

# **Illinois Committee for Agricultural Education BYLAWS**

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# ILLINOIS COMMITTEE FOR AGRICULTURAL EDUCATION

## BYLAWS

*The Illinois Committee for Agricultural Education operates pursuant to the authority of Public Act 84-1452 (105 ILCS 5/2-3.80).*

### Article 1. DECLARATION AND PURPOSE

**Article 1.1** The Illinois Committee for Agricultural Education (Committee), to fulfill its statutory purpose and responsibilities under 105 ILCS 5/2-3.80 and to serve the citizens of Illinois, hereby establishes Bylaws to direct its operations. It is the purpose of these Bylaws to clarify the means by which the Committee will perform its functions, delegate authority without avoiding responsibility, and respond to the requirements of its legislative mandate.

#### Article 1.2

Pursuant to 105 ILCS 5/2-3.80, the Committee is created to at least develop a curriculum and overview the implementation of the Build Illinois through Quality Agricultural Education plans of the Illinois Leadership Council for Agricultural Education and to advise the State Board of Education on vocational agricultural education. Recommendations to the State Board of Education shall include, but not be limited to, the development of a curriculum and a strategy for the purpose of establishing a source of trained and qualified individuals in agriculture, a strategy for articulating the State program in agricultural education throughout the public-school system, and a consumer education outreach strategy regarding the importance of agriculture in Illinois.

### ARTICLE 2. OBJECTIVES

**Article 2.1 Objectives.** The objectives to accomplish the purpose include:

1. Assist-in assuring that agricultural education shall be a part of the curriculum of the public-school system, pre-K through adult, and made readily available to all school districts which may, at their option, include programs in education about agriculture as part of the curriculum of that district.
2. Overview the implementation of the Illinois First Through Quality Agricultural Education Strategic Plan for Illinois Agricultural Education.
3. To make recommendations to the Illinois State Board of Education (ISBE)\_on development of the annual budgets and allocations of supplemental funding for agricultural education.

4. The development of a curriculum and a strategy for the purpose of establishing a source of trained and qualified individuals in agriculture.

### **ARTICLE 3. MEMBERSHIP**

**Article 3.1**     **Committee Membership.** Members of the Committee are selected pursuant to the appointment authority and criteria noted in 105 ILCS 5/2-3.80.

The thirteen-member committee is legislated to be composed of the following:

- Six (6) members from the Illinois Leadership Council for Agricultural Education (ILCAE).
- Two (2) secondary agriculture teachers.
- One (1) “Ag in the Classroom” Teacher
- One (1) community college agriculture teacher.
- One (1) adult agriculture education teacher
- One (1) university agriculture teacher educator.
- One (1) FFA representative.

**Article 3.2**     **Appointment and Term Limits.** The thirteen members are appointed by the Governor of the State of Illinois with the advice and consent of the Senate. The regular term of office shall be three (3) years. A member may serve a maximum of two consecutive terms (6 years), not including any unexpired term. All members of the Committee shall serve until their successors are officially appointed by the Governor or their resignation letter is submitted to and acknowledged by the Governor’s office and the Committee Chair.

**Article 3.3**     **Vacancies.** Vacancies in membership will be filled in accordance with the appointment authority detailed in 105 ILCS 5/2-3.80.

### **ARTICLE 4. OFFICERS**

**Article 4.1**     **Officers.** The officers shall consist of: chairperson, vice-chairperson, and secretary.

**Article 4.2**     **Chairperson.** The Chairperson shall be a member of the Committee and shall be elected by a majority of a quorum present. In case of resignation of the Chairperson, the Vice-Chairperson shall fulfill the role of Chairperson through the expiration of the current term.

**Article 4.3**     **Vice-Chairperson.** The Vice-Chairperson shall be a member of the Committee and shall be elected by a majority of a quorum present. Upon written direction from the Chairperson, the Vice-Chairperson shall fulfill duties as designated by the Chairperson. In case of resignation of the Chairperson, following the transition of the current Vice-Chairperson to Chairperson, a Vice-

Chairperson shall be elected by a majority of a quorum present to serve through the expiration of the current term. In case of resignation of the Vice-Chairperson, the Secretary shall fulfill the role of Chairperson through the expiration of the current term.

