

Idaho Career Ready Students Program Council

By-Laws and Operating Procedures

ARTICLE 1: NAME

The formal name of this council shall be the Idaho Career Ready Students Program Council.

ARTICLE 2: PURPOSE

The purpose, function, and mission of the Idaho Career Ready Students Program Council, which is established in the State Department of Education, is to establish a process for accepting Idaho Career Ready Students program proposals from local education agencies on an individual or regional basis. The Council shall determine the eligible expenses for the program, establish a process for prioritizing and awarding program grants, and determine the outcome measures for the program.

ARTICLE 3: MEMBERSHIP AND SELECTION

Section 3.1: Membership

The Idaho Career Ready Students Program Council is established in [Idaho Code § 33-2214](#) and consists of eleven (11) members:

- The State Superintendent of Public Instruction or their designee,
- The Administrator for the Division of Career Technical Education,
- Two (2) persons teaching secondary-level career technical education courses, as appointed by the Career Technical Educators of Idaho (CTEI),
- One (1) person teaching a postsecondary career technical education course, as appointed by the Career Technical Educators of Idaho (CTEI),
- Three (3) persons representing various industries, as appointed by the Governor,
- One (1) person representing the Idaho Workforce Development Council, as appointed by such council,
- One (1) member of the House of Representatives, as appointed by the Speaker of the House of Representatives,

- One (1) member of the Senate, as appointed by the President Pro Tempore of the Senate.

Section 3.2: Appointment Terms

Members shall be appointed for a term of three (3) years. If a vacancy occurs, a new Council member shall be appointed in accordance with the provisions of the original appointment for the unexpired portion of the vacated term.

Council members may be replaced by the applicable appointing authority, in consultation with the Council Chair, because of resignation, poor attendance, lack of participation in the Council's work, or malfeasance in office.

Section 3.3: Resignation

A Council member may resign at any time by providing written notice to the Chair through the State Department of Education.

A resignation shall take effect on the date of the receipt of notice.

Section 3.4: Duties of the Chair

The Superintendent of Public Instruction serves as the Council Chair and presides at all meetings, with full power to discuss and vote on all matters before the Council.

The Chair shall report annually to the Governor, the Legislature, and the State Board for Career Technical Education on the administration and outcomes of the program.

- January – Joint Finance Appropriations Committee Budget Presentation.
- February – State Board for Career Technical Education regularly scheduled meeting.
- March – Final report delivered to the Governor's office, after presentation to the State Board for Career Technical Education.

Section 3.5: Duties of the Council

The Council shall:

1. Establish a process for accepting proposals from local education agencies on an individual or regional basis.
2. Determine eligible expenses for the program, including but not limited to:
 - a. Capital expenditures needed to upgrade and expand existing Career Technical Education programs.

- b. Capital costs associated with building programming and construction.
 - c. Initial investments to develop Career Technical Education programs specific to local region and job market needs.
3. Establish a process for prioritizing program grants and awarding grants to local education agencies. Preference in grant awards shall be given to local education agencies with proposals that are responsive to community and statewide workforce needs, create partnerships with local industry and other stakeholders, are sustainable, and have challenges accessing resources to sustain high quality career technical programming for secondary students in grades 7-12, especially in rural communities.
4. Determine the outcome measures for the program.

Section 3.6 – Compensation

Council members serve without compensation; however, the State Department of Education will reimburse Council members for reasonable and necessary expenses for attending meetings and performing duties (e.g., travel). Reimbursement shall be in accordance with state travel policy and procedures as established by the State Board of Examiners.

Section 3.7 – Attendance

Attendance is required by all Council members at all regularly scheduled meetings, either in-person or via electronic methods. If a member is unable to attend a meeting, they must notify the Council Chair.

ARTICLE 4: MEETINGS

Section 4.1: Regular Meetings

Regular meetings of the Council shall be held quarterly, at a time and place designated by the Chair.

Section 4.2: Special Meetings

Special meetings may be called by the Chair, or a simple majority of the members.

Section 4.3: Notice of Meetings

Idaho Career Ready Students Program Council meetings are open to the public and will be noticed through Townhall Idaho. Council staff, as designated by the State Department of Education, will be responsible for properly noticing meetings per the Idaho Open Meeting law.

Section 4.4: Public Comment

Persons or organizations wanting to address the Council may be placed on the agenda by submitting a request to the Chair through the State Department of Education.

Section 4.5: Quorum

A quorum for a meeting of the Council shall consist of at least five (5) members of the Council plus the Chair.

