

GUIDANCE FOR DEVELOPING PARTNERSHIP BYLAWS

Component 1. Title

Bylaws of Regional Career and Technical Education Planning Partnership
Region 9 Career and Technical Education Planning Partnership
Established on March 9, 2017

Component 2. Name

The Regional Career and Technical Education Planning Partnership established for Region 9 shall be named Region 9 Career and Technical Education Planning Partnership. For purposes of this document, the Region 9 Career and Technical Education Planning Partnership shall be referred to as “Partnership.” It shall be an organization established under Iowa Code Chapter 28E and in compliance with the laws of the State of Iowa and to be approved by the Iowa Department of Education, herein designated as “Department.”

Component 3. Purpose

NOTE: Iowa Code ch. 258, as revised by House File 2392, establishes the minimum criteria outlined below. Partnerships may consider adding purpose statements in addition to those established below.

The Partnership is established to assist school districts in providing an effective, efficient, and economical means of delivering high-quality secondary career and technical education programs. As required under Iowa Code chapter 258 and 281 – Iowa Administrative Code chapter 46, the partnership shall:

- A. Provide for the active participation of all the local school districts (Districts) and community colleges in the delivery of career and technical education in the region.
- B. Provide for the participation of employers, the area education agencies, and representatives of sector partnerships and community stakeholders.
- C. Promote career and college readiness through thoughtful career guidance and purposeful academic and technical planning practices.
- D. Promote high-quality, integrated career and technical education programming, including career academy programs, comprised of secondary exploratory and transitory coursework to prepare students for higher-level, specialized academic and technical training aligned with labor market needs.
- E. Afford students the opportunity to access a spectrum of high-quality work-based learning experiences through collaboration with a work-based learning intermediary network.
- F. Provide for increased and equitable access to high-quality career and technical education programs through planning and development of partnerships, regional centers, or other methods of CTE delivery.

Component 4. Non-Discrimination Statement

NOTE: this is a required component of each Partnership’s bylaws. It is highly recommended that each partnership utilize the sample nondiscrimination statement provided below.

It is the policy of the Partnership not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy by the Partnership, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov

Component 5. Duties and Limitation on Powers

NOTE: Iowa Code ch. 258, as revised by House File 2392, establishes the minimum criteria outlined below. Partnerships may consider adding duties in addition to those established below.

The Partnership shall develop and maintain policies and procedures to execute all duties assigned to and established by the Partnership per 281 – Iowa Administrative Code chapter 46, as outlined below. The Partnership may exercise any and all of the powers of the organization as it sees fit, subject only to restrictions imposed by state regulations and these bylaws.

- A. Develop a multi-year plan which shall be updated annually.
- B. Collect and review all relevant plans required under Carl D. Perkins Career and Technical Education Improvement Act of 2006, career and academic plans, and labor market, socio-economic, and demographic information.
- C. Ensure compliance with standards adopted by the State Board of Education for the Partnership.
- D. Appropriately expend career and technical education funds assigned to the Partnership.
- E. Collect, review, and make available to districts appropriate labor market, socio-economic, and other state, regional, or national information necessary for completing the secondary program approval and review process.
- F. Review and recommend to the Department secondary career and technical education programs for approval.
- G. Provide for the coordination and facilitation of advisory councils for career and technical education programs. As necessary, establish regional advisory councils to serve in the same capacity as local advisory councils.
- H. Plan for regional centers, and/or other methods of delivery, with the purpose of achieving equitable access to high-quality career and technical education programming and concurrent enrollment opportunities for all students.

Component 6a. Member Organizations

NOTE: There are two statutory requirements pertaining to the membership of each Partnership:

1. All districts which fall within a Partnership's region must be represented on the Partnership;

- Each Partnership must ensure that the minimum membership outlined in 281 – Iowa Administrative Code chapter 46 is satisfied. The tables below outline this required, minimum membership. Keep in mind that rule specifies the minimum required membership, and each Partnership may elect to designate additional members.

