

BY-LAWS

Central Texas Technology Center Advisory Board Regional Workforce Education Alliance

SECTION I. - PURPOSE

The City of New Braunfels City Council and the City of Seguin City Council have established the Central Texas Technology Center Advisory Board **Regional Workforce Education Alliance (“RWEA”)** to assist in the administration of the Central Texas Technology Center (“CTTC”) and its programs. The Board shall be charged with the responsibility of oversight for the Central Texas Technology Center and **as a strategic group for clear communication, aligned efforts, collaboration, and targeted support for workforce education efforts. The vision of the RWEA is to capitalize on opportunities that support industry and lead to an increased quality of life and positive generational change.**

SECTION II. - MEMBERSHIP

- A. Appointment - The ~~Committee~~ **Alliance** shall consist of ten (10) members. Five (5) members shall be appointed by the City Council of the City of New Braunfels and five (5) members shall be appointed by the City Council of the City of Seguin. **Members shall represent workforce industries within the region.**
- B. Ex Officio Members – **Regional** school districts ~~including Comal ISD, Navarro ISD, New Braunfels ISD, and Seguin ISD~~ **and post-secondary educational institutions** may appoint a **single** representative that shall serve as Ex Officio voting members and are not subject to the term limits outlined in Section II.B.C, below **and are not included in the number of appointed members.** Ex-officio members appointed from regional school districts shall be Career and Technical Education (CTE) representatives or an equivalent position. All Ex-Officio members appointed must follow board and commission appointment application procedures as prescribed by the City of New Braunfels and the City of Seguin. ~~The City of New Braunfels City Council shall have the responsibility to appoint representation from Comal ISD and New Braunfels ISD. The City of Seguin City Council shall have the responsibility to appoint representation from Navarro ISD and Seguin ISD.~~
- C. Term - All members, except for Ex Officio Members described in Section II.B, above, shall serve a **two (32)** year term. ~~No member may serve more than two (2) consecutive three year terms, but may be eligible to serve another two (2) consecutive three year terms after not serving on the board for at least a one (1) year period.~~ **Do we need to evaluate the limits here? Can members serve consecutively?**
- D. Attendance - Any member who shall be absent for more than three consecutive **regular** meetings during one calendar year **will be at risk of** ~~shall automatically~~ **losing** his or her membership. **Members who accrue three consecutive absences may make an appeal to the Chair to request additional considerations before removal from the Alliance. This appeal must be initiated via email or in person, before the next regularly scheduled meeting after the member’s third absence is accrued. The Chair has the discretion to decide the membership status.**

- E. Vacancies - Should a member resign, fail to serve, **or accrue enough absences to lose their membership**, notices will be given to the City Council who appointed such member and who shall appoint a new member to fill the unexpired term of the ~~retired~~ **vacating** member.

SECTION III - OFFICERS

- A. Election - The ~~Committee~~ **Alliance** shall, by a majority vote, elect from their membership a ~~Secretary~~, Chair and a Vice-Chair to serve for a term of two (2) years. The Chair and Vice-Chair will be representatives from alternating Cities (i.e., Chair from Seguin and Vice-Chair from New Braunfels) and after each term, the representative cities will swap (i.e., Chair from New Braunfels and Vice-Chair from Seguin). For the first two (2) years, the Chair will be appointed represent by the City of Seguin, and the Vice Chair will be appointed by the City of New Braunfels. After the first two (2) years and each two (2) years thereafter, appointments shall be reversed **Do we want to adjust officer terms?**

- B. Duties & Additional Roles –

Chair - shall conduct meetings, call special meetings, and be the spokesperson for all Committee actions.

Vice-Chair - shall perform all duties of the Chair in the absence of the Chair.

A Secretary will serve in a non-elected capacity and is assumed by an active member at the Chair's discretion. The Secretary shall assist the Chair and Vice-Chair with taking minutes during/after each meeting.

SECTION IV -RESPONSIBILITIES

The responsibilities of the ~~Board~~ **Alliance** shall include, but **are** not limited to:

- ~~1. Regularly review the performance offerings from~~ services providers, including the Alamo Community College District and Texas State Technical College, who operate at the Central Texas Technology Center.
- Annually review the curriculum and classes being offered **in the region** for alignment with the economic development strategic plans of both cities.
 - **Bring together and align strategic objectives and opportunities for secondary students, post-secondary students (workforce or academic), post-secondary education providers, industry partners, and the communities that we serve. **** This aligns with our strategic objectives****
 - **Create and maintain channels of cross functional communication to optimize idea flow and action implementation.**
 - **Regularly review the offerings and needs from regional school districts, post-secondary education providers, industry partners, and other service providers.**

Check for alignment with the regional economic development strategic plan.

- ~~2. Serve as a clearinghouse for regional workforce training needs, including:
 - ~~a. Coordination with the area school districts to provide available classes or training for area students.~~
 - ~~b. Aggregating training needs of local employers and employees.~~
 - ~~c. Identify training needs to attract new industries to the area.~~~~
- ~~3. Produce an annual regional workforce report to the New Braunfels City Council and the Seguin City Council.~~
- **Request, review, and evaluate annual regional workforce reports provided by the cities' representatives.**
- **Evaluate needs of the** ~~Present recommendations on future needs and expansion of the~~ Central Texas Technology Center.
 - ~~4. Promote the Central Texas Technology Center to area businesses, industries, and citizens.~~
 - ~~5. Any other responsibilities which may be assigned by both City Councils.~~
- **Provide updates and recommendations affecting workforce education in the region.**

SECTION V - MEETINGS

Regular meetings shall be held at least bi-monthly at the Central Texas Technology Center or at such other time or place as the Chair may designate. Notice of all meetings shall be given in writing at least 72 hours prior to the meeting date. The Chair is authorized to call a special meeting of the **Alliance Board**.

SECTION VI - QUORUM

A quorum shall consist of a majority of the members then duly appointed, and no action shall be taken in the absence of a quorum.

SECTION VII - VOTING

The affirmative vote of the majority of the members present is necessary for the **Alliance Committee** to take action.

SECTION VIII – AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the **Alliance Committee** by a majority vote of the members present (quorum required) provided notice of the proposed amendment was given to each member in writing at least 72 hours prior to the subject meeting. Amendments shall require approval by both City Councils.