Section 4.6: Meeting Principles

The Superintendent of Public Instruction serves as the Council Chair, presides over the Council meetings, and has the following duties and responsibilities:

1. Call the meeting to order once a quorum is present.
2. Proceed through the order of business.
3. Process motions that come before the body.
4. Enforce the rules of the Council.
5. Respond to Parliamentary Inquiries or Requests for Information.
6. Declare the meeting adjourned in accordance with an adopted program or a vote of the assembly.

To achieve effective and productive meetings, Council members will act according to the following meeting principles:

1. The majority must be allowed to rule.
2. The minority have rights that must be respected.
3. Members have a right to information to help make decisions.
4. Courtesy and respect are required.
5. All members have equal rights, privileges, and obligations.
6. Members have a right to an efficient meeting.

Section 4.7: Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Only members of the convening body may vote. If there are equal numbers of votes in favor and against, the motion does not pass. A tied vote fails. Abstentions are not counted.

ARTICLE 5: PARLIAMENTARY AUTHORITY

Parliamentary procedure at meetings shall be determined by the Chair by reference to Robert's Rules of Order Newly Revised.

Section 5.1: Meeting Procedure

1. The Chair may speak in debate and make or vote on motions.
2. Informal discussion without a motion is allowed.
3. Motions require a second.
4. No delegate speaks without first being recognized by the Chair.
5. Members may raise a hand instead of standing when seeking to obtain the floor.
6. Members may remain seated while speaking or making motions.
7. No delegate speaks a second time if anyone who has not yet spoken wishes to speak a first time.
8. Maker of motion may speak first.

Section 5.2: Bringing Forward a Motion

1. **A Member Makes the Motion**

Once the Chair recognizes the member by stating the member's name, the member makes the motion by stating, "I move that....".

2. **Another Member Seconds the motion**

Once made, motions require a second from another member to go forward.

3. **The Chair States the Question**

Once a motion is made and seconded, the Chair repeats what was moved as the motion. Members vote on the motion that is stated by the Chair.

Section 5.3: Considering the Motion

1. **Members Debate the Motion**

Once the motion has been stated by the Chair, members can debate the motion. The maker of a motion speaks before anyone else. Anyone who has not previously spoken gets to speak before anyone who has already spoken.

2. **The Chair Puts the Question to a Vote**

Once the debate ends, the Chair restates the motion to be voted.

3. **The Chair Announces the Vote**

The Chair will ask all those in favor say “aye”. After calling in favor, the Chair must call for the negative vote by asking all those opposed say “no”. The Chair announces the results of the final vote.

ARTICLE 6 – PROGRAM GRANTS & AWARDS

Section 6.1: Acceptance Process

The Council shall establish the process for accepting Idaho Career Ready Students Program proposals from local education agencies on an individual or regional basis.

1. Grant proposals shall be submitted to the Idaho Career Ready Students Program, which is administered through the State Department of Education.
2. State Department of Education staff will review proposals and submit proposals which meet the program requirements to the Council for consideration or return the proposal to the submitting entity to verify missing or incorrect information.
3. Grant proposals are presented during an Idaho Career Ready Students Program Council meeting.
 - a. Grant proposals with a majority vote for approval will be awarded.
 - b. Grant proposals without a majority vote for approval will not be awarded.
 - c. Applicants shall be allowed to address the Council while their application is being reviewed and discussed and be available to answer any questions the Council may have.

Section 6.2: Award Process

The Idaho Career Ready Students Program Fund shall be administered by the State Department of Education. Upon notification from the Council of a grant award, Council staff shall submit a letter of acceptance to the Superintendent for the local education agency receiving Idaho Career Ready Students Program funds.

Grant funds will be distributed upon receipt of the fully executed letter of acceptance. Grants may be awarded on either an annual or multi-year basis.

Section 6.3: Progress Updates and Final Report

The Council Chair shall report annually to the Governor, the Legislature, and the State Board for Career Technical Education on the administration and outcomes of the program, per Section 3.4 of the Idaho Career Ready Students Program Council By-Laws and Operating Procedures.

Council staff shall provide an update at each regularly scheduled meeting on the grant awards and progress made to date.

A final report for each grant will be provided to the Council upon completion of the project.

ARTICLE 7 – AMENDMENTS

Section 7.1: Amendments to the Guiding Principles

Amendments to the guiding principles shall be submitted to Council members in the form of a written proposal, prior to a regular meeting for their review.

The guiding principles may be amended at any time, after the proper notification, by a majority vote of the members present at a regular meeting.