

BY-LAWS

Central Texas Technology Center Advisory Board

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 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 with keeping both City Councils informed on the operations.

SECTION II. - MEMBERSHIP

- A. Appointment - The Committee 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.
- B. Ex Officio Members – Area school districts including Comal ISD, Navarro ISD, New Braunfels ISD, and Seguin ISD may appoint a representative that shall serve as Ex Officio voting members and are not subject to the term limits outlined in Section II.B, below. Members appointed from area school districts shall be Career and Technical Education (CTE) representatives, or an equivalent position. Members appointed from area school districts 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 three (3) 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.
- D. Attendance - Any member who shall be absent for more than three consecutive meetings during one calendar year shall automatically lose his or her membership.
- E. Vacancies - Should a member resign or fail to serve, 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 member.

SECTION III - OFFICERS

- A. Election - The Committee 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. For the first two (2) years, the Chair will be appointed 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.

B. Duties –

1. Chair - shall conduct meetings, call special meetings, and be the spokesperson for all Committee actions.
2. Vice-Chair - shall perform all duties of the Chair in the absence of the Chair.
3. Secretary - shall assist the Chair and Vice-Chair with taking minutes during/after each meeting

SECTION IV -RESPONSIBILITIES

The responsibilities of the Board shall include, but not limited to:

1. Regularly review the performance of services providers, including the Alamo Community College District and Texas State Technical College, who operate at the Central Texas Technology Center.
2. Annually review the curriculum and classes being offered for alignment with the economic development strategic plans of both cities.
3. 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.
4. Produce an annual regional workforce report to the New Braunfels City Council and the Seguin City Council.
5. Present recommendations on future needs and expansion of the Central Texas Technology Center.
6. Promote the Central Texas Technology Center to area businesses, industries, and citizens.
7. Any other responsibilities which may be assigned by both City Councils.

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 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 Committee to take action.

SECTION VIII – AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the 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.