THE BYLAWS
CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE
Revised April 2026

SECTION A: PURPOSES

Article I The advisory committee shall be known as the Fairfax County Career and Technical Education Advisory Committee, hereinafter referred to as the Committee.

Article II Career and Technical Education shall be defined as career exploration, preparation, and education from pre-K through 12th grade. Per § 22.1-227.01 of the Code of Virginia, components of Career and Technical Education include curriculum involving:

(a) Field, laboratory, classroom instruction
(b) Career and technical occupation experiences
(c) Student preparation for higher education and gainful employment
(d) Alignment with state or national program certification and accreditation standards, where applicable

In FCPS, these opportunities may include career exploration activities, course offerings, work-based learning experiences, summer enrichment programming, and skill-building activities tied to employability.

Article III The Committee directs its advice toward teachers of career and technical education, principals, academy administrators, the school division administration, and the School Board through the School Board liaison or its designee. It shall limit its activities to matters that directly concern career and technical education.

Article IV It shall be the duty of the Committee to:

(a) Promote understanding and support of career and technical education within the business community and the public
(b) Advise the administration in determining needs of the community and the school division for courses in career and technical education.
(c) Advise the administration concerning the adequacy of resources being applied toward existing programs and initiatives.
(d) Assist in the identification of long-range and measurable goals.

SECTION B: MEMBERSHIP

Article I: Number of members: The Committee shall consist of not fewer than twelve (12) members and not more than twenty-four (24) members. The assistant superintendent of Instructional Services or designee and the senior manager of Career and Technical Education shall be continuous ex-officio members and advisors to the Committee. The senior manager or senior manager's designee of Career and Technical Education shall meet regularly with the Committee.

Article II: Method of selecting members: Each School Board member shall nominate one representative. The Fairfax County Council of PTAs shall nominate one representative. The City of Fairfax may nominate with one representative. A selection committee shall be named by the Superintendent or his designee with consultation from the current Committee membership to solicit and recommend nominees for the remaining seats. Each selection committee nomination shall be presented for majority vote at a general meeting of the committee, and those elected shall be submitted to the School Board for final approval. Per FCPS Policy 1710.21 VII.B, no employee of FCPS shall serve as the chair or vice chair of the committee, unless the employee serves as a School Board member appointee.

Article III: Representation: Members shall be selected in such a way that they represent a cross section of the community and,

Per 8 VAC 20 – 120 -50.1, the committee should include: "students, teachers, parents, and representatives from business, industry, and labor, with appropriate representation of both sexes and racial and ethnic groups" from the Fairfax County community. The remainder of the seats should be filled by community partners with understanding of one or more of the industries represented in CTE courses (business, criminal justice, culinary, information technology, etc.)

Article IV: Length of Terms: All committee members shall serve one (1) year terms from August 1 to July 31.

Article V: Reappointment. Reappointments/appointments of members shall occur annually.

Article VII: Loss of membership: An individual may lose membership for failing to attend three successive meetings without presenting advance notification of expected absence to the Committee chairperson. Members may not send alternates if they themselves cannot attend a meeting.

Article VIII: Selection of Replacement Members: New members to replace those retiring from the Committee shall be selected by the procedure stated in Section B, Article II.

SECTION C: ROLES AND DUTIES

Article I Committee members are expected to:

(a) regularly attend and participate in meetings. Members who do not attend a majority of the Committee's meetings they were eligible to attend cannot vote to affirm its annual report.
(b) Come prepared to meetings, having read or reviewed materials and presentations in advance of each meeting.
(c) Regularly inform their appointed School Board member of the Committee's work.
(d) Reach out to their appointed School Board member as needed with concerns, questions, and updated.
(e) Utilize the Chair/Co-Chair for requests to FCPS staff.
(f) Refrain from personal attacks on Committee members or FCPS staff.
(g) Conduct all Committee business at public meetings.
(h) Refrain from representing the Committee unless specifically authorized by the Committee.
(i) Recuse themselves if there is a conflict of interest in any votes of the Committee.
(j) Serve on any standing or ad hoc committees as established by the Committee.

