

# Business Advisory Council - Bylaws

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## ARTICLE I - Purpose

The basic purpose of the Business Advisory Council (the "Council") shall be to assist the local Board of Education (the "board") in performing its duty to provide career and technical education instruction, activities, and services.

## ARTICLE II - Objectives

The Objectives of the Council shall be to:

- Identify economic and workforce development trends related to the training and educational needs of the local community; and
- Advocate for strong local career and technical education programs that include, as appropriate, development of career pathways that provide work-based learning opportunities and prepare students for post-secondary educational certifications and credentialing for high-demand careers.

## ARTICLE III - Membership

### 1. Composition of the Council

The Council shall consist of at least nine (9) members. Members shall reasonably reflect the education, business, and community makeup of the local school administrative unit it serves.

#### a. Educational Representatives

The following members shall serve ex officio on the Council to represent the local school administrative unit:

- The superintendent of the local school administrative unit or his/her designee
- The career and technical education program director of the local school administrative unit as a nonvoting member
- A president of the community college serving the area in which the local school administrative unit is located, in whole, or in part, or his/her designee; and
- A principal of a school located within the local school administrative unit, as assigned by the superintendent.

#### b. Business and Industry Representatives

The majority of the members of the Council shall be business, industry, and workforce and economic development stakeholders in the community, and community members ("business and industry representatives").

- Local business and industry owners;
- Representatives from local manufacturing centers and factories;
- Human resource directors employed at business and industries in the community;
- Representatives from community-based organizations;

- Representatives from economic and workforce development organizations; parents of students enrolled in career and technical education courses; and
- Representatives or managers of the local apprenticeship coalition.

## **2. Duties**

All members shall be expected to attend at least a majority of Council meetings, to actively participate in the meetings and, if applicable, to contribute in his/her role as an officer and/or a member of a committee or subcommittee.

## **ARTICLE IV - Officers**

The officers of the Council shall include at least a Chairperson (the “Chair”) and a Secretary.

### **1. Chair**

- a. The Chair shall be elected annually by members of the Council from among the business and industry representatives. The term of the Chair shall be for one (1) year.
- b. The Chair’s duties shall be to:
  - Preside at all meetings of the Council;
  - Develop the agenda for Council meetings in consultation with the Secretary; and
  - Assume such other duties as are necessary for the orderly and effective functioning of the Council.

### **2. Secretary**

- a. The career and technical education program director shall serve as Secretary.
- b. The Secretary’s duties shall be to:
  - Assist the Chair in developing an agenda for Council meetings;
  - Ensure accurate minutes of meetings are recorded and approved by the Council;
  - Ensure records of the Council are maintained and made available as required by law;
  - Ensure a copy of these bylaws is available at all meetings;
  - Ensure proper notification is given of Council meetings in accordance with G.S. 143-318.12; and
  - Assume such other duties as are necessary for the orderly and effective functioning of the Council.

## **ARTICLE V - Appointment, Removal, and Resignation of Business and Industry Representatives**

### **1. Initial Appointment of Business and Industry Representatives**

Following initial appointments by the board of business and industry representatives for terms beginning January 1, 2018, and after the board divides the initial appointments into four groups as equal in size as practicable and designates appointments in group one to serve four-year terms, in group two to serve three-year terms, in group three to

serve two-year terms, and in group four to serve one-year terms, subsequent appointments shall be made by the Council according to Article V, Section 2 of these bylaws.

## **2. Subsequent Appointment for Business and Industry Representatives**

### **a. Reasons for Appointment**

- i. As terms expire for business and industry representatives initially appointed by the board, the Council shall appoint subsequent members to the Council for four-year terms.
- ii. Any vacancy of a business and industry representative seat during the term of an appointment shall be filled within a reasonable period of time by appointment by the remaining members of the Council to serve until the end of that seat's term.
- iii. At any time, the Council may decide, by two-thirds majority vote, to add one or more seats to the Council. The Council shall appoint a business and industry representative to the vacant, newly created seat(s). When increasing the Council size, the Council may adjust the length of an initial term of a newly created seat in order to keep as equal as practicable the number of members whose terms expire each year.

### **b. Appointment Process**

- i. Candidates for membership on the Council must submit a statement of interest to the Council through the career and technical education program director. If the number of qualified individuals who have submitted a statement of interest is insufficient to meet the needs of the Council, Council members shall endeavor to recruit additional individuals to create a diverse field of qualified candidates.
- ii. When a business and industry representative's seat is vacant or term is set to expire, a committee of at least two Council members appointed by the Chair shall interview each candidate that is qualified under Article II of these bylaws for membership on the Council.
- iii. The committee shall provide all Council members with each candidate's statement of interest and interview information, along with a list of the committee's appointment recommendations. The Council members shall review the materials provided by the committee and, by majority vote, choose a candidate to fill each seat that is set for expiration or is vacant.
- iv. When appointing new members, the Council should choose candidates who are concerned with the best interests of the students and the local economy and who are willing to devote the time and effort required of Council membership. Ideal candidates shall have a particular knowledge or expertise or a unique perspective relevant to economic and workforce development trends related to the training and educational needs of the community. Candidates also should be advocates for strong local career

and technical education programs. Preference shall be given to candidates who reside within the school administrative unit.