The entities listed below shall constitute the membership of the Partnership. All districts, community colleges, and the area education agency within the boundaries of the Partnership shall be represented. All entities capable of appointing its own representative or representatives to the committee shall do so according to procedures established by the Partnership. For entities not able to appoint their own representation, the Partnership shall nominate and appoint representatives (e.g. employers). An entity may be removed if no longer a viable entity within the region. Entities must be represented by an individual or individuals authorized by the entity to exercise authority on behalf of the entity. The partnership must ensure that the following individuals are represented on the partnership:

- A superintendent, or designee (from each district); 18 districts (21 - 3 without a high school)
Non-voting ex-officio members: Diocese of Davenport, Andrew CSD, Delwood CSD, Bennett CSD
- Community college president, or designee; 1
- Area education agency chief administrator, or designee; 1
- Secondary and postsecondary career and technical education instructors; 2
(1 secondary and 1 postsecondary faculty - covering the 3 regional areas)
- Regional work-based learning representatives; 1
- Regional economic and workforce development representatives; 2
- Business and industry representatives, including representative of regional sector partnership. 1

The partnership shall maintain a formal membership list which includes the name of the member entity and the name and title of the individual representing the entity. The membership list shall be updated on an annual basis.

See Addendum for detailed membership list.

Member, School Districts: Per 281 – IAC 46 “each district which falls within the boundaries of the partnership shall be represented on the partnership.” Accordingly, the partnership shall consist of the following member school districts.	
Bellevue CSD	Superintendent or Designee
Bettendorf CSD	Superintendent or Designee
Calamus-Wheatland CSD	Superintendent or Designee
Camanche CSD	Superintendent or Designee
Central DeWitt CSD	Superintendent or Designee
Clinton CSD	Superintendent or Designee
Columbus CSD	Superintendent or Designee
Davenport CSD	Superintendent or Designee
Durant CSD	Superintendent or Designee
Easton Valley CSD	Superintendent or Designee
Louisa-Muscatine CSD	Superintendent or Designee
Maquoketa CSD	Superintendent or Designee
Muscatine CSD	Superintendent or Designee
North Scott CSD	Superintendent or Designee
Northeast CSD	Superintendent or Designee
Pleasant Valley CSD	Superintendent or Designee
West Liberty CSD	Superintendent or Designee
Wilton CSD	Superintendent or Designee

Member, Community College	
Eastern Iowa Community College	Chancellor
Member, Community College CTE Faculty Representative	
Muscatine/Eastern Iowa Community College	Department Coordinator, Information Technology
Member, Area Education Agency	
Mississippi Bend Area Education Agency	Chief Administrator or Designee
Member, Intermediary Network	
Eastern Iowa Community Colleges	Dean, Career and Technical Education and Concurrent Enrollment
Member, Regional Economic and Workforce Entities	
IowaWORKS of Eastern Iowa	Director of Workforce Innovation
Member, Employers – must include a representative of a regional sector partnership	
Genesis Health Systems	Director of Recruitment and Development
Ex-officio (non-voting)	
Diocese of Davenport	Superintendent or Designee
Andrew CSD	Superintendent or Designee
Delwood CSD	Superintendent or Designee
Bennett CSD	Superintendent or Designee
OPTIONAL: Additional Members <i>[Partnerships may elect to add members in addition to those required by statute. Additional members may include school counselors, students, etc.]</i>	
[List ex-officio member or members]	

Component 6b. Rights of Members

NOTE: Several duties on the Partnership require the approval of the entire Partnership. Such duties include adopting and revising the multi-year plan, which will detail how the Partnership will execute duties related to expending funds and planning for regional centers, and recommending secondary career and technical education programs for approval. A Partnership’s bylaws must designate these functions as functions which require the full Partnership’s vote.

Each member entity shall be eligible to appoint one voting representative to cast a vote on behalf of the member entity in Partnership elections and decisions. A member entity may vote by proxy/absentee voting following proxy voting methods approved by the Partnership. For purposes of transacting

business, approval will be sought through a 1 district 1 vote with a threshold of 50% of member entities. Voting matters include but are not limited to: elections, secondary career and technical education program approval, adoption of and approval of revisions to the multi-year plan, and subcommittee recommendations [Insert additional voting matters based on additional duties established by the Partnership, if any]. Superintendents representing two K-12 districts will get two votes.

Component 6c. Quorum

A quorum shall be established if the simple majority of the representatives of member entities are in attendance. A quorum must be present to conduct business.

