

CASE

Advisory Committee Policies and Procedures

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Purpose

The purpose of the CASE Advisory Committee is to provide guidance to the CASE Director about CASE and to represent CASE states' programs and teachers. The committee is also charged with overseeing critical operational practices. CASE is an initiative of the National Council for Agricultural Education and all materials produced and disseminated are owned by The Council. The CASE Director reports status regularly to The Council.

In summary, the responsibilities of the CASE Advisory Committee are:

- to discuss operations of CASE and provide guidance for future programing,
- to serve as a network for the dissemination of updated information to CASE stakeholders and
- to represent CASE states' programs and teachers

Advisory Committee Members

The CASE Advisory Committee shall be comprised of three representatives from each state that is, or is in the process of, implementing CASE courses. These three representatives will be identified as the CASE State Leadership Team. One representative from each state will be the designated State Leader for CASE (Appendix A - *State Leader Designation*).

The following is a list of potential choices for a CASE State Leader:

- State Department of Education Staff – CTE Director or Agriculture Specialist

- State Department of Agriculture Staff – Agricultural Education Specialist
- University Faculty – Agricultural Education Teacher Educator, CASE Affiliate Professor, or representative from STEM or CTE discipline
- Community College Faculty – CASE Certified Affiliate Instructor or CTE specialist
- Regional CTE Coordinator – Agriculture or Natural Resources Specialist
- Secondary Agricultural Science Teacher – CASE certified

One CASE State Leadership Team member shall be designated as a voting member for that state. If a voting member cannot be present at a meeting, the voting member shall temporarily designate another member of the state team to vote. The voting member's temporary designation must be communicated at the beginning of the meeting.

Advisory Committee Powers

Due to the broad audience of the CASE Advisory Committee, advisory committee members do not directly act on pending business for the operation of the CASE project. Rather, all CASE Advisory Committee business is transacted by an Executive Committee comprised of sitting advisory committee members. The CASE Advisory Committee is limited to the following business powers:

1. Introduce proposals for discussion.
2. Deliberate on proposals and motions brought forward to the committee for discussion.
3. Vote to recommend proposals to the Executive Committee for action.
4. Create sub-committees to research or audit operational items in order to develop proposals for action by the Executive Committee.

The responsibility of this advisory capacity is to provide leadership for the project and carefully examine the operation of the CASE initiative.

Ex-officio Members

The CASE Advisory Committee will include ex-officio members that represent critical stakeholders CASE. Ex-officio members will participate in advisory committee meetings to provide relevant discussion and provide advice when appropriate. Ex-officio members will not have a vote toward action including recommendations to the Executive Committee, except where noted.

The following are the identified ex-officio members. Other ex-officio members can be added to the committee at the discretion of the Executive Committee.

- The Council Managing Director, with a vote per the MOU
- National FFA Foundation Staff
- National FFA State Relations Specialists
- CASE Director
- CASE Staff/Team
- Designated CASE State Leadership Team members for a state without a currently certified CASE teacher

Compensation

There is no compensation for CASE Advisory Committee members or Executive Committee members.

Executive Committee

The Executive Committee of the CASE Advisory Committee is an elected sub-committee of the larger advisory committee and is responsible to act on proposals brought forward for the good of the CASE initiative.

Duties of Executive Committee

The Executive Committee will have the responsibility to ensure that each of the following critical tasks is completed:

- Review and recommend the CASE budget be approved by NAAE BOD
- Review all financial reports provided by the NAAE Chief Financial Officer
- Approval of policy critical for operational activities
- Approval of CASE fees
- Approval of any agreements that would encumber The Council or involve the transfer of funds to or from the Council
- Make recommendations to independent contractors related to CASE operations
- Provide reports to the National Council for Agricultural Education concerning the state of the initiative.

The Executive Committee members will be available anytime throughout the year as the need arises for special sessions in addition to scheduled meetings.

Executive Committee Member Term Description

Eight members from the CASE Advisory Committee will be elected to serve three-year terms on the Executive Committee. All terms will begin on January 1. The Executive Committee will elect a Chairperson to serve a two-year term (with at least one year of service). The composition of the Executive Committee will include the following:

One state leader from each NAAE Region (there are 6 regions)

One at-large state leader

The Council Managing Director

If no candidates are available to fill vacated positions in effort to provide the correct balance of representatives, the Chairperson may waive the prescribed requirements.

Election of Committee Members

Nominations for upcoming vacancies on the Executive Committee will be accepted as a new business item at the third quarter meeting. The election of members will be facilitated by an online voting system, managed by the NAAE Chief Executive Officer, or designee. Each designated voting member, from each state, will have one vote. Ex-officio members do not have a vote unless noted. The results of the balloting will be announced as a new business item at the fourth quarter advisory committee meeting. A motion must be made by the advisory committee to forward the results of the balloting to the standing Executive Committee to approve.