**Article 4.4 Secretary.** The Secretary shall be a member of the Committee and shall be elected by a majority of a quorum present. The Secretary will work with the ISBE staff person designated to provide administrative support to the Committee as indicated in Article 8 of these Bylaws. Upon written direction from the Chairperson, the Secretary shall fulfill duties as designated by the Chairperson. In case of resignation of the Vice-Chairperson, following the transition of the current Secretary to Vice-Chairperson, a Secretary shall be elected by a majority of a quorum present to serve through the expiration of the current term.

**Article 4.5 Election of Officers.** Officers shall be elected to a one-year term of office; the term of office shall begin July 1. Officers shall be elected by a majority of a quorum present. No officer may be elected to more than three (3) consecutive one-year terms in the same office. No later than March of each year the Chairperson shall charge a subcommittee to prepare a slate of officers to be voted upon by the membership at the June meeting for taking office on July 1.

## **ARTICLE 5. SUBCOMMITTEES**

**Article 5.1 Subcommittee Creation.** The Committee Chairperson may create subcommittees with a majority vote of the quorum present and shall appoint all subcommittee members, chairpersons, and vice-chairpersons, all of whom shall serve at the pleasure of the Committee Chairperson. Subcommittee activities shall be consistent with the provisions of these Bylaws and governed by the actions of the Chairperson and/or the Committee. The absence of any subcommittee member from three (3) consecutive subcommittee meetings without good cause may no longer be considered a member of that subcommittee and may be replaced by the Committee Chairperson.

**Article 5.2 Subcommittee Powers.** Subcommittees shall exercise those powers as are appropriate to their mission and responsibility. They also shall have such other powers and duties as designated by the Committee Chairperson. Subcommittee reports and recommendations shall be submitted to the Committee Chairperson within the time prescribed by him or her and they shall be advisory only.

**Article 5.3 Subcommittee Meetings.** Subcommittee meetings shall be scheduled by the Committee Chairperson or the subcommittee chairperson in consultation with designated ISBE staff and

shall be subject to provisions of Article 6 of these Bylaws and comply with the Open Meetings Act.

**Article 5.4 Subcommittee Business.** In order to transact business, a majority of those appointed to and seated on a subcommittee must be present at the initial roll call at the commencement of any regular or special subcommittee meeting. Subcommittee members attending in person, by video teleconference, or by telephone, as permitted by the Open Meetings Act, shall be considered present. If a quorum is not present at the scheduled time of the meeting, the subcommittee chairperson may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken. If a quorum is subsequently reached, official action may be taken at that time.

**Article 5.5 Provisions for Subcommittees.** The provisions of Sections 7.2 through 7.6 apply to subcommittees of the Committee and the subcommittee chairperson shall fulfill the role of Chairperson for subcommittee meetings.

## **ARTICLE 6. MEETINGS**

**Article 6.1 Open Meetings Act.** All meetings of the Committee, including subcommittee meetings and public hearings, shall be open to the public and comply with the Open Meetings Act.

**Article 6.2 Regular Meetings.** Regular meetings of the Committee shall be held at a time and location determined by the Chairperson in consultation with the designated staff of the Illinois State Board of Education (ISBE). There shall be no less than five (5) meetings per year. The Chairperson, at his/her discretion, may cancel or reschedule any regular meeting by written notice within a reasonable time prior to the scheduled meeting date. The time and place of all such meetings scheduled or rescheduled shall be given to the Committee members at least 48 hours prior to the meeting date to comply with the Open Meetings Act.

**Article 6.3 Special Meetings.** Special meetings of the Committee may be called at the discretion of the Chairperson in consultation with ISBE staff or by written request of a majority of the Committee members. An Agenda, together with a notice of the time and place of any such meeting, must be provided to the ICAE members 48 hours prior thereto to comply with the Open Meetings Act. Only matters contained in the Agenda shall be discussed at any special meeting. The Chairperson may cancel a special meeting at his or her discretion, provided that a meeting called by a majority of the Committee members may be canceled only with the written consent of a majority of the Committee membership.

**Article 6.4 Meeting Procedures.** The Chairperson, in consultation with designated ISBE staff, shall prepare an Agenda of business scheduled for deliberation prior to each meeting. The approval of Minutes from the previous meeting and a public comment opportunity shall be included on each Agenda. The Agenda shall be distributed to the members of the Committee at least 48 hours prior to a scheduled meeting. Any Committee member may have an item placed on the Agenda by notifying the Chairperson of his or her desires in that regard in writing at least three business days prior to the Committee meeting. Such notification should also include a copy of any written materials that the member wishes to distribute to the Committee membership. In addition, there shall always be a category titled “New Business” for the initiation of emergent matters on every Agenda, except on a special meeting. Emergent items proposed during New Business cannot be voted upon by the Committee unless the items were included on the written agenda and posted 48 hours prior to the meeting.

## **ARTICLE 7. CONDUCT OF BUSINESS**

**Article 7.1 Opening a Meeting.** In order to transact business, a simple majority of those appointed to the Committee must be present at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. The Committee members attending in person, by video teleconference, or by telephone if permitted by the Open Meetings Act shall be considered present. If a quorum is not present at the scheduled time of the meeting, the meeting may not continue. Official action may be taken if and when a quorum is subsequently reached.

**Article 7.2 Passing a Motion.** A majority of those voting (defined as those who cast “yes” or “no” votes) on a motion shall be sufficient to pass and make it the official act of the Committee. Motions shall be made and seconded by the Committee members before being called for a vote. A motion shall not be made and seconded by the same Committee member.

**Article 7.3 Voice and Roll Call Vote.** The Chairperson shall have the right to call for a vote by voice vote unless there is an objection by one member, in which case a roll call vote shall be taken. The Minutes shall reflect the results of each roll call vote.

**Article 7.4 Proxy Votes.** Proxy votes shall not be permitted. A Committee member must be present to record his or her vote and to present a motion or motions.

**Article 7.5 Minutes.** Minutes of each meeting shall be approved by the Committee membership as required by the Open Meetings Act. Copies of the approved Minutes shall be posted online and made available to anyone who requests them in accordance with the Open Meetings Act.

Minutes shall be posted on the Committee website maintained by ISBE as referenced in Article 8.2 of these Bylaws.

**Article 7.6 Public Comment.** Members of the public may comment at each meeting subject to reasonable constraints. Participants are expected to follow these guidelines:

1. Address the Committee only at the appropriate time as indicated on the Agenda and when recognized by the Chairperson.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to five minutes.
3. In the interest of time, the Chairperson may shorten public comment to give the maximum number of participants the opportunity to speak.
4. Conduct oneself with respect and civility toward others.

## **ARTICLE 8. ADMINISTRATIVE SUPPORT**

**Article 8.1 Administrative Support.** Designated ISBE staff shall provide administrative support to the Committee.

**Article 8.2 Website Maintenance.** Designated ISBE staff shall create and maintain a website for the Committee that shall serve to inform the public about the Committee.

## **ARTICLE 9. PUBLIC BODY STATUTE COMPLIANCE**

**Article 9.1 Ethics & Sexual Harassment.** All members of the Committee shall complete annually the mandatory ethics and sexual harassment training for members of Illinois boards and commissions. A signed acknowledgment of completion of the trainings shall be submitted to designated ISBE staff and kept on file for each Committee member.

**Article 9.2 Open Meetings Act.** All members of the Committee shall complete the Open Meetings Act training available on the website of the Illinois Attorney General. A certificate of completion shall be submitted to designated ISBE staff and kept on file for each Committee member.

**Article 9.3 Ethical Considerations.** No Committee member shall accept any stipend, fee, gratuity, or consideration of any kind or nature from any person, unit, agency, or organization for the purpose of influencing a vote, decision, or recommendation of a member on a matter before the Committee.

**Article 9.3 Conflicts of Interest.** No Committee member shall receive any funds related to recommendations made by the Committee.

**Article 9.4**     **Determination of Conflicts of Interest.** The decision of the Chairperson with respect to determinations of conflict of interest shall be final unless the conflict of interest matter involves the Chairperson, in which case the Vice-Chairperson’s decision shall be final.

#### **ARTICLE 10. ROBERT’S RULES OF ORDER**

**Article 10.1**     **Parliamentary Authority.** All matters not covered by these Bylaws shall be governed by the latest edition of Robert’s Rules of Order.

#### **ARTICLE 11. ADOPTION AND AMENDMENTS TO BYLAWS**

**Article 11.1**     **Adoption and Amendments.** Adoption or amendment of these Bylaws shall require a two-thirds vote of the Committee members voting at an official meeting that has been properly noticed as required by these Bylaws. Amendments shall be proposed only by members during a regular meeting of the Committee and voted upon during the next regular meeting. No amendment shall be voted upon without 30 days’ notice in writing to members.

**Article 11.2**     **Posting of Bylaws.** A complete electronic copy of these Bylaws shall be posted on the website required by Article 8.2.