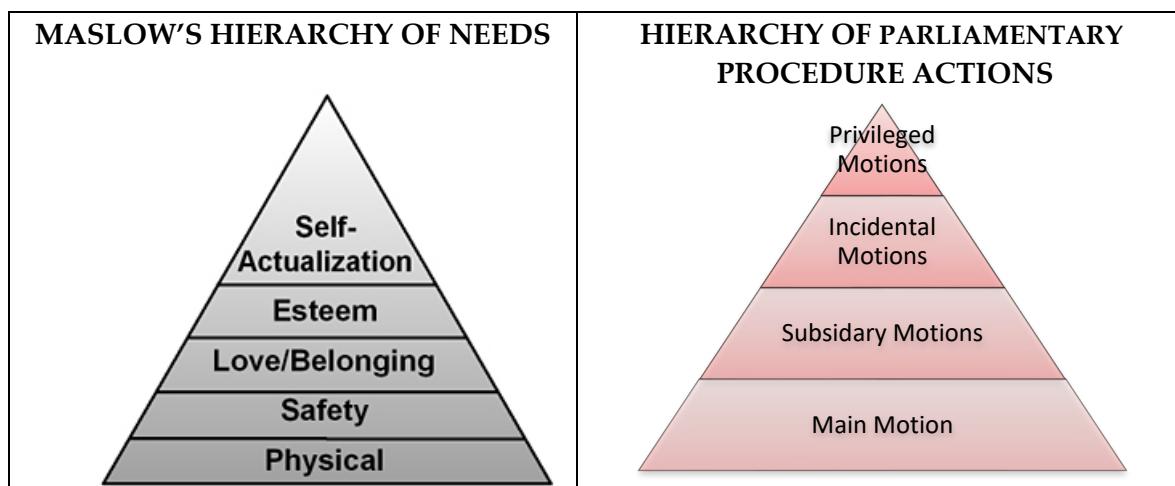
WHY USE PARLIAMENTARY PROCEDURE?

There are three basic reasons why we use Parliamentary Procedure:

1. Prevent chaos – the use of proper parliamentary procedure should ensure that meetings are conducted in a professional orderly manner. This should prevent confusion and bedlam. Decisions are made in a fair orderly manner and time is used efficiently.
2. Ensures that the wishes of the majority prevail. Parliamentary procedure is a democratic process that assures that the desires and wishes of the majority of the people are recognized and accepted. In Robert's Rules of Order, it is stated, "The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will..."
3. Protects the rights of the minority to be heard. Even if your stance or views are not supported by the majority of the group, you will know that your voice has been heard and the decision has been made in a democratic manner.

THE BASICS – THE MAIN MOTION

Many people are familiar with Maslow's Hierarchy of Needs. The original had five levels of needs. One had to satisfy the lower-level needs before they could progress up to the higher levels. This is very similar to how parliamentary procedure works.



The basic starting point in parliamentary procedure is the main motion. All new business to be considered by a body is introduced through a main motion. There are four basic steps in bringing a main motion before the assembly:

1. A member desiring to make a motion is recognized by the presiding officer
2. The member states the motion.
3. Another member seconds the motion
4. The chair restates the motion so that everyone clearly understands the motion.

The proper way to state a motion is **“I move that....”** It is poor form to offer a motion by stating “I make a motion that...” or “I would like to...” or “I want to...” To a person who practices proper parliamentary procedure the three examples of poor form in the previous sentence sound like chalk screeching on a chalkboard. So, an example of a properly stated motion is: “I move that we buy a new sign.”

After the motion receives a second, it is then open for discussion. The main motion can be amended. This means a member would like to make a change to the original motion. Basically, there are three ways to amend a motion.

1. By striking out words – (i.e., *I move to amend the motion by striking out the word “new”*).
2. By inserting words – (i.e., *I move to amend the motion by adding the words “not to exceed \$750” at the end of the motion.*)
3. By striking out and inserting words – (i.e., I move to amend by striking out the word “sign” and inserting the word “billboard.”)

After the amendment receives a second, the discussion then focuses on the amendment. After adequate discussion a vote is then taken on whether or not to amend the motion. It should be clear you are not voting on the main motion but whether or not to amend the main motion. If the amendment is approved, then you can discuss the motion as amended and will then vote on that. If the amendment fails, then you will vote on the original main motion.

