Manatee Technical Institute
Board of Governors
Bylaws

Article I Name and Purpose

Section A

The official name of this body shall be the Manatee Technical Institute Board of Governors.

Section B

The Board of Governors shall exist only during such times as it may be authorized by the School Board of Manatee County, Florida.

Section C

The purpose and duties of the Board of Governors shall be to:

1. Advise and recommend to the School Board of Manatee County concerning all relevant matters pertaining to the programs and operations of Manatee Technical Institute.

2. Identify technical and adult education needs of Manatee County.

3. Help identify and assess labor market requirements of Manatee County.

4. Review and advise on the establishment and maintenance of realistic and practical programs and/or courses.

5. Participate in developing community understanding and support for programs and courses offered by Manatee Technical Institute.

6. Develop an annual update and business plan that will include long-range goals.

7. Review special project requests.

8. Approve the establishment of standards for program facilities that have been recommended by advisory committees.

9. Provide information on new technical developments that require changes in any program/course.

10. Assist Manatee Technical Institute in reviewing legislation affecting education and training.
11. Prepare an annual report of the previous school year for the School Board of Manatee County in October.


13. Approve all program equipment purchases that cost in excess of $5,000.

**Article II Membership**

**Section A**

Ideal representation from industry should be as follows: one (1) member from health care, one (1) member from manufacturing, one (1) member from hospitality, one (1) member from the service industry, one (1) member from construction/building, one (1) member from the Chamber of Commerce, one (1) member from public service.

Representatives from education shall be two (2) representatives from Manatee Technical Institute, one (1) representative from Manatee Community College, one (1) representative from the high schools, and one (1) representative from the district administration of Manatee County Schools.

Additional members of the Board of Governors shall be Chairperson of each-Advisory Committee and a Manatee County School Board member.

**Section B**

Appointments to the Board of Governors shall be made by the Superintendent of Schools. A three person Nominating Committee shall be appointed by the Chairperson of the Board of Governors and consist of one representative from industry, one from the District Office, and one from other education. The Manatee Technical Institute representatives are to be recommended to the Nominating Committee by the Manatee Technical Institute staff. The Nominating Committee shall bring recommendations for membership to the full Board of Governors for selection and submission to the Superintendent for appointment.

**Section C**

All members of the Board shall self-select a designee to represent them at meetings they cannot attend. The designee shall have the ability to vote.

**Section D**

Any chair of the Board of Governors who serves as chair for more than five (5) years shall be designated as “Chair Emeritus.”
Section E

Any Board member who has two (2) unexcused consecutive absences from regularly scheduled meetings should be automatically dismissed.

**Article III Officers and Their Duties**

Section A

The officers shall be a chairperson, a vice-chairperson, and secretary.

Section B

The chairperson and vice-chairperson shall be industry representatives elected annually by a majority of the committee members at the annual meeting. The secretary shall be a Manatee Technical Institute representative.

Section C

The chairperson shall be elected from among the Board members. His/her duties shall be to:

1. Preside at the meetings of Board of Governors.
2. Serve as chairperson of the executive committee.
3. Appoint special subcommittees, which may include persons other than Board of Governors members.

Section D

The vice-chairperson shall perform the duties of the chairperson in his/her absence.

Section E

The secretary shall:

1. Keep records of the attendance of members at meetings.
2. Keep a record of discussion and recommendations.
3. Maintain a permanent record file of Board of Governors activities.
4. Distribute minutes of Board of Governors meetings and copies of other committee documents to committee members, teachers, district school board and concerned others.
5. Notify all members of meeting date and/or time changes at least forty-eight (48) hours in advance.

Section F

The executive committee shall consist of the chairperson, the vice-chairperson, any chairmen emeritus, superintendent or designee, and the Director of Manatee Technical Institute.

The executive committee shall:

1. Act on urgent matters between meetings.

2. Prepare an agenda for each meeting.

3. Call special meetings of the Board of Governors as needed.

Article IV Meetings

Section A

Regular meetings of the Board of Governors will be held on the fourth Thursday of January, April, August, and October at a time when parents, students, teachers, business persons, and members of the community can attend.

Section B

The August meeting of the Board of Governors shall be designated as the annual meeting.

Section C

Meeting dates may be changed by consensus.

Section D

The chairperson may call special meetings of the Board of Governors.

Section E

Written notices of meetings with a proposed agenda listing all matters that are scheduled to come before the Board for a vote and the minutes of the previous meeting shall be mailed by the secretary to all members at least three days before each meeting.

Section F

Meetings shall not be more than 1-½ hours in duration, unless a majority of the members vote to continue a particular meeting.
Section G

All meetings will be open to the public.

Section H

The Board of Governors may not conduct official business unless there is a quorum of voting members present. Said quorum shall consist of a simple majority of the voting members of the Board of Governors, including any ex-officio members.

Article V Annual Program

Section A

The Board of Governors will plan and operate under an annual program of work. Plans, topics, and goals will be included in the program.

Section B

The program of work for each ensuing year will be discussed during the May meeting each year. The annual report will be discussed at the October meeting.

Article VI Subcommittees

Section A

As the need for standing and special subcommittees arises, such subcommittees may be appointed by the chairperson.

Section B

Subcommittees shall report regularly to the Board of Governors.

Section C

A subcommittee will automatically be discharged upon accomplishing the task(s) for which it was established.

Article VII Amendments

The bylaws may be amended or added to by a two-thirds majority vote of active members at any regular Board of Governor meeting.

Article VIII Rules of Order

The meetings and activities of the Board of Governors shall be conducted according to the Robert’s Rules of Order, except as otherwise provided by these bylaws.

Bylaws revised 12/7/06