

**MONTGOMERY COUNTY
CAREER CLUSTER ADVISORY BOARDS**

BY-LAWS

Approved
March, 2007

ARTICLE 1 – Functions and Responsibilities

- 1-1. This Montgomery County Collaboration Board for Career and Technology Education (MCCB), established by the Montgomery County Board of Education and the Board of Trustees of Montgomery College (MC), Maryland, in March of 2007 has adopted the subsequent Articles in order to facilitate, in an orderly, expeditious, and effective manner, the discharge of assigned functions and responsibilities of the Career Cluster Advisory Boards (CABs).

There are 11 career clusters (see Appendix A, page 8 for listing of MCPS and MC career pathway programs in each cluster), and each has its own CAB headed by a president who sits as a member of the MCCB:

- a. Arts, Humanities, Media, and Communications
- b. Biosciences, Health Science, and Medicine
- c. Business Management and Finance
- d. Construction and Development
- e. Education, Training, and Child Studies
- f. Engineering, Scientific Research, and Manufacturing Technologies
- g. Environmental, Agricultural, and Natural Resources
- h. Human and Consumer Services, Hospitality, and Tourism
- i. Information Technologies
- j. Law, Government, Public Safety, and Administration
- k. Transportation, Distribution, and Logistics

The mission of the CABs is to serve as advocates for necessary change to maintain educational programs and services that are current and career enhancing. These programs need to be designed in order to facilitate and enhance postsecondary education preparedness and graduate employability in the surrounding community. CAB members serve to *advise, counsel, and assist in the planning, development, and evaluation* of MC and the Montgomery County Public School's (MCPS) efforts to prepare students to pursue postsecondary education or training opportunities and/or to enter the workforce as productive members of society. The CABs serve as forums for employers to engage in

dialogue on the ways and means of providing current education and training programs that are consistent with industry needs and practices. CABs bring together individuals who represent a diversity of interests, including specific career knowledge and skills, and who, by working together, can influence and improve the scope and delivery of education programs so that those programs have equal relevance for employers and graduates. While each board is advisory in nature and is not charged with administrative, policy-making, or legislative responsibility, the board members' recommendations are meant to insure that programs at MCPS and MC are rigorous and relevant.

Specifically, each CAB is charged with the following responsibilities:

- 1-1.1 Develop annual goals for expanding or enhancing programs. Identify the tasks required and the non-monetary resources necessary to meet those goals by the end of the year.
- 1-1.2 As required, identify resource priorities.
- 1-1.3 Assist MCPS and MC in identifying private resources and revenues to supplement the Perkins grant, other public sources of revenue, and career and technology education funds.
- 1-1.4 Provide timely advice and counsel within their particular career cluster on the courses and programs needed to satisfy the academic, technical, and employment needs of the community including the identification of necessary non-monetary resources.
- 1-1.5 Assist in establishing programs of study and broadening educational opportunities to meet the needs of all students in our ever-changing, innovative society within their particular career cluster. Through these efforts, encourage the importance of life-long learning through postsecondary educational pursuits or career-based training opportunities, as well as preparation for immediate employment possibilities.
- 1-1.6 Periodically review MCPS and MC programs within their particular cluster and recommend such changes as necessary to keep them rigorous and relevant.
- 1-1.7 Provide ongoing assistance, guidance, and expertise to career and technology education teachers, faculty, counselors, and administrators.
- 1-1.8 Assist in obtaining employment opportunities for graduates who have successfully completed programs within the career cluster.
- 1-1.9 Assist in publicizing the programs within the career cluster to businesses, MCPS staff, parents, students, and the private sector.

- 1-1.10 Develop familiarity with current educational efforts in Career and Technology Education, including curriculum, program standards, state and national standards, and industry certifications
 - 1-1.11 Develop new strategies for delivery of opportunities for workforce awareness, exploration, and experience for MCPS and MC students and teachers.
 - 1-1.12 Serve as liaisons to the industry-specific communities to enhance workplace learning opportunities for students and staff.
 - 1-1.13 Provide CAB meeting agendas and minutes to the Montgomery County Tech Prep Coordinator.
 - 1-1.14 Provide assistance and support as required for the budgeting and allocation of funds for Career and Technology Education programs.
- 1-2 Each CAB shall report annually, through the MCCB, to the Montgomery County Board of Education and the Board of Trustees of MC on the CAB's goals and activities.

ARTICLE 2 – Members

- 2-1 Each CAB shall consist of community, business, industry, baccalaureate level educators, and MCPS and MC student representatives. MCPS, MC, and Universities at Shady Grove program liaisons shall serve as ex-officio members. Membership will be reported annually via the MCCB to the Montgomery County Board of Education and the Board of Trustees of MC.
- 2-2 Each CAB membership shall consist of business or industry representatives and/or interested citizens from each of the relevant career pathways within the Career Cluster as described in the Maryland State Department of Education's career cluster booklet.
- 2-3 Members shall be appointed for terms of one year and may be re-appointed for additional terms. Any vacancy in the members appointed shall be filled by the CAB President in consultation with the MCPS and MC liaisons.
- 2-4 The role of a CAB member includes attending and participating in CAB meetings and may include:
 - 2-4.1 Assisting in planning programs and courses.
 - 2-4.2 Reviewing, recommending changes, and validating the curriculum.
 - 2-4.3 Participating in program evaluation.
 - 2-4.4 Identifying scholarship opportunities for students.
 - 2-4.5 Assisting in placing students and graduates in employment opportunities.
 - 2-4.6 Identifying curriculum needs, such as specialized equipment and supplies.

- 2-4.7 Assisting in identifying internship opportunities.
- 2-4.8 Serving as liaison to employers and appropriate industry/professional organizations.
- 2-4.9 Promoting a positive awareness of the programs within the community.
- 2-4.10 Suggesting speakers for classes and meetings.

2-5 Members of the CAB shall serve without compensation.

ARTICLE 3 – Officers

3-1 The officers of the CAB shall be the president, vice president, and the immediate past president. The president and vice president shall be elected annually from the membership of the CAB for a one-year term. A president and vice president may be re-elected.

Nominations for president and vice president shall be made from the membership, and elections can occur at a regular meeting or be conducted electronically.

3-2 A candidate receiving a majority vote of the members present at a regularly scheduled meeting shall be declared elected and shall take office on July 1 and serve for one year.

3-3 At any meeting where the president or vice president is not present, the immediate past president shall preside over such meeting.

3-4 There shall be an Executive Committee which shall consist of: the president, vice president, immediate past president, and MCPS and MC program liaisons. This committee is responsible for setting agendas for CAB meetings.

3-5 A vacancy in the presidency shall be filled within one month by the MCCB Executive Committee. A vacancy in the vice president's office shall be filled by regular election procedures.

ARTICLE 4 – Duties of Officers

4-1 The president shall preside over all CAB meetings, decide all points of order, serve as a member of the Executive Committee, and generally perform all duties incidental to the office of the president. The president shall be a voting member of the MCCB.

4-2 The vice president shall assume the duties of the president in the president's absence, serve as a member of the Executive Committee, and carry out other duties as assigned by the president.

- 4-3 The immediate past president shall serve as president in the absence of the elected president and vice president, serve as a member of the Executive Committee, and carry out other duties as assigned by the president.
- 4-4 At the direction of the president, the MC and MCPS program liaisons shall keep a written record of all business transacted by the CAB, notify all members of all meetings, send a copy of the agenda for all meetings to all members, maintain a file of all official record and reports of the CAB, maintain a set of minutes of all CAB meetings and activities as needed, provide agendas and minutes to Montgomery County Tech Prep Coordinator, serve as members of the Executive Committee, and carry out other duties as assigned by the president.

ARTICLE 5 – Sub-Committees

- 5-1 The president for the purpose and terms approved by the CAB may appoint sub-committees.
- 5-2 All members of a sub-committee need not be members of the CAB, but the sub-committee president shall be a regular member of the CAB unless the task does not require their membership.

