

YAVAPAI COUNTY TECH PREP CONSORTIUM BYLAWS

Article I. – Name

Section 1: The governing body of the Yavapai County Tech Prep Consortium will be called the YAVAPAI COUNTY TECH PREP BOARD OF DIRECTORS.

Article II – Purpose

Section 1: The purpose of the Board of Directors is to:

1. Approve the annual Request for Proposal application.
2. Implement and carry out the goals and objectives of Tech Prep grants awarded to the consortia.
3. Review policy in regard to the Yavapai County Tech Prep Consortium.
4. Review the proposals and the acquisition of Project money.
5. Annually evaluate and ratify the positions of the Consortia Director and Administrative Assistant.

Article III – Board of Directors Membership

Section 1: Board of Directors membership shall not exceed more than two members from any one site.

- One representative from each of the participating Yavapai County High Schools selected by their home schools.
- One representative from both the Prescott and Verde Campuses of Yavapai College, selected by their home campus.
- Business representatives of the articulated programs, not to exceed 50 percent of the seated Board, appointed by the Management Team.
- Partnership representatives aligned to the Request for Proposal goals and objectives, not to exceed three (3), appointed by the Management Team.
- Community representatives, appointed annually by the Management Team.
- One high school counselor representative, appointed annually by the Management Team.

- A representative of the Fiscal Agent, appointed by the Fiscal Agent.

Section 2: Board of Directors Quorum – Each director will have one vote. A simple majority of attending directors will be needed to pass any motion. The quorum for conducting business is 40 percent of the Board membership.

Section 3: Voting by Proxy – If a voting member cannot be present, that member may vote by proxy. According to Robert’s Rules of Order, Newly Revised, a proxy is a power of attorney given by one person to another to vote in his/her stead. A voting member may designate a delegate to vote for him or her through a signed, proxy form presented to the Board President before the beginning of the meeting. The voting member may specify for the delegate to only vote on one issue or may allow the delegate to vote on all motions brought to the floor at the meeting.

Section 4: Attendance – A director, who misses three consecutive Board of Directors meetings, in the absence of extenuating circumstances, may be replaced at the recommendation of the Management Team.

Article IV – Management Team Membership

Section 1: The Management Team shall consist of up to seven voting and two non-voting members including:

- Past President
- President
- Vice President
- Secondary Representative
- Post-secondary Representative
- Business/Community Representative
- Counselor Representative (appointed)
- Director (non-voting member)
- Administrative Assistant (non-voting member)

Section 2: Four members of the voting Management Team will constitute a quorum.

Section 3: Voting by Proxy – If a voting member cannot be present, that member may vote by proxy. According to Robert’s Rules of Order, Newly Revised, a proxy is a power of attorney given by one person to another to vote in his/her stead. A voting member may designate a delegate to vote for him or her through a signed, proxy form presented to the Board President before the beginning of the meeting. The voting member may specify for the delegate to only vote on one issue or may allow the delegate to vote on all motions brought to the floor at the meeting.

Section 4: Attendance – A Management Team member who misses three consecutive Management Team meetings, in the absence of extenuating circumstances, will be replaced by appointment of the Management Team.

Section 5: Election of the Yavapai County Tech Prep Management Team shall take place annually at the first full Board of Directors meeting after the Board Retreat by a majority vote. Officers will be nominated from participating member schools and business and community representatives.

Section 6: Nominations of officers will be taken at the Board Retreat by the nominating committee as determined by the Board of Directors.

Section 7: Term of Office – Newly elected officers will take their stated office at the adjournment of the first Board of Director’s meeting after the Board Retreat, and will hold that office for one year.

Section 8: Elected Management Team Positions – Elected positions include:

- President
- Vice President
- Secondary Representative
- Post-secondary Representative
- Business/Community Representative

Section 9: The duties of officers are:

- President – The president shall conduct all meetings and serve as exofficio member of all committees.
- Vice President – In the absence of the President, the Vice President will conduct the meeting. The Vice President will record the proceedings of meetings, in the absence of the administrative assistant.

Section 10: If a vacancy should occur in an officer position, it will be filled by appointment of the Management Team.

- The Vice President shall succeed the chair.

Article V – Meetings

Section 1: The Board of Directors will meet a minimum of five times per project year, including the annual Board Retreat. The Management Team will meet with the Board of Directors at regular Board meetings plus an additional five times per project year. Additional meetings may be called by the Management Team during the project year. Regularly scheduled meetings cancelled due to unforeseen circumstances may be rescheduled.

Article VI – Committees

- Section 1:** Committee membership will be appointed by the President and/or Management Team.
- Section 2:** Committees will be formed as deemed necessary.
- Section 3:** Committee Responsibilities: Committees can meet at their own discretion with notification to the Board of Directors of meeting times and place. Committees are to present summaries of their proceedings to the Management Team.

Article VII – Consortia Director

- Section 1:** The Consortia Director shall be selected by the Management Team and ratified by the Yavapai County Tech Prep Board of Directors in order to facilitate and coordinate the Tech Prep Consortium and its activities. The Consortia Director works for the Management Team and reports directly to them.
- Section 2:** The Board of Directors will evaluate the Consortia Director annually at the Board Retreat. The Management Team will review the evaluation at the first Management Team meeting after the retreat. A majority vote of the Board of Directors will ratify the Consortia Director's continuation at their first meeting after the Board Retreat.

Article VIII – Administrative Assistant

- Section 1:** The administrative assistant shall be selected by the Management Team and ratified by the Yavapai County Tech Prep Board of Directors. The administrative assistant works for and reports to both the Management Team and the Consortia Director.
- Section 2:** The Board of Directors will evaluate the administrative assistant annually at the Board Retreat. The Management Team will review the evaluation at the first Management Team meeting after the retreat. A majority vote of the Board of Directors will ratify the administrative assistant's continuation at their first meeting after the Board Retreat.

Article IX – Fiscal Agent

- Section 1:** The Fiscal Agent will be one of Yavapai County's local education agencies.
- Section 2:** A majority vote of the Board of Directors will ratify the fiscal agent continuation at the first full Board meeting following the Board Retreat upon recommendation of the Management Team. A three-fourths vote of the Board of Directors shall be necessary to remove the fiscal agent.

Article X – Personnel Issues

- Section 1:** All personnel matters will be discussed in Executive Session of the Management Team.
- Section 2:** In accordance to open meeting laws, all actions taken shall occur in open session.

Article XI – Amendments

- Section 1:** Amendments of bylaws – These bylaws may be amended or repealed and/or new ones adopted by a two-thirds vote of the Board of Directors. Bylaw revisions will be read at three consecutive Yavapai County Tech Prep meetings. If no further objections or modifications arise, the new or changed bylaws will become effective.