

Region III Operating Policies



Educate. Advocate. Lead.

NAME

- A. The name of this organization shall be Region III of the Association for Career & Technical Education. (ACTE).

GENERAL PURPOSES

To strengthen state associations

To implement the ACTE Strategic Plan

To maintain high professional standards and promote open communication within Region III

- A. To promote the interests of the region within the framework of ACTE.
- B. To provide a better understanding of the regional concept of ACTE.
- C. To encourage cooperation among career & technical education agencies, organizations, and institutions within Region III.
- D. To encourage active member participation in activities of the Association.
- E. To encourage all persons directly or indirectly involved in career & technical education to become Association members.
- F. To provide a liaison between the Region and the State Association members.
- G. To provide state associations a direct vehicle for input to the ACTE Board.
- H. To promote/provide professional development activities for members within the Region.

MEMBERSHIP

- A. Membership within Region III shall include persons who are members of ACTE and the affiliated state association which include Illinois, Indiana, Iowa, Minnesota, Missouri and Wisconsin.

GOVERNANCE

Within the organizational structure of Region III, there will be a Vice President, Vice President-Elect every three years, Policy Committee, and Standing Committees.

- A. Vice President
 - a. Duties: The Regional Vice President shall represent the Region on the Board of Directors of ACTE, in accordance with the ACTE Bylaws and will serve as chair of the Region's Policy Committee. The Vice President will be responsible for implementing the purposes of the ACTE and the Region. The Vice President will orient new Policy Committee members as to their duties and responsibilities and transmit action of previous meetings.

- b. **Term of Office:** The Vice President shall serve a three year term. In the event of a vacancy, the Region III Policy Committee shall make a recommendation for the appointment to the ACTE Board of Directors. The ACTE Board of Directors is empowered to fill said office until the procedures in the ACTE bylaws can be followed to elect a Vice President for the unexpired term.
- c. **Reporting of Regional Activities:** It shall be the responsibility of the Vice President to submit reports/minutes of the Policy Committee meetings and other activities within the Region on a continuing basis to the Board of Directors of ACTE.
- d. **Qualifications**
 - i. Must have demonstrated interest in ACTE through three years of sustained membership.
 - ii. Must have demonstrated active leadership in a state association.
 - iii. Must have time available to devote to the performance of the duties of the Vice President.
 - iv. Must have an in-depth understanding of career & technical education and be committed to the total ACTE program.
 - v. Must have an understanding of the role of state and territorial associations in relationship to ACTE.
 - vi. Must document local administrative support.

B. Vice President-Elect

- a. **Duties:** The Regional Vice President-Elect will serve on the Policy Committee but not on the ACTE Board of Directors. The Vice President-elect will shadow the Vice President and will be invited to attend ACTE Board of Director meetings. The Vice President-Elect will monitor the operating policies and make recommendations to the Vice-President and Policy Committee. The Vice President-Elect will assist the Vice President in the budget process.
- b. **Term of Office:** The Vice President –Elect will serve for a period of one year just prior to assuming the duties of Vice President. The term of office shall begin July 1 of the year selected. In the event of a vacancy of the Vice-President, the Region III Policy Committee shall make a recommendation for the appointment to the ACTE Board of Directors. The ACTE Board of Directors is empowered to fill said office until the procedures in the ACTE bylaws can be followed to elect a Vice President for the unexpired term.
- c. **Reporting Regional Activities:** The Vice President-Elect will assist the Vice President in submission of the Region Activity Report to the ACTE Board of Directors of ACTE.
- d. **Qualifications**
 - i. Must have demonstrated interest in ACTE through three years of sustained membership.
 - ii. Must have demonstrated active leadership in a state association.
 - iii. Must have time available to devote to the performance of the duties of the Vice President-Elect.
 - iv. Must have an in-depth understanding of career & technical education and be committed to the total ACTE program.
 - v. Must have an understanding of the role of state and territorial associations in relationship to ACTE.

- vi. Must have local administrative support.