Where parliamentary procedure sometimes gets sticky, is that there can be one amendment to an amendment. So, before a proposed amendment can be voted on, it can be amended in the same three ways mentioned above. For example, there could be a main motion on the floor “I move that we buy a new sign.” There could be an amendment “I move to amend the motion by adding the words “not to exceed \$750.” Then a person could move to amend the amendment by striking \$750 and inserting \$1,000. So when there is a motion on the floor, an amendment, and an amendment to the amendment one has to simply remember to discuss and vote on them in reverse order – vote on the amendment to the amendment, then the amendment as amended or in its original form, then vote on the motion in the original or amended form. While it is rare for this to happen, it can happen. The critical thing to remember is that only one main motion is allowed on the floor at one time, there can be only one amendment at a time, and only one amendment to an amendment.



Amendment
to the
Amendment

Amendment

Main
Motion

A main motion (and any amendments) requires a simple majority vote to pass and can be discussed.

SUBSIDIARY MOTIONS

When there is a main motion on the floor (including amendments) there are a series of motions that can be made that have a direct impact on the main motion. At any time during the discussion of the main motion the following motions can be made:

To lay on the table. There may be times when additional information is needed before a vote can be taken; or you may need to set a motion aside to act on another matter that is of greater importance. The proper motion to make is “I move to lay this motion (or motion and amendments) on the table.” If this motion passes, the current motion is temporarily set aside and other business can be handled. When the body is ready to resume discussion of the motion, a motion is made to remove the original motion from the table. Sometimes, a motion is laid on the table and never removed which effectively kills the motion.

To postpone definitely. When a motion is laid on the table, it remains on the table until a motion is made to remove it from the table and that might never happen. So, the motion to postpone definitely sets a motion aside but also specifies a time when it will again be brought before the body. An example would be “I move to postpone action on this motion until the next regularly scheduled meeting.” If this passes, then the original motion would be classified as old business at the next meeting.

To postpone indefinitely. This is basically a way to kill a main motion without voting on it. This may be done to avoid an uncomfortable decision. Basically, the body decides not to decide. If there is a controversial decision that might split the body or a motion has not been carefully thought out, this motion effectively stops action on the main motion. This allows people time to rethink the issue and perhaps introduce a better motion.

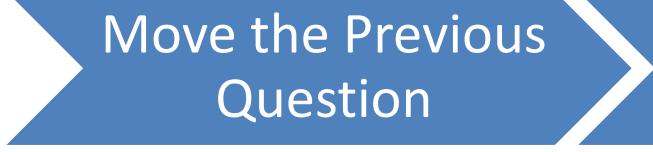
To refer to a committee. If it is obvious that more thought needs to occur in regards to a motion, additional details need to be formulated, or additional work is needed then the motion is often referred to a committee. The committee then investigates the relevant issues and then reports back to the body with their recommendations.

An interesting example is that during World War II national patriotism was at an all-time high. A motion was made at the National FFA Organization convention to buy a bomber (an airplane that drops bombs) for the war effort. A motion was made to refer this to a committee to gather

more information. The committee reported that the idea was not feasible for a number of reasons. So, the decision was made not to buy a bomber. However, in the fervor of the moment, the motion might have passed if it had been brought to a vote.

To move the previous question. One of the most misunderstood and widely blatant errors in parliamentary procedure has to do with “calling for the question.” When a member thinks there has been enough discussion on a main motion and is ready to vote, the member often shouts out “question.” This merely means that one member is ready to vote. That does not automatically stop discussion, but some presiding officers will mistakenly state “The question has been called for and we will proceed to vote.” This violates the rights of others to express their opinions.

To properly stop discussion on a main motion, one would be recognized by the chair and state, “I move the previous question.” In plain talk, this means I am ready to vote. There has to be a second and then a vote is taken on this motion. Since this motion would limit the rights of the members, it requires a 2/3 vote to pass. If it passes, then a vote on the main motion (or amendment being discussed) is immediately taken. To be clear, you must first vote on the previous question motion. And if this passes, you then vote on the main motion.



Move the Previous Question



Vote on the Main Motion

This issue is often informally handled. If a member hollers out question, then the presiding officer could say, are you ready to vote and if no member has an objection, then a vote can be taken and you do not have to go through the formality of moving the previous question.

Limit Time of Debate. If a meeting is dragging on, one can move to limit the time of debate. This could be a time limit for each person who wants to discuss it or could be a total time limit for the motion under consideration.

INCIDENTAL MOTIONS

There are a variety of incidental motions that can be made at any time. They are basically used for clarification purposes or to keep the meeting running correctly.

Call for a Division of the House. If a voice vote is held and the outcome is unclear, any member may call for a division of the house. This means there will be a revote where members either stand, raise their hands, have a roll call vote, cast ballots, etc. When a division of the house is called for, there is no second required and a revote is immediately taken.