To reconcile issues that occur during the election of new Executive Committee members the following will prevail:

1. In the case of deadlock voting results, the standing Executive committee has the power to call for a vote among the seven Executive committee members and Council Managing Director to decide the winner.
2. If the results from the election are not approved by either committee, the election will be invalid, and nominations will be reopened for the committee positions. A special Executive Committee session will be held in December to vote on replacements for the open positions.

Business Transaction

Advisory Committee Meetings

The advisory committee will meet virtually every quarter. The suggested timeline is March, June, September and December. A predetermined meeting time and day will be communicated one month in advance.

The length of each advisory committee meeting will not exceed 90 minutes in length. The Executive Committee can call special sessions at any time for critical business item attention.

The Executive Committee will meet immediately following the general advisory committee meeting if there are any business items to address. If the Executive Committee chooses to meet at a different time, the Chairperson must communicate the change for the meeting to all advisory committee members. Executive sessions are open for all advisory committee members to listen to, however, the floor is limited to invitation only and no vote can be cast by non-Executive Committee members.

Meeting Logistics

Coordination and preparation of meeting materials and logistics will be completed according to the schedule provided below. All CASE Advisory Committee documents will be housed on the CASE Advisory Committee Resource Center. <https://sites.google.com/case4learning.org/advisory-committee-resources/home>

Task	Responsible Party	When/Where
Agenda	Executive Committee Chairperson and CASE Director	Available on Advisory Committee Resource Center (ACRC) 14 days prior to meeting
Virtual Meeting Set Up	CASE Marketing Manager	Available on Advisory Committee Resource Center (ACRC) 14 days prior to meeting
Financial Report	NAAE Chief Financial Officer	Available on Advisory Committee Resource Center (ACRC) prior to meeting
State of CASE Report (quarterly status report)	CASE Director	Available on Advisory Committee Resource Center (ACRC) prior to meeting
Proposals or Documents for Review	Executive Committee Chairperson and CASE Director	Available on Advisory Committee Resource Center (ACRC)
Minutes of Meeting	CASE Marketing Manager	Posted on Advisory Committee Resource Center (ACRC) after the meeting

Appendix A – CASE State Leadership Team Designation

What is a CASE States Leadership Team?

State leadership is important in establishing a network for communication and support regarding CASE adoption. The CASE Leadership Team from each state will ensure that CASE-certified teachers have a primary source for answers related to implementing CASE courses and other related processes. The State Leadership Team will be the initiation point for promoting CASE within their local area, state, or region.

Who serves in the role of a CASE State Leadership Team?

The following is a list of potential choices for a CASE State Leader:

- State Department of Education Staff – CTE Director or Agriculture Specialist
- State Department of Agriculture Staff – Agricultural Education Specialist
- University Faculty – Agricultural Education Teacher Educator, CASE Affiliate Professor, or representative from STEM or CTE discipline
- Community College Faculty – CASE Certified Affiliate Instructor or CTE specialist
- Regional CTE Coordinator – Agriculture or Natural Resources Specialist
- Secondary Agricultural Science Teacher – CASE certified

Specific Expectations of CASE State Leadership Teams

A State Leadership Team will:

- Promote CASE adoption and implementation throughout their secondary agriculture programs
- Disseminate announcements and schedules for CASE related projects
- Serve as a primary source of questions for local teachers and administrators implementing CASE
- Select representatives to serve on CASE course development teams and other special projects
- Provide advice and assistance to CASE certified teachers for setting up articulation agreements with regional post-secondary institutions
- Serve on the CASE Advisory Committee providing leadership for the direction of the project
- Assist local programs with grant funding and other resources to effectively implement CASE courses
- Assist the coordination of in-state or regional CASE Institutes as appropriate

Essentially, a State Leadership Team is the liaison between the local state programs and CASE administration.

Commitment of Time by State Leadership Teams

Time commitments will vary among the states. The CASE Advisory Committee meets quarterly via conference call for a maximum meeting time of 90 minutes.

Compensation to CASE State Leaders

There is no compensation for State Leadership Teams.

Personal Attributes of a CASE State Leadership Team

Members of a State Leadership Team should be a person in a position of influence within the state regarding agricultural education and CTE. Members of state teams should be well respected by post-secondary and secondary agricultural educators in their state. Good communication skills and effective channels for disseminating information is a requirement. In addition, as with all CASE leaders, members of these teams will have the passion for improving agricultural education.