ARTICLE 6 – Meetings

- 6-1 The CAB shall hold a minimum of two regular meetings during each school year. The exact day, time, and place for each meeting will be scheduled by the CAB president and the Executive Committee. Agendas will be developed by this committee and distributed to the membership at least seven days prior to the meeting.
- 6-2 The president may call special meetings of the CAB. Each member shall be notified of special meetings at least two weeks in advance of such meeting. The notice shall state the purpose, date, time, and place of meeting.
- 6-3 All meetings of the CAB shall be open to the public. Faculty and staff from MC and MCPS will be encouraged to attend.

ARTICLE 7 – Order of Business

- 7-1 The order of business for a regular meeting shall be:
- 7-1.1 Call to order by the president

- 7-1.2 Welcome/Introductions
- 7-1.3 Reports from Executive Committee as appropriate
- 7-1.4 Unfinished business
- 7-1.5 New business
- 7-1.6 Other business and non-agenda items
- 7-1.7 Adjournment
- 7-2 New business shall be limited to the items appearing on the agenda. Non-agenda items shall require approval of at least two-thirds (2/3) of all members present in order to be added to the agenda.
- 7-3 The president shall restate motions before a vote is taken. The names of members making and seconding motions shall be recorded.
- 7-4 Except as otherwise prescribed by these by-laws, Robert’s Rules of Order shall govern the procedure in CAB meetings.

ARTICLE 8 – Amendments

- 8-1 Any proposed change to the by-laws should be made in writing to the MCCB 14 days prior to one of their meetings. Revised and existing forms must be included in the notice.
- 8-2 These by-laws may be changed by a recorded approval of a two-thirds (2/3) vote of the entire membership of the MCCB. Proxies will not be accepted.

APPENDIX A

Cluster	Montgomery County Public Schools	Montgomery College
<i>Arts, Humanities, Media, and Communications</i>	Broadcast Media	Advertising Art
	Printing Graphics and Electronic	Communication and

	Media	Broadcasting Technology
		Computer Publishing and Printing Management
	Multimedia and Interactive Technologies	Computer Gaming and Simulation
<i>Biosciences, Health Science, and Medicine</i>	Biotechnology	Biological Resources Engineering
	Health Professions and Biosciences	Biotechnology
	Medical Careers	Diagnostic Medical Sonography
	Academy of Health Professions	Nursing
		Physical Therapist Assistant
		Radiologic (X-Ray) Technology
<i>Business Management and Finance</i>	Accounting	Accounting
	Business Management	Computer Applications
	Marketing	
	National Academy of Finance	
<i>Construction and Development</i>	Principles of Architecture and CAD Technology	Architectural and Construction Technology
	Carpentry	Building Trades Technology
	Electricity	
	Heating, Ventilation and Air Conditioning/Refrigeration	
	Masonry	
	Plumbing	
<i>Education, Training, and Child Studies</i>	Early Childhood Development	Early Childhood Education Technology
	Teacher Academy of Maryland	Teacher Education Transfer Program
<i>Engineering, Scientific Research, and Manufacturing Technologies</i>	Advanced Engineering (Project Lead the Way)	Aerospace Engineering
	Pre-Engineering	Chemical Engineering
		Civil Engineering
		Electrical Engineering
		Mechanical Engineering
		Nuclear Engineering

<i>Environmental, Agricultural, and Natural Resources</i>	Environmental Horticulture Landscape Design Green Industry Management	Landscape Technology
<i>Human and Consumer Services, Hospitality, and Tourism</i>	Academy of Hospitality and Tourism	Hospitality Management
	Cosmetology	Interior Design
	Hospitality Management	
	Nail Technology	
	Professional Restaurant Management	
<i>Information Technology</i>	Cisco Academy	Computer Applications
	Computer Programming	Computer Gaming and Simulation
	National Academy of Information Technology	Computer Science and Technologies
	Network Operations	Network and Wireless Technologies
	Oracle Academy	Technical Writing
		Web Careers
<i>Law and Government</i>	Fire and Rescue Services/Emergency Medical Technician	Criminal Justice
	Junior Reserve Officers Training Corp (JROTC)	Fire Protection Engineering
	Justice, Law, and Society	Fire Science Fire Service Management
		Paralegal Studies
<i>Transportation, Distribution, and Logistics</i>	Automotive Technology	Automotive Technology