Rise to a Point of Order. If a member thinks a parliamentary mistake has been made, then he or she stands and states, “I rise to a point of order.” This is done immediately after the possible

error. The presiding officer then instructs the member to state his or her point. For example, the person could state the previous question vote requires a 2/3 majority vote, not a simple majority. The presiding officer would then state, "Your point is well taken" or "Your point is not well taken." If the point is well taken, then the parliamentary error is corrected.

Appeal the decision of the chair. If a member disagrees with the ruling of the presiding officer, he or she can appeal the decision of the chair. For example, if a point of order was not well taken and the member is certain that he or she is correct, the person would state "I appeal from the decision of the chair." The person states why he or she thinks the ruling is incorrect and the presiding officer then states why he or she thinks the ruling is correct. Then the members of the assembly vote on whether or not to sustain (agree with) the decision of the chair. This is rarely done in the real world but now you know the process.

Move to divide the question. If a motion has two distinct parts, then a person could move to divide the motion into two parts. For example, if there was a motion "to hold a car wash and to have a bake sale" then one could move to divide the question. If the motion receives a second and then passes, the main motion would be split into two – one motion being to hold a car wash and the second motion being to have a bake sale.

There are other incidental motions such as rise to a parliamentary inquiry, suspend the rules, withdraw a motion, and object to consideration of a question but it would be rare that a person in your position would have to handle them. As this is supposed to be a somewhat concise guide they will not be discussed.

PRIVILEGED MOTIONS

There are a handful of motions that are classified as privileged motions. This means they can be made at any time and take precedence over any motion on the floor.

Recess. If a person perceives the group needs a break (or wants to strategize with colleagues), he or she would move to take a recess. A second is needed; the motion is not debatable and requires a simple majority vote. Unless the motion specified a length of time for the recess the presiding officer sets the length of time for the recess.

Adjourn. Any member can move to adjourn the meeting at any time. The motion requires a second, is not debatable and requires a majority vote to pass. If the motion passes, the meeting is adjourned.

Two other privileged motions are to fix time to adjourn and to rise to a question of privilege. Since this document is not designed to be a compendium of all possible motions, they are not described here.

RANDOM ADDITIONAL TIPS

- Most assemblies use Robert's Rules of Order, Newly Revised as their official parliamentary procedure reference, so it might be good to obtain a copy and peruse it.
- Voice votes are common unless a motion requires a 2/3 vote. In these instances, people should raise their hands.
- Committee reports do not need a second for their acceptance. Since the report comes from a committee, there is an implied 2nd.
- Only one person should have the floor at a time.

Working With ACTE Staff

STAFF LIAISON POSITION DESCRIPTION

BASIC FUNCTION

The staff liaison serves as an informed resource person to the chair and members of the committee/task force, assists the chair in facilitating committee/task force discussions and activities that address the committee/task force's charge and works with the chair to ensure that all committee/task force work is consistent with the Association's goals and objectives.

RESPONSIBILITIES

- Provides thorough orientation for each new committee/task force chair and assists the chair in providing orientation for new and continuing committee/task force members each year.
- Works with the chair to develop a plan of work that will allow the committee/task force to effectively and efficiently discharge its responsibilities for the year.
- Works with the chair to develop agendas and conduct effective meetings of the committee/task force.
- Provides administrative support for planning and execution of all committee/task force meetings.
- Drafts reports of committee/task force meetings for review and approval by the committee/task force chair.
- Works with the committee/task force chair, other committee/task force members and Association staff to ensure that the work of the committee is carried forth between committee/task force meetings.
- Facilitates communication of committee/task force activities, including requests for action and/or proposed policies, to the chief staff executive and board of directors.
- Reports to the committee/task force on decisions of the board of directors, executive committee, or other Association committee/task forces that impact the committee/task force's activities.
- Where appropriate, assists the committee/task force in proposing products and services that will further the goals and objectives of the Association.

VOLUNTEER/STAFF PARTNERSHIP

THE FORMULA FOR SUCCESS

Goal: Building an association culture constructed on trust, mutual respect and shared responsibility and accountability.

Key to Success: Building and nurturing a strong partnership between the volunteer leadership and the Association staff.