Article II: The Committee will elect a Committee Chair and Vice-Chair or Co-Chairs to serve a one (1) year term from August 1-July 31. The senior manager or senior manager's designee of Career and Technical Education shall serve as secretary. The officers together shall constitute the executive council of the Committee. The chairperson and vice-chairperson shall be elected annually by a majority vote of the Committee members.

Iin March, a slate of officers will be presented in April for a final vote no later than May. Members unable to attend the meeting to vote on the nominees may submit their vote by proxy to the secretary prior to the meeting. To be eligible for the position of chairperson, the person must be a current active member of the committee and have served on the existing committee for at least one year.

Article III The Chair/Co-Chair duties shall include:

(a) Manage the meeting and agenda
(b) Work with the senior manager of Career and Technical Education to ensure speakers and presentations are related to supporting the Committee's work and available
(c) Identify information needed to fulfill the annual charge of the Committee
(d) Ensure the annual report is drafted for Committee approval
(e) Present the Committee's annual report to the School Board
(f) Presiding at all Committee meetings

Article IV The vice-chairperson shall perform the duties of the chairperson during the latter's absence.

Article VI The duties of the senior manager or senior manager's designee of Career and Technical Education include:

(a) to onboard all Committee members
(b) assisting the chairperson in the preparation and updating of meeting agendas, meeting notices and minutes, and website information
(c) Send meeting minutes and attendance to School Board Clerk after Committee approval.
(d) to make logistical and technical arrangements for all meetings.
(e) to notify members of the time and place for meetings.
(f) to prepare progress reports for the Committee.
(g) to obtain information or data which the Committee requests for the purpose of evaluating the status of Career and Technical Education programs and offering advice.
(h) act as a non-voting member of the Committee

SECTION D: MEETINGS

Article I: Meetings shall be conducted in accordance with parliamentary procedures in *Roberts Rules of Order*. Committee meetings are run by the Chair/Co-Chairs and supported by staff. Committee actions shall normally be approved by majority vote of all members attending a meeting if a quorum exists, except as herein provided otherwise. A quorum exists when at least 50% of all voting members are present. The secretary shall record and include in the minutes the number of those voting for and against each item and those abstaining. Any member in attendance may have his or her name and vote or decision to abstain recorded in the minutes should the member so request.

Article II: The Committee shall meet monthly with an annual recess during the School Board recess. Special meetings may be called by the chairperson or the senior manager of Career and Technical Education when necessary, with a minimum of one week's notice to all members. A meeting shall not last more than two hours unless members agree by consensus to extend the time limit.

Article III: An agenda of items to be discussed or voted on shall be provided to all members at least two (2) days prior to a meeting. The agenda will make progress on the Committee's annual charge, ensure alignment with the strategic plan, address work of the standing or ad hoc committees, and discuss current ongoing issues related to the Committee. Information regarding substantive matters to be voted on will be provided in sufficient detail to permit adequate consideration by each member prior to the meeting. Members may submit proposed agenda items to the secretary, and such proposals will be included in the agenda if approved by the executive council.

Article IV: Meetings are open to the public. Members of the public wishing to address the Committee should reach out to the Committee Chair via email at least 6 business days prior to the meeting. All public comments may only address Career and Technical Education at FCPS. In addition to community participation, the Committee shall decide whether additional non-members are allowed to speak during meetings as guests and/or experts. Any time limits imposed on any speakers must be announced prior to the meeting.

Article V: Per the School Board's "Resolution for School Board Advisory Committee Virtual Meeting and Remote Participation," members are able to engage in Committee meeting on a limited remote basis.

SECTION E: ANNUAL REPORT

Article I: The Committee shall submit to the School Board the work and recommendations of the Committee each year. The report shall be complied by the Chair/Co-Chair and requires formal approval of the Committee before submission. The report shall follow the guidelines presented in School Board's "Community Advisory Committee Operating Manual" Section VIII.

SECTION E: CHANGES IN THE BYLAWS

Article I: These bylaws may be amended at any general or special meeting of the Committee by a two-thirds vote of members present and voting if a quorum exists. Amendments must be provided at a previous general meeting or a written notification 30 days or more in advance.

Article II: Upon approval of the Committee, the amended bylaws shall be forwarded to the School Board for a Board vote at a regular meeting.

Article III: Bylaws shall be reviewed and reapproved by the Board at a minimum of every five (5) years.