Component 7. Officers

The Officers of the Partnership shall be chair, vice-chair, and secretary. Officer duties are as follows:

3 Regional Vice-Chairs:

Metro (North Scott Supt.) Representing Bettendorf, Davenport, North Scott, Pleasant Valley

Southern (Durant Supt.) Representing Columbus, Durant, Louisa-Muscatine, Muscatine, West Liberty, Wilton

Northern (Clinton Supt.) Representing Bennett, Andrew/Easton Valley, Bellevue, Calamus-Wheatland, Camanche, Central DeWitt, Clinton, Delwood, Maquoketa, Northeast

Clinton Community College: Clinton and Jackson Counties

Muscatine Community College: Muscatine and Louisa Counties

Scott Community College: Scott County

1. Chair: Superintendent

The chair shall convene regularly scheduled meetings, and shall ensure required Partnership business is conducted and communicated for all member organizations.

2. Vice-chair(s): Superintendent(s)

The vice-chair shall perform such duties as the chair or committee may determine. The vice chair shall convene the Partnership meeting in the absence of the chair.

3. Secretary: Chief Administrator will Assign a Mississippi Bend AEA Staff Member

The secretary shall coordinate and communicate the agenda and notice of meetings, as well as to maintain the minutes and records, including membership attendance, of the Partnership. All communications shall be shared publicly and in a timely manner.

Component 8. Elections

The Partnership shall conduct elections for officers prior to term ending. All Partnership members may have their name placed in nomination and shall be elected by a simple majority of the members present at such meeting, provided a quorum is present.

Component 9. Terms of office

Officers shall be elected to two-year terms and are eligible for election for up to two consecutive terms. Vice-chairs may be considered as chair-elect at the end of the chair's term unless the membership holds a new election at the end of term. Vacancies in the officer positions may be filled at any meeting by an

interim election and approval by a simple majority vote of the members in attendance provided a quorum is present.

Component 10. Fiscal Agent

NOTE: Each Partnership must designate a fiscal agent. The fiscal agent will be responsible for monitoring and managing funds designated to the Partnership. Keep in mind that state career and technical education dollars will be dispersed to the Partnership on a reimbursement basis. Therefore, the entity designated as the fiscal agent must be capable of fronting a certain amount of resources on the Partnerships behalf, for which the fiscal agent will later submit a claim and be reimbursed by the Iowa Department of Education.

The Partnership will utilize Mississippi Bend Area Education Agency as fiscal agent with a 1% administrative fee. The fiscal agent organization member services shall include providing purchasing, accounting, and other systems to support the budgets established by the Partnership and provide direction in matters of fiscal responsibility. They shall share budget reports and financial information with the Partnership regularly. Duties shall include requests for reimbursement of funds for Partnership activities when funds are made available from the state.

Component 11. Subcommittees

NOTE: A Partnership may elect to structure itself in a number of ways to ensure optimum effectiveness. The Partnership may designate standing and ad hoc subcommittees on an as needed basis.

Executive Committee will be implemented and other sub committees as determined by the board.

The Partnership will utilize the following subcommittees to fulfill duties and responsibilities assigned to the Partnership. Subcommittee chairs shall convene and lead such subcommittees, and the subcommittee members may appoint the chair. If there is no consensus, such subcommittee chairs are appointed by the chair of the Partnership. All subcommittee recommendations and actions must receive the approval of the full Partnership.

Executive	Sets agenda and steers the work of the full Partnership.
Program Approval and Review	Reviews district programs according to process established by IDOE.
Budget and Finance	Provides guidance on the budgeting/use of funds within the Partnership.
Professional Development	Analyzes the need for CTE professional development within the Region.
Strategic Planning	Reviews regional needs, sharing opportunities, and provides multi-year planning guidance.
Sub-Regional Committees	Coordinate activities within a sub-region, to report to the Partnership.

Component 12. Meetings

NOTE: Per 281 – IAC chapter 46, each partnership must meet at least twice per year.

The Partnership shall hold a minimum of two regular meetings during the fiscal year or at a frequency greater than twice per year as determined by the members. Locations for meetings may rotate among member organizations. Subcommittee meetings may be held at a frequency determined by the subcommittee which is necessary to perform the functions of and complete the duties assigned to the subcommittee.