C. Process of Nomination

When Region III is eligible to select a Vice President-Elect, the current Vice President shall seek nominations from the State Associations in the Region and from individual members of the Region. The Vice President shall ask the state association presidents, through their publications, to notify members that nominations are being received. The Vice President, with the approval of the Policy Committee, shall appoint a Search and Nominating Committee. The Search and Nominating Committee shall consist of a minimum of 6 members, three of whom are on the Region III Policy Committee. Each state is encouraged to provide one member for the Search and Nominating Committee. The Chair of the Search and Nominating Committee will be appointed by the Nominating Committee. In no case shall a person who is a candidate for office be a member of the Search and Nominating Committee. The Search and Nominating Committee shall report the names of the candidates to the Region III Vice President in accordance with ACTE election procedures. The Search and Nominating Committee should recommend no less than two nominees for the position of Vice President-Elect. Additional nominations may be made from the floor during the Region III Business Meeting, providing such nominees have been interviewed and deemed compliant with the applicable qualifications of the Region III Operating Policies by the Regional Nominating Committee and are approved by the majority.

POLICY COMMITTEE

- a. Purposes: The purpose of the Policy Committee is to establish the general policies for the Region and to carry out the general purposes of ACTE and Region III.
- b. Meetings: The Policy Committee will hold an annual meeting at the time of the ACTE annual meeting and scheduled meeting(s) to be called by the Vice President or by a majority of the Policy Committee members.
- c. Membership: (1) The Region III Policy Committee will consist of six members selected by individual state associations and the Region III Vice President, who will serve as chair of the Policy Committee. (2) Ex-officio members will consist of the immediate past Region III Vice President, Region III State Presidents, and Executive Directors from the individual state associations. All members are welcome to attend the Region III Policy Committee meetings.
- d. Term of Office: (1) The term of office for the members of the Policy Committee shall be three years: terms of office will be on a rotational basis so that two new members are selected each year. (2) A vice-chair and a secretary shall be selected annually by the group at the first meeting of the fiscal year. (3) The vice-chair shall preside at meetings in the absence of the Region III Vice President. (4) The term of office shall begin July 1 of the year selected. (5) The secretary shall keep accurate minutes of Policy Committee meetings and forward them to the Region III Vice President.

A. Policy Committee Member Job Description

- a. To enhance communications between ACTE and the state associations
- b. To attend/participate in scheduled Region III Policy Committee Meetings as follows:

- i. Policy Committee Meeting in conjunction with ACTE Annual Meeting
 - ii. Policy Committee Meeting in conjunction with the ACTE National Policy Seminar in Washington D. C.
 - iii. Policy Committee Meeting in conjunction with the ACTE Region III Professional Development Conference
 - iv. Other meetings called by the Region III Vice President or a majority of the Policy Committee members
- c. To attend the ACTE Region III Annual Business Meeting.
- d. To assist in the development of the ACTE Region III Strategic Plan
- e. To develop policies for Region III.
- f. To carry out the general purposes of ACTE and Region III.
- g. The term of office will be three years. Terms of office will be on a rotational basis so that two new members are selected each year. The term will start on July 1.
- h. A vice chair and a secretary shall be selected annually by the group at the first meeting of the fiscal year.
 - i. The Policy Committee secretary shall keep accurate minutes of all Policy Committee meetings and forward them to the Region Vice President in a timely manner after the meeting. The Region Vice President will distribute to the Policy Committee members.
- i. The policy committee member from each state is responsible to make sure that each state has ACTE committee nominations at the meeting held in conjunction with the ACTE annual meeting.
- j. The policy committee member is responsible in making two nominations from their state each year for the Award of Merit.
- k. The policy committee member is to promote ACTE Region III Awards within their state. They are to communicate awards information with the committee member's state.
- l. The policy committee will evaluate regional award materials in a timely manner.
- m. The policy committee member will represent their respective state on the ACTE Regional III Policy Committee.
- n. It is recommended that the policy committee member serve on their State Association Board and serve on their Executive Committee.
- o. It is recommended that the Policy Committee member be financed by their State Association Board in order that they can attend all meetings. This would include expenses not covered by the Region III budget.
- p. The policy committee member will put news items and/or articles regarding ACTE Region III in their newsletters.
- q. The policy committee member will report at the ACTE Region III Policy Committee Meetings on state activities and concerns. A procedure for this will be created for policy members to follow to develop handouts for other policy committee members.
- r. The policy committee member will assist in the development of the ACTE Region III budget.
- s. The policy committee member will be involved in legislative activities on the National and State levels. Involvement is defined as sharing information in the policy member's state as provided by ACTE and the Region III Vice President.
- t. It shall be the responsibility of each Policy Committee member to regularly communicate with State Association members through official state publications and by other means.