**3. Removal of Business and Industry Representatives**

At any time, a business and industry representative may be removed from the Council, with or without cause, upon the affirmative vote of a two-thirds majority of Council Membership, excluding any vacancies. Business and industry representative members of the Council must be notified of a recommendation for removal at least five (5) business days in advance of the vote for removal.

**4. Resignation of Business and Industry Representatives**

Any business and industry representative who decides to resign from the Council shall submit his/her resignation in writing to the Chair and the Secretary.

**ARTICLE V - Committees**

**1. Types of Committees**

**a. Membership Committee**

The Chair shall appoint a committee in accordance with Article V, Section 2.b.ii of these bylaws to assist the Council in filling vacancies.

**b. Workforce Production Committee**

The Council may form a committee for the purpose of advising the board on workforce production activities. The committee may establish its own procedures for carrying out its functions and activities.

**c. Other Committees**

The Council may form additional committees or subcommittees as necessary to conduct the Council's business in an orderly and effective manner. Any additional committee(s) or subcommittee(s) may establish its own procedures for carrying out its functions and activities.

**2. Submission of Reports**

Upon request by the Council, committees and subcommittees shall submit reports, to the Council. Reports shall be in writing, except where the report is brief enough that the Secretary can record its complete substance in the minutes upon oral report.

**ARTICLE VII - Organization of the Council**

**1. Governance**

The Council shall operate in accordance with G.S. 115C-170 and shall be governed by these bylaws, which shall become effective a vote of a two-thirds majority of the Council Membership, including any vacancies, and subsequent approval by a majority vote of the board of education at a duly constituted meeting of the board.

**2. Quorum**

In order to conduct official business at a meeting, a quorum of the Council must be present. A quorum is defined as a majority of the members of the Council, excluding any vacancies.

**3. Voting**

Except as otherwise provided in these bylaws, matters of the Council which are subjected to a vote shall be decided by a simple majority of a quorum.

**4. Council Recommendation**

At least once per year, and upon any request by the board of education for an interim or special report, the Council shall provide recommendations and/or a report to the board concerning the school system's career and technical education instruction, activities, and/or services. All recommendations of the Council are advisory to the board for its consideration.

**5. Meetings**

The Council shall meet at least biannually on dates and at locations determined by the Chair in consultation with the Secretary. In conducting its meetings, the Council may use meeting space and administrative staff provided by the board to assist the Council. Special meetings of the Council may be called by the Chair or by three members of the Council. All meetings and operations of the Council, are subject to the Public Records Act, Chapter 132 of the General Statutes, and the Open Meetings Law, Article 33C of Chapter 143 of General Statutes.

**6. Minutes**

The Secretary shall record all proceedings of the Council as set forth in Article IV, Section 2, of these bylaws. The minutes shall be open to inspection by the public to the extent provided by the Open Meetings and Public Records Laws.

**7. Rules of Procedure**

Except as otherwise provided by law or by these bylaws, meetings of the Council shall be conducted using *Robert's Rules of Order, Newly Revised*, as guidance.

**8. Agenda**

- a. A tentative agenda shall be planned by the Chair in accordance with the Secretary in advance of the meeting date. The tentative agenda for meetings shall be emailed or otherwise distributed in advance to Council members for their input and addition of agenda items at least ten (10) business days prior to the meeting date. Any Council member may have an item placed on the proposed agenda by submitting it to the Secretary at least three (3) business days before the meeting. A copy of all proposed reports and/or recommendations of the Council or of any committee or subcommittee shall be attached to the proposed agenda.
- b. As its first order of business at each meeting, the Council shall adopt an agenda for the meeting. The Council may by majority vote add items to or remove items from the proposed agenda before it is adopted. After the agenda is adopted it may be changed only upon a simple majority vote.

**9. Order of Business**

Items shall be placed on the agenda according to the order of business. The order of business for each meeting shall be as follows:

- a. Adoption of the agenda;
- b. Approval of the minutes;
- c. Reports of officers, Council members, and committees;

- d. Unfinished business; and
- e. New business.

**ARTICLE VIII - Amendments**

Upon proper notice, any provision of these bylaws, except those specifically mandated by G.S. 115C-170, may be amended by a vote of a two-thirds majority of the Council membership, which shall include any vacancies, and subsequent approval by a majority vote of the board of education at a duly constituted meeting of the board. Notice of the proposed amendment(s) must be provided in advance on the tentative agenda for the meeting at which the change is to be considered.

The foregoing bylaws were approved and adopted by the Council on April 26, 2018.

Emily Nicholson, Chair  
Casey Bass, Secretary

## **2017-2018 Business Advisory Council Board Members:**

### **Education Representatives:**

Tanya Turner, Assistant Superintendent

Casey Bass, CTE Director

Robin Zinsmeister, Administrative Head, College of The Albemarle, Edenton-Chowan  
Campus

Steve Wood, Principal, John A. Holmes High School

### **Business and Industry Representatives:**

#### **Group 1 - 4 Year Members**

Patricia Jordan, Vidant-Chowan Hospital

Donna Winborne, Donna Winborne, CPA

#### **Group 2 - 3 Year Members**

Emily Nicholson, Workforce Development Board

Keith Stevens, Regulator Marine

#### **Group 3 - 2 Year Members**

Win Dale, Edenton Chowan Chamber of Commerce

Flint Harding, Avoca

Burch Perry, Albemarle Boats

#### **Group 4 - 1 Year Members**

Mike Jackson, JLA



