HISTORICAL BACKGROUND AND PURPOSE OF THE CTE CONSORTIUM

Vocational Education in Utah was established decades ago and during the intervening years has seen its name changed to Applied Technology Education, and more recently, to Career and Technical Education. Understandably, during these years the numbers of issues have increased dramatically. In order to keep pace with the many changes, during the early years it was the common practice for the entire group of Vocational Directors to address and discuss changing issues as they met together in their periodic meetings. This method of solving common and emerging problems, dealing with ongoing Vocational issues, and then arriving at a final consensus was hampered by the number of participants and time constraints in the Vocational Directors meetings. As time went on, a better way to manage the numerous and complex issues was needed.

The first attempt at more effectively managing these issues was made by the State Vocational Director in the formation of a Vocational Executive Committee. A smaller group of Vocational Directors were selected to meet periodically to consider many of the new and ongoing issues facing the Vocational efforts in the State. This arrangement worked fairly well for a time, but it became apparent that the somewhat random selection of committee members limited the representation of some regions of the State.

Late in 2001, the suggestion was made that a more representative group of CTE Directors was needed to consider the growing number of issues facing the CTE efforts in the State. From that suggestion, the concept was discussed and refined, and on 15 March 2002 an official CTE Consortium was organized and adopted. It received final approval on 10 May 2002 when voted on by the entire group of CTE Directors at their meeting.

The CTE Consortium is now comprised of a CTE Director representative from each of the eight CTE Regions of the State. The eight CTE Directors are designated as voting members, one of which is appointed as Chair. When appointed, the Career and Technical Education Director of Charter Schools shall serve as a voting member of the CTE Consortium. The State CTE Director is an official member of the CTE Consortium and is designated as the non-voting perpetual Vice-Chair. State CTE Staff personnel and others who may be invited to participate, provide input as needed but are non-voting attendees.

The CTE Consortium generally meets on a monthly basis to consider issues affecting the CTE efforts in the separate districts, the regions and as they relate to the State of Utah as a whole. This smaller group is able to discuss in finer detail the issues and their ramifications before they are presented to the entire group of CTE Directors for their approval or disapproval.

The CTE Consortium, although officially organized by the CTE Directors of the State, carries no legal authority in and of itself. The decisions made are not binding on any district or region but only serve as a basis for recommending and presenting the issues to the CTE Directors as a whole. The Bylaws outline the necessary protocol for conducting the affairs of the CTE Consortium.
BYLAWS
Utah Career and Technical Education Consortium

I. Membership

A. Eight school district Career and Technical Education directors elected from each of the following Career and Technical Education regions:
   i. Bear River (Box Elder, Cache, Logan and Rich)
   ii. Central (Juab, Millard, North Sanpete, Piute, South Sanpete, Sevier, Tintic, and Wayne)
   iii. Mountainland (Alpine, Nebo, North Summit, Park City, Provo, South Summit and Wasatch)
   iv. Southeast (Carbon, Emery, Grand, and San Juan)
   v. Southwest (Beaver, Garfield, Iron, Kane, and Washington)
   vi. Uintah Basin (Daggett, Duchesne, and Uintah)
   vii. Wasatch Front South (Canyons, Granite, Jordan, Murray, Salt Lake and Tooele)
   viii. Wasatch Front North (Davis, Morgan, Ogden, Weber)

B. The Career and Technical Education Director of Charter Schools, when appointed or elected, shall serve as a voting member of the CTE Consortium.

C. The Utah Association for Career and Technical Education (UACTE) Administrative Division President, or designee, shall serve as a non-voting member of the CTE Consortium.

D. The State Director of Career and Technical Education shall serve as a non-voting member of the CTE Consortium.

E. Members of the State CTE Staff and other invited guests are valuable resources who are welcomed and encouraged to attend the CTE Consortium meetings. They are non-voting participants.

II. Role of the Consortium

A. The CTE Consortium shall consider issues pertinent to the progress of secondary Career and Technical Education as delivered by the local school districts. These issues may include but are not limited to:
   i. Accountability Measures
   ii. CTE Curriculum Development and Management
   iii. Legislative Relations
   iv. Federal and State Grants
   v. Skill Certificate Processes
   vi. Career and Technical Student Organization Activities (CTSO’s)
   vii. Teacher Licensure
III. Election and Duties of Officers

A. The CTE Consortium shall annually select from its members a Chair.
   i. The Chair shall be elected from the voting members of the CTE Consortium.
   ii. The Chair shall be elected for a one-year term and may be re-elected to serve consecutive terms as determined by a majority of votes received at the time the vote is conducted.
   iii. The Chair shall preside at the CTE Consortium meetings. In the absence of the Chair, the Vice-Chair shall preside.
   iv. The Chair shall be entitled to a vote in actions by the CTE Consortium by virtue of his/her being a representative of a Region of the State.
   v. The Chair and/or Vice-Chair are designated as the person(s) to present any item coming from the CTE Consortium to the CTE Directors at their regularly scheduled meetings.
   vi. Any such item presented to the CTE Directors by the Chair and/or Vice-Chair, shall be turned over to the President of the CTE Directors organization for voting on by all secondary CTE Directors.

