

## **Policy Code: 2670 CHCCS Business Advisory Council Policy**

Input from community and key stakeholder involvement will improve career and technical education (CTE) instruction, activities, and services. As such the Board establishes a Business Advisory Council (BAC) to assist in meeting these goals.

In accordance with the requirements of state law, the Business Advisory Council (BAC) will serve the CHCCS school community by:

Identifying economic and workforce development trends related to the training and educational needs of the community; and, advocating for strong, local career and technical education programs including career pathway development that provides work-based learning opportunities for students and prepares students for post-secondary educational certifications and credentialing for high-demand careers.

### **1. COMPOSITION OF THE COUNCIL**

The CHCCS Business Advisory Council (BAC) will have between nine and 15 members. The BAC shall include the following *ex officio* members:

- A CHCCS Board of Education (BOE) member (non-voting member)
- CHCCS superintendent or designee (permanent member)
- A student enrolled in CTE courses (non-voting member)
- Career and technical education program director (non-voting permanent member/serves as secretary)
- President of the local community college or designee
- A CHCCS principal

Membership shall include a parent representative and at least four representatives from the following areas:

- Business and industry owners
- Manufacturing/factories
- Human Resources from local business/industry
- Community based organizations
- Public service employers
- Economic and workforce development
- Local apprenticeship coalition
- Labor group members

### **2. APPOINTMENT OF BUSINESS AND INDUSTRY REPRESENTATIVES**

**Qualifications for Membership:**

- A. All BAC members must be eighteen (18) years of age or older unless applying for the student position.
- B. Priority will be given for membership to residents or business owners in the CHCCS district or Orange County.
- C. All BAC members shall have good reputations for integrity and an interest in community service, and conduct themselves in a manner consistent with serving as a representative of CHCCS.
- D. Each nominee must be prepared and committed to participate in BAC work in a manner that enhances relationships between CHCCS and the business community.

## **Appointment**

School system employees, board members, and BAC members are encouraged to recommend individuals who they believe would be positive additions to the council. The superintendent or designee shall make an effort to recruit a diverse field of qualified candidates.

Candidates should demonstrate concern for the best interests of the students and the local economy, and a willingness to devote the time and effort required for BAC membership. Candidates should have a particular knowledge or expertise, or a unique perspective relevant to economic and workforce development trends related to the training and educational needs of the community. Candidates also should be advocates for strong, local career and technical education programs. Preference will be given to candidates who reside within the CHCCS district. Membership on the council must reasonably reflect the education, business, and community makeup of the CHCCS district.

- A. All members of the BAC serve at the pleasure of the CHCCS Board of Education.
- B. Appointments to the BAC will be initiated with a public application process whereby individuals may submit a statement of interest to the superintendent or designee.
- C. The superintendent or designee will make recommendations to the CHCCS BOE for appointment or nomination.

## **Initial Appointment of Business and Industry Representatives**

The BOE will make the initial appointments for terms beginning January 1, 2018. In order to establish staggered terms, the original members of the BAC shall be appointed as follows:

- One quarter for a one-year term
- One quarter for a two-year term.
- One quarter for a three-year term.
- One quarter for a four-year term.
- Thereafter, each newly appointed voting member shall serve for a four-year term.
- Student positions are two-year terms.

## **Term Limit**

BAC membership is limited to four consecutive years of service.

### **Subsequent Appointments to the BAC**

- A. The BAC will fill vacancies created by the expiration of a member's term, a member's resignation, or other reasons from nominations approved by the CHCCS BOE.
- B. Any individual interested in serving on the council may submit a statement of interest to the CTE program director. The Superintendent, other school system employees, and BAC members are encouraged to recruit and recommend qualified persons, including seeking candidates who reflect the diversity of the students and communities served.
- C. The superintendent or designee shall review statements of interest and recommend to the CHCCS BOE one or more qualified candidates for each vacancy on the BAC. The BOE will nominate one or more qualified candidates for each position. The BAC will fill vacancies from the list of candidates nominated by the BOE. Selection of BAC members shall be by majority vote.
- D. Terms on the BAC after the initial appointments by the CHCCS BOE will be for four years.
- E. A BAC member may be removed from the council for failing to fulfill council duties or for other unfitness to serve. Removal must be by vote of the CHCCS BOE. The BAC may recommend by a vote of two-thirds of members present in a properly called meeting that the BOE remove a member.
- F. The BAC, by a two-thirds vote, may recommend to the CHCCS BOE to add one or more seats to the council. Any newly-created seats will be filled according to the process for filling vacant seats described above. When increasing the BAC size, the CHCCS BOE may adjust the length of the initial term of a newly-created seat in order to keep as equal as practicable the number of members whose terms expire each year.

### **3. OPERATION OF THE COUNCIL**

- A. The BAC will operate in accordance with [G.S. 115C-170](#).
- B. The Superintendent or designee, with the CTE program director shall provide an overview and orientation to new BAC members and ensure they are provided a copy of Policy 2670.
- C. The BAC shall meet at least semi-annually.
- D. The superintendent shall provide the BAC with a meeting space and shall assign necessary administrative staff to assist the council.
- E. The BAC shall elect a Chair and Vice Chair from among the business and industry representatives who shall serve a single, two-year term.
- F. The Chair and Vice Chair in collaboration with the CTE program director who serves as secretary of the BAC, shall draft the agenda for each meeting of the BAC.
- G. The BAC shall report back to the CHCCS BOE at least annually on its recommendations for the school system's CTE instruction, activities, and services, and make available updated summary information after each BAC meeting.

H. Meetings of the BAC are subject to the requirements of the Open Meetings Law in [Article 33C of Chapter 143 of the General Statutes](#), and the BAC will appoint a member to manage meeting notices, minutes, and other requirements of the Open Meetings Law.

#### **4. LIMITS ON BAC ACTIVITY**

- A. The BAC shall not involve itself in activities that may reflect adversely on the Chapel Hill-Carrboro City Schools.
- B. The BAC shall not involve itself in personnel matters or individual student or school issues.
- C. The BAC shall not assume legal authority for direct action or decision-making within a school.

Legal References: [G.S. 115C-47](#)(30), [-55](#), [-172](#); [143 art. 33C](#)

Cross References: Compliance with the Open Meetings Law (policy 2320)

Adopted: January 18, 2018

Revised: 10/4/18

**Chapel Hill-Carrboro Schools**

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