Component 13. Notice of Meetings

Written notice stating the place, date and hour of any regular meeting of the Partnership shall be delivered personally, electronically, or by mail to each member. All regular and special meetings of the Partnership shall be preceded by notice thereof to the public of the date, time and place per state of Iowa open meeting rules. All persons shall be permitted to attend any regular or special meetings of the Partnership.

Component 14. Electronic Meetings

Member entities of the Partnership or any committee designated by the Chair may participate in a meeting of such Partnership or committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can communicate with each other. Participation in a meeting pursuant to this section shall constitute presence at such meeting.

Component 15. Action without Meeting

Any action required or permitted to be taken by the Partnership may be taken without a meeting, if all of the member entities of the Partnership individually or collectively consent in writing to such action. The secretary shall document evidence of such actions.

Component 16. Fiscal Year

The designated fiscal year of this Partnership shall be July 1st to June 30th.

Component 17. Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall serve as the Parliamentary Authority for the organization.

Component 18. Amendments

The Partnership shall review the Bylaws annually and may adopt, amend or repeal such Bylaws as long as such changes are in accordance with established rules in 281-IAC Chapter 46. In order to adopt, amend, or repeal such Bylaws, notice of the proposed change(s) shall be delivered personally, electronically or by mail to each member entity of Partnership at least two weeks prior to the time of the vote on the proposed amendment. The Bylaws shall be amended by a simple majority vote of the membership, provided a quorum is present.

Component 19. Coordinator

NOTE: Per 281 – IAC chapter 46 a Partnership may utilize funds to convene, lead, and staff the Partnership. If the Partnership elects to expend funds on staff, thought should be given to the role and duties of this staff. These roles and duties should be incorporated into the Partnerships bylaws.

A Partnership Coordinator may be hired utilizing Partnership funds in order to direct day-to-day required activities of the Partnership upon approval of the Partnership. This person shall [Insert responsibilities of staff funded by the Partnership].

Component 20. Adoption and Approval

These bylaws were approved at a meeting of the Partnership by unanimous vote on March 9, 2017.

Chair, Joe Stutting
Region 9 Career and Technical Education Planning Partnership

Secretary, Cheryl Oake
Region 9 Career and Technical Education Planning Partnership

ADDENDUM

Region 9 Career and Technical Education Planning Partnership Bylaws

Component 6a. Member Organizations

Member, School Districts: Per 281 – IAC 46 “each district which falls within the boundaries of the partnership shall be represented on the partnership.” Accordingly, the partnership shall consist of the following member school districts.	
Andrew CSD	Chris Fee
Bellevue CSD	Tom Meyer
Bennett CSD	David Larson
Bettendorf CSD	Mike Raso
Calamus-Wheatland CSD	Lonnie Luepker
Camanche CSD	Tom Parker
Central DeWitt CSD	Dan Peterson
Clinton CSD	Gary Delacy
Columbus CSD	Gary Benda
Davenport CSD	Art Tate
Delwood CSD	Todd Hawley
Durant CSD	Duane Bennett
Easton Valley CSD	Chris Fee
Louisa-Muscatine CSD	Mike Van Sickle
Maquoketa CSD	Mark Vervaecke, HS Principal
Muscatine CSD	Jerry Riibe
North Scott CSD	Joe Stutting
Northeast CSD	Neil Gray
Pleasant Valley CSD	Jim Spelhaug
West Liberty CSD	Steve Hanson
Wilton CSD	Joe Burnett
Eastern Iowa Community College	Don Doucette, Chancellor
Eastern Iowa Community College	Angela Henning, Department Coordinator, IT
Mississippi Bend Area Education Agency	William J. Decker, Chief Administrator
Eastern Iowa Community Colleges	Daniel Marvin, Dean, Career and Technical Education
IowaWORKS of Eastern Iowa	Paula Arends, Director of Workforce Innovation
Genesis Health Systems	Jennifer Schmidt, Director of Recruitment and Dev.
Regional Economic and Workforce Development Representative	TBD
North Scott CTE Teacher	Alyse Mancuso
Ex-officio (non-voting)	
Diocese of Davenport	Lee Morrison
Andrew CSD	Chris Fee
Delwood CSD	Todd Hawley
Bennett CSD	David Larson

OPTIONAL: Additional Members *[Partnerships may elect to add members in addition to those required by statute. Additional members may include school counselors, students, etc.]*