The Formula:

1. Clarity and consensus on roles and responsibilities of both volunteers and staff.
2. Value and respect the knowledge, expertise and skills of both volunteers and staff.
3. Maximize the unique talent and skills of volunteers and staff in implementing the strategic direction of the Association.
4. Understand and embrace the difference between the work of a *policy* board and the *operational* responsibilities of staff as well as their interdependence.
5. Shared vision and clarity on what constitutes success.
6. Ongoing communication between volunteers and staff—no surprises.
7. Involvement of both volunteers and staff in the planning process.
8. Recognition and appreciation for volunteer and staff time and efforts.
9. Availability of appropriate resources and information to achieve success.
10. Volunteers provide passion and a unique knowledge of the Association members; staff provides objectivity, continuity and unique skills in necessary functional areas.
11. Value the diversity of styles and consider all ideas equally.
12. Understand that it takes the full commitment of both volunteers and staff to achieve the association's desired success.

Some Tips:

1. Agree there will be surprises, good or bad.
2. Agree to criticize in private and constructively.
3. Clearly articulate realistic expectations and then go out of the way—there is always more than one way to accomplish a task.
4. Figure out how much information should be exchanged and how often, to keep everyone comfortable.
5. Develop a system of checks and balances to keep the association on its strategic path.
6. Provide ongoing evaluation and direct and honest feedback.
7. Discuss issues of concern with the appropriate individuals—president for volunteers and executive director for staff.
8. Don't complain to someone who can't do anything about it.
9. Establish measures of effectiveness.

Being selected as vice president of a Region or Division is an honor and privilege. With honor and privilege comes responsibilities to the members you represent and ACTE, the organization as a whole. Division/Region vice-presidents are elected to represent the voice of members within their geographic boundaries or specific divisions; as a Board member, one also needs to step back, look at the big picture and consider what is best for the association as a whole. That being said, serving on the Board is also an opportunity for professional and personal growth. Take advantage of this time to stretch beyond your comfort zone and learn all you can in regard to advocacy, leadership and all components of career and technical education and how each is an integral component of educating a highly skilled workforce.

To summarize the role of leadership, consider this description from *The Secret: What Great Leaders Know -- and Do* by Ken Blanchard and Mark Miller © 2004.

See the Future

Envision ACTE's and your division's/region's future and communicate that vision.

Engage and Develop Others

Create buy-in by engaging the heads and hearts of others

Reinvent Continuously

Learning is critical to survival so be a life-long learner, and,

Review organizational structure to insure fluidity and flexibility

Value Results and Relationships

Challenge others to succeed while providing support and encouragement

Embody the Values

Walk the Talk to gain trust

The Secret: What Great Leaders Know – And Do K. Blanchard and M. Miller © 2004

Thank you for your service and dedication to the members of ACTE and career and technical education. May your term be one of personal and professional growth, rewarding experiences and new and renewed friendships.

Appendix

COMMITTEES/TASK FORCES BOARD POLICIES

VII.1 The ACTE president may establish special task forces as deemed appropriate to carry out short-term assignments. The task force may consist of members of the Board and other ACTE members, based on the work to be carried out. In establishing such groups, the president will provide a charge and a designated time frame in which the work is to be completed. (12/03), (7/07), (11/09), (7/14), (7/19), (7/24)

VII.2 The committee structure of Association for Career and Technical Education shall consist of the following committees: Audit Review, Awards, Bylaws, and Nominating. (12/03), (7/07), (11/09), (7/14), (7/17), (12/19), (7/24)

VII.3 Every standing committee/task force shall have a charter outlining its mission, composition and objectives. Every committee/task force shall receive an annual "Appointment and Objectives" charge from the ACTE president that is aligned with the Strategic Plan. (12/03), (7/07), (7/12), (7/17), (7/22)

VII.4 All members who serve on ACTE standing committees/task forces are recommended by the divisions or regions and appointed by the board of directors. A committee/ task force member must be a current professional, retired or life member of ACTE. (12/03), (7/07), (3/11), (7/16), (7/21)

VII.5 Committee terms shall be for two years (unless specified otherwise in the committee charter) and a member may serve up to two consecutive terms. A person can serve on only one ACTE standing and/or ad hoc committee/task force at the same time. Division and region policy committee members are eligible candidates for membership on standing or ad hoc committee/task forces. Normally, terms of office will be on a fiscal year basis beginning July 1 and ending June 30. (12/03), (7/07), (7/12), (7/17), (7/20), (7/24)

VII.6. National Awards Committee members may serve an optional one year as an Awards Committee Member-Elect and go on to serve a two-year term as an Awards Committee Member. (7/19), (7/24)

VII.7 Committee appointment procedures shall be as follows: (12/03), (7/07), (3/10), (7/15), (7/20)

1. All committee appointments to standing committees for the coming year should be reviewed by Division or Region policy committees and appropriate action taken no later than July 1 each year.