COMMITTEES

- A. Search and Nominating Committee: The Vice President shall appoint a committee consisting of a minimum of six members with three of the members being policy committee members to receive and recommend candidates from Region III for Region III Vice President-Elect.
- B. Region III Awards Committee: The committee will be composed of the six voting policy members. The Region ACTE Award Committee appointee will serve as chair for a 2-year term.
- C. Other Region III Committees: The Vice President may appoint other committees as deemed appropriate and approved by the Region III Policy Committee.
- D. ACTE Standing Committees: When the Region is eligible to recommend a person for a standing committee, the Vice President will utilize the rotation schedule in seeking recommendations from the State Associations and Policy Committee to fill these positions. All appointments to the standing committees must be approved by the ACTE Board of Directors. The Region III rotation schedule is attached. The ACTE Standing Committees are: Audit Review, Awards, Bylaws, Nominating.
- E. ACTE Task Forces: Task Forces consist of a group of volunteers that work on a critical issue or project for the Association until the task is completed. They are selected based upon experience and expertise. They are approved by the Region Vice President.

MEETINGS

- A. During the ACTE Conference, the Region shall hold an official business meeting to:
 - a. Approve Minutes of the previous meeting
 - b. Receive the Nominating Committee report
 - c. Receive a report from the Region III Vice President
 - d. Consider such action as requested by the ACTE Board of Directors
 - e. Review the ACTE and region strategic plans
 - f. Review proposed ACTE resolutions
 - g. Review proposed ACTE amendments to the ACTE Bylaws
 - h. Distribute Region III Awards
 - i. Introduce State Leaders
 - j. Present ACTE President report
 - k. Present ACTE Standing Committee reports
 - l. Present the Professional Development conference report
 - m. Conduct other regional business
- B. Members of the Region present at the business meeting shall constitute a quorum.
- C. The Region III Policy Committee will meet during the ACTE annual meeting, Region III Professional Development Conference, ACTE Policy Seminar (if scheduled), and as deemed necessary by the Vice President.
- D. Robert's Rules of Order, Newly Revised will be used to conduct the order of business for Region III.

BUDGET

- A. An annual budget request to finance proposed regional activities shall be submitted in writing to the ACTE Executive Directors by the Vice President as requested by ACTE. This budget shall be approved by the Policy Committee prior to submission.
- B. A financial report on the fiscal status of Region III shall be presented to the Policy Committee at the regularly scheduled Policy Committee meetings.
- C. The reimbursement policy of Region III will be consistent with the reimbursement policies of ACTE.

AMENDMENTS

- A. Proposed amendments to the Operating Policies shall be submitted to the Vice President at least 45 days prior to the annual conference.
- B. The Vice President shall inform the members of the Policy Committee and the state presidents of the proposed amendments at least 30 days prior to the business meeting of the Region at the ACTE conference.
- C. The proposed revisions receiving a majority vote of those attending and voting at the business meeting of the Region during the ACTE conference shall become part of the Official Operating Policies of the Region.
- D. Changes to the Region III Operating Policies shall be submitted to the ACTE Board of Directors.

GENERAL OPERATING POLICY

- A. If any statements of policies included in this document are in conflict with the Article of Incorporation, bylaws, or Operating Policies of the Association for Career & Technical Education, such items are null and void.

DISTRIBUTION OF POLICY

- A. Copies of the Region III Operating Policies shall be available for distribution to members of the Region when requested.

Adopted 8 December, 1975

Amended 5 December 1977, 7 December 1981, 9 December 1985, 7 December 1987, 3 December 1990, and 7 December 1996.

Amended 4 January 1999 to include all language (ACTE) adopted at Assembly Delegates 12/99 New Orleans.

Amended 16 November 2011 St Louis

Amended 28 November 2012 Atlanta

Amended 20 of November 2014 Nashville

Amended 5 of December 2017 Nashville

Amended 18 of November 2020 Zoom