

IDAHO CAREER INFORMATION SYSTEM ADVISORY COMMITTEE BY-LAWS

ARTICLE I NAME

The name of this body shall be the Idaho Career Information System Advisory Committee.

ARTICLE II GOALS AND OBJECTIVES

The goals and objectives of this Committee shall be to provide feedback on the products and services offered by Idaho's Career Information Systems from a user's prospective to help foster the development, use and integration of career information in a manner that is meaningful to individual students, clients and other users in the state of Idaho.

ARTICLE III MEMBERSHIP

Section A. Appointing Authority. The membership of the Career Information System Advisory Committee shall be appointed by the Idaho Department of Labor Policy Committee and the CIS Administrator.

Section B. Categories of Membership. The Committee membership shall be composed of no more than 22 members representing the various CIS user groups including but not limited to secondary and post secondary schools, public agencies, libraries, nonprofits, private industry and correctional institutions.

Additional representation of individuals with special interest or expertise may be nominated and selected for Committee membership.

Section C. Terms of Appointment. Members are appointed for one, two or three-year terms. A Committee member may be recommended for reappointment.

Section D. Removal. The Committee may recommend that a member missing three consecutive meetings without just cause be replaced.

Section E. Filling Vacancies. The Committee may recommend new Committee members to complete an unexpired term vacated by a member who has resigned or been removed.

Section F. Alternates. A member may designate a voting alternate to represent him/her at a Committee meeting upon notification to the Chair by the member.

Section G. Compensation. Members shall serve without honorarium, compensation, or expense reimbursement of any kind.

ARTICLE IV
OFFICERS AND THEIR DUTIES

Section A. The Chair of this body shall have served as Vice Chair for the previous two-year term. In the event that no Vice Chairperson is available to ascend as Chairperson, the Chair of this body shall be elected by the membership for a two-year term. The duties of the Chair shall be:

- (1) To call and preside at all meetings of the Committee.
- (2) To make committee assignments.
- (3) To appoint committee chairmen and members.

Section B. The Vice-Chair of this body shall be elected by the membership for a two-year term. The duty of the Vice-Chair shall be to serve as Chair in the Chair's absence.

Section C. The Secretary to the Committee shall be the Administrator of the Idaho Career Information System. The duties of the Secretary shall be:

- (1) To record, publish and distribute Committee minutes
- (2) To supply Committee members with information as needed to conduct Committee business.
- (3) To provide professional, technical and clerical staff.

ARTICLE V
COMMITTEE MEETINGS

Section A. Regular Meetings. Regular meetings of the Committee will be held at times and places determined by the Chair and the Secretary.

Section B. Special Meetings. Special meetings may be called by the Secretary as deemed necessary.

Section C. Agenda Items. The Chair, in accordance with the Secretary, shall prepare an agenda. Any member may place an item on the agenda by notifying the Chair. Unless five days prior notice has been given of the pending consideration of an agenda item, any member of the Idaho Career Information System Advisory Committee may cause that item to be held over to the next regular meeting.

Section D. Open Meetings. All regular and special meetings of the Committee shall be open to the public, except those authorized under Idaho Law which may be held in executive session.

ARTICLE VI
QUORUM

Section A. Members of the Committee may be represented at the Committee meetings by designated voting alternates upon notification to the Chair by the member.

Section B. A quorum of the Committee shall consist of a majority of the members.

Section C. A question shall be carried by a majority vote of quorum voting.

Section D. Each Committee member is entitled to one vote.

ARTICLE VII
RULES

The conduct of the meetings shall be in accordance with Robert's Rules of Order, insofar as they do not conflict with these Bylaws.

ARTICLE VIII
AMENDMENTS

These Bylaws may not be amended or repealed by the Advisory Committee without the express approval of the Secretary.