Revised November 18, 2003

Revised January 16, 2001

\*Amended Article VI, Section 6 – 12/10/93

BY-LAWS FOR THE HARTFORD AREA CAREER AND TECHNOLOGY CENTER REGIONAL ADVISORY BOARD

ARTICLE I: NAME

 The name of this board shall be the Hartford Area Career and Technology Center Regional Advisory Board.

ARTICLE II: GOAL

 The goal of the Regional Advisory Board shall be to assist the school board operating the Career Center in providing the best possible Career & Technical education for children and adults.

 In achieving this goal the Regional Advisory Board shall (1) advise the school board operating the Center, (2) meet at least four times per year to review services provided by the Center, (3) review at such meeting(s) the responsiveness of the school board operating the Center to Regional Advisory Board recommendations, and (4) report on the meeting (s) to the school board operating the Center and to the Commissioner of Education.

ARTICLE III: MEMBERS

Section 1. Composition of Regional Advisory Board.

 The Regional Advisory Board shall consist of:

1. one member from each public high school in the Center’s service region, elected by and from among the members of that school board that operates a high school for a term determined by that high school board.
2. the superintendent or his/her designee of each supervisory district or union within the Center’s service region; and
3. one member elected for a term of three years by the school board of each sending district in the Center’s service region which does not have a public high school represented on the Regional Advisory Board under subdivision (1) of this subsection; except, that if there are more than three such districts in the Center’s service area, the Regional Advisory Board shall select three school boards to represent the interests of all such districts, shall rotate its’ selections among the districts, and shall stagger the expiration of initial term; and
4. once constituted, the Regional Advisory Board shall elect three additional members for terms of three years to present the interests of employers or employees, provided that no two terms shall expire in any year.

Section 2. Selection of Members. Members shall be selected as in Article III. The members should demonstrate interest and concern for the welfare of people to be served by Center programs. Each appointment shall be effective and each board member shall serve upon the filing of written acceptance with the board chairperson.

Section 3. Term of Office. (Note: See “Members” on page 1 Article III, (4).)

 In order to achieve staggered membership the initial terms of the above three members will be for one, two, or three years as determined by the chairperson of the school board of the receiving district.

Section 4. Voting Rights. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Regional Advisory Board. Proxy voting and absentee ballots shall not be permitted.

Section 5. Transfer of Membership. Membership in the Regional Advisory Board is not transferable or assignable.

Section 6. Alternates. A Regional Advisory Board member may send an alternate. An alternate shall have voting power.

Section 7. Resignation. Any member may resign by filing a written resignation with the Chairperson of the Regional Advisory Board.

Section8. Vacancy. Any vacancy on the Regional Advisory Board shall be filled for the remainder of the unexpired term through appointment by the Regional Advisory Board Chairperson, as nominated by the Regional Advisory Board.

ARTICLE IV. OFFICERS

Section 1. Officers. (3) The Officers of the Regional Advisory Board shall be a chairperson, vice-chairperson, secretary, and such other officers at the Regional Advisory Board may deem desirable.

Section 2. Election and Term of Office. The officers of the Regional Advisory Board shall be elected annually at the last spring meeting, and shall serve for one year and until each successor has been elected and qualified.

Section 3. Removal. Any officers elected or appointed by the Regional Advisory Board may be removed by a two-thirds vote of all members sitting on the Regional Advisory Board whenever, in the judgment of the Board, the best interests of the Regional Advisory Board would be served thereby.

Section 4. Vacancy. A vacancy in an office because of death, resignation, removal, disqualification, or otherwise may be filled by the chairperson for the unexpired portion of the term.

Section 5. Chairperson. The chairperson shall preside at all meetings of the Regional Advisory Board, and may sign all letters, reports, and other communications of the Regional Advisory Board. In addition, he/she shall perform all duties incident to the office of chairperson and such other duties as from time to time may be assigned to him/her by the Regional Advisory Board.

Section 6. Secretary. The secretary shall cause the minutes of the meeting to be kept, both regular and special, of the Regional Advisory Board and shall promptly transmit to each of the members, and to such other persons as the Board may direct, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these by-laws; be custodian of the Board’s records; keep a register of the address and telephone number of each member of the Board which shall be furnished to the secretary by such member; and in general, perform all duties incident to the office of the secretary and such duties as from time to time may be assigned to the office by the chairperson or by the Regional Advisory Board.

ARTICLE V: COMMITTEE

Section 1. Standing and Special Committees. The Regional Advisory Board may from time to time establish and abolish such standing or special committees as it may desire. Each member of every standing or special committee shall be a member of the Regional Advisory Board. No standing or special committee may exercise the authority of the Regional Advisory Board.

Section 2. Membership. Unless otherwise determined by the Regional Advisory Board in its decision to establish a committee, the chairperson of the Regional Advisory Board shall appoint members to the various committees.

Section 3. Terms of Office. Each member of a committee shall continue as such for the term of his/her appointment and until his/her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4. Rules. Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the Regional Advisory Board.

Section 5. Quorum. Unless otherwise provided in the decision of the Regional Advisory Board designating a committee, a majority of the committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6. Vacancy. A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI. MEETING OF REGIONAL ADVISORY BOARD

Section 1. Regular Meetings. The Regional Advisory Board shall meetduring each quarter of the school year.

Section 2. Special Meetings. Special Meetings may be called by the chairperson or by majority vote of the Regional Advisory Board.

Section 3. Place of Meeting. The Regional Advisory Board shall hold its regular meetings and its special meetings at Hartford Area Career and Technology Center, unless otherwise announced by the chairperson.

Section 4. Notice of Meetings. Notice shall be given in writing to all members of all regular and special meetings stating the day, hour, and location of the meeting, and shall be delivered either personally or by mail to each member not less than five days or more than three weeks before the date of such meeting.

Section 5. Decisions of Regional Advisory Board. All decisions of the Regional Advisory Board shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6. Quorum. The presence of a 2/3 majority of the six sending school (4 of 6) shall be required in order to constitute a quorum necessary for the transaction of the business of the Regional Advisory Board. A majority of the full Regional Advisory Board may reject the quorum vote at the next regularly scheduled meeting.

Section 7. Conduct of Meetings. All regular and special meetings of the Regional Advisory Board shall be conducted in accordance with Roberts Rules of Order.

Section 8. Meetings Open to School Representatives. All regular and special meetings of the Regional Advisory Board and of its standing or special committees shall be open at all times to representatives from the school districts and community.

ARTICLE VII: AMENDMENTS

These by-laws may be amended at any time by a two-thirds affirmative vote of the members of the Regional Advisory Board, provided that the amendment is to further carry out the objectives of the Regional Advisory Board.

In witness whereof, the school board operating the Hartford Area Career and Technology Center and the Regional Advisory Board have caused these by-laws to be duly executed on

the day of , 20 .

Regional Advisory Board Chair Signature

Hartford School Board Chair Signature