2. Information on committee appointments, including complete home and business addresses and telephone numbers, should be submitted to the ACTE Headquarters no later than July 1.
3. Committee appointees should be contacted by the appropriate vice president to verify their interest in being appointed before appointments are forwarded to ACTE Headquarters.
4. Members of the board of directors will be given an opportunity to recommend appointees to ad hoc committees/task forces annually. They will be notified concerning vacancies by April 1 and will be able to submit recommendations for new appointees prior to final Board approval of all appointments at the summer meeting of the board of directors.
5. No ACTE member can be appointed to serve on more than one ACTE standing or ad hoc committee. The committee coordinator is responsible for determining whether appointees are currently serving on committees/task forces and informing Board members if an appointee is ineligible for that reason.
6. No committee member can serve more than two full terms. A member appointed to fill an un-expired term may be reappointed to serve a full term. It is the responsibility of the ACTE Headquarters to maintain records on appointments made to fill un-expired terms.
7. If a committee member of an ACTE standing committee resigns before his/her term of office expires, the appropriate Division or Region vice president should inform the ACTE committee coordinator immediately concerning the new appointee.

VII.8 The chair of an ACTE standing committee shall be identified as representing the entire ACTE membership and not any particular Division or Region. The chairperson, who is appointed by the board of directors, shall be selected from one of those who are serving or have served on the committee. Chairs are appointed each year. A chair may be reappointed to a second term if it is deemed to be in the best interests of the committee. (12/03), (7/07), (7/12), (7/17), (7/22)

VII.9 The chairs of the ad hoc committees/task forces will be appointed by the president with recommendation from the board of directors. (12/03), (7/07), (3/10), (7/15), (7/20)

VII.10 The chair for the nominating committee will be the most recent past president no longer serving on the board of directors. (12/03), (7/07), (7/12), (7/17), (7/22)

VII.11 A vice chair shall be appointed annually for each ACTE standing committee by the members of that standing committee. In the event a chair cannot attend a committee meeting, the vice chair will preside in his or her absence. In the event a chair cannot complete his or her term, the vice chair will be appointed and must be approved by the ACTE board of directors to serve for the balance of the term. Recommendations for the vice chair shall be made by the

current chair of the committee for all committees except the nominating committee. The vice chair must be an eligible member of the committee. (12/03), (7/07), (7/12), (7/17), (7/22)

VII.12 The president shall appoint at least one board member to each standing committee, ad hoc committee and task force or other group to serve as a board liaison, to serve as an informed communications link to the board of directors. (12/03), (7/07), (7/12), (7/16), (7/21)

VII.13 An ACTE staff liaison shall be assigned to each ACTE standing and ad hoc committee as a resource person. This assignment is only in an advisory capacity and not as a member of the committee. (12/03), (7/07), (7/12), (7/17), (7/22)

VII.14 Within two weeks of committee meeting at conference, via conference call or via the internet, chairs of committees/task forces shall submit minutes. A report reflecting its progress toward annual objectives, including activities, accomplishments and recommendations should be submitted prior to each board meeting. Action required by the board will be identified. (12/03), (7/07), (3/11), (7/16), (7/21)

VII.15 Guidelines for submitting expenses related to approved and budgeted work of the committee: (12/03), (7/07), (3/10), (7/15), (7/20)

- a) Other expenses for such items as postage and telephone calls should be submitted on an ACTE "Request for Check" form. Copies of all bills are required for reimbursement of telephone expenses. (12/03), (7/07)
- b) All printing and other work requiring the services of outside vendors should be arranged through the ACTE staff liaison. The ACTE printing department will handle all print work and, if outside printing is deemed necessary, the staff liaison will make arrangements for the work in accordance with ACTE bidding procedures. (12/03), (7/07)

VII.16 All members of ACTE committees and all chairs will receive certificates of appreciation upon completion of their terms. (12/03), (7/07), (3/10), (7/15), (7/20)

VII.17 The board of directors shall authorize division and region policy committees to appoint advisory committees whose membership may include representatives from organizations identified with the division or region, as well as members of other constituent groups. Such advisory committees may be provided for in divisional or regional operating policies. Representatives of advisory committees are authorized to meet with policy committees but have no voting privileges. (12/03), (7/07), (3/10), (7/15), (7/20)

VII.18 Committees, task forces, policy committees, regions, divisions and other internal units to ACTE may allow eligible members to vote on all matters either in person, by mail or by electronic media, provided, however, that a single medium is employed for each vote. (3/15), (7/20)