B. Election of the chair shall take place in the August meeting of the CTE Consortium and the term of the chair shall commence at the August meeting and will continue through August of the following year or until a new chair is selected.

C. The State Director of Career and Technical Education shall serve as the perpetual Vice-Chair of the CTE Consortium.
   vi. The State CTE Director shall be responsible for the following in connection with the operation of the CTE Consortium: (The State CTE Director may enlist help from members of the State CTE Staff in the fulfillment of these responsibilities.)
      a. Notification of and designating the location of CTE Consortium meetings.
      b. Preparation of CTE Consortium meeting agendas and minutes.
      c. Serve as a resource in providing input to the CTE Consortium.
      d. Assign State CTE Staff to provide input to the CTE Consortium on items concerning their individual specialty areas.

IV. Subcommittees

A. The CTE Consortium shall oversee at least two subcommittees.
   i. The Utah CTE Skill Certificate Subcommittee
   ii. The Utah Career and Technical Student Organizations Subcommittee
B. Other subcommittees may be established as deemed necessary by the CTE Consortium.

C. Upon a majority vote of the CTE Consortium membership, one or both subcommittees may consist of the same membership as the CTE Consortium or separate membership may be organized from additional representatives of the 41 school districts or charter schools.
   a. The State Director of Career and Technical Education shall appoint, from the State CTE Staff, a Co-Chair of any subcommittee established by the CTE Consortium.
   b. The subcommittee membership shall nominate, vote, or appoint from the subcommittee body (other than State CTE Staff) a Co-Chair of any subcommittee established by the CTE Consortium.

V. Voting

A. CTE Consortium voting shall consist of one vote per region and one vote from the charter schools representative.

B. Another director may temporarily represent a region or the CTE Director of Charter Schools as a substitute and serve as a voting member.

C. Issues considered by the CTE Consortium, and passing by a simple majority vote of voting members present, will be presented to the total district CTE Directors’ group for consideration and final disposition.

D. A simple majority of the voting members of the CTE Consortium present in the CTE Consortium meeting shall constitute a quorum for voting purposes. In the event a quorum is not present at a CTE Consortium meeting, items requiring a vote will be tabled until the next CTE Consortium meeting.

E. If an item is determined to require immediate action or constitutes an emergency situation, polling of the absent members via telephone, email, or other electronic communications, can be conducted to obtain a quorum for determining the final CTE Consortium vote.

F. The CTE Consortium, although officially organized by the CTE Directors of the State, carries no legal authority in and of itself. The decisions made are not binding on any district or region but only serve as a basis for recommending and presenting the issues to the CTE Directors as a whole.

VI. Fiscal Management

A. The CTE Consortium may recommend pooling resources of the members identified in I.A of these Bylaws for specific purposes including, but not
limited to:
1. The Utah CTSO’s National Competition Fund
2. The Utah Skill Certificate Program Fund

B. The CTE Consortium shall annually designate fiscal agents as necessary for management and distribution of funds. Separate fiscal agents may be designated for each of the program funds identified.

C. Fiscal agents shall be appointed or re-appointed annually based on a majority vote of the CTE Consortium membership.
1. An official letter of appointment/reappointment shall be issued through the signature of the Chair and Vice-Chair.
2. A written Memo Of Understanding (MOU), delineating the responsibilities of the fiscal agent, will be established and entered into by the CTE Consortium and the appointed fiscal agent. The elements contained in the MOU must be in harmony with the policies of the fiscal agent and will be valid when signed by a representative of the fiscal agent and the CTE Consortium Chair and Vice-Chair.

D. Distribution of resources for any purpose shall be in accordance with policies and procedures of Utah State Procurement, the Utah State Board of Education and the appointed fiscal agent.

E. An annual balance sheet of all program funds, under the jurisdiction of the CTE Consortium, shall be approved by a vote of the majority of the CTE Consortium members. A copy of the final approved balance sheet shall be made available to all district Career and Technical Education directors.

F. The annual CTE Skill Certification budget shall initially be developed by the State CTE Staff and the Chair of the CTE Skill Certification Committee and then presented to the members of the CTE Skill Certification Sub-committee for consideration. The budget shall then be presented to the CTE Consortium for consideration. Upon a majority vote of the CTE Consortium members, the budget shall be presented to the total CTE Directors group for final approval.

G. The annual CTSO budget shall initially be developed by the State CTE Staff and the Chair of the CTSO Committee and then presented to the members of the CTSO Sub-committee for consideration. The budget shall then be presented to the CTE Consortium for consideration. Upon a majority vote of the CTE Consortium members, the budget shall be presented to the total CTE Directors group for final approval.

VII. Amendments to the Bylaws

A. Amendments to the CTE Consortium Bylaws shall be made only upon the
approval by a two-thirds majority vote of the CTE Directors. Amendments become operative immediately following the approval vote unless otherwise stated in the amendment being approved.

Adopted March 15, 2002 - St. George, Utah
Scheduled for Amendment May 10, 2002 - Price, Utah
Approved May 10, 2002
Revisions Will Be Submitted for Approval on March 22, 2012 – St George, Utah
Approved March 22, 2012