

Executive Committee Policy and Procedures

Revised 3-12-24

Purpose of the CASE Executive Committee:

The purpose of the CASE Executive Committee is to support the CASE 4 Learning initiative of the National Council for Agricultural Education. It is a standing committee within the Council composed of elected leaders and stakeholders committed to furthering the mission and vision of CASE.

Membership of the Executive Committee:

Membership of the Executive Committee is designed to be inclusive of all entities that can contribute to the CASE 4 Learning initiative.

Membership includes 9 voting members and 2 non-voting members.

Voting member positions include the following: 1) Chair, 2) Chair Elect, 3) Past Chair, 4) Post Secondary Representative, 5) State Supervisor/Director of Agricultural Education Representative, 6) School Administrator/CTE Director/Curriculum Director Representative, 7) CASE Lead Teacher Representative, 8) Industry Representative, and 9) At Large Representative.

Non-voting member positions include the following: 1) CASE Staff Representative and 2) Council Staff Representative.

Duties of Executive Committee Members:

- Chair- Distributes meeting links, hosts meetings, chairs executive and advisory meetings, and creates the agenda with input from the rest of executive membership and CASE Director.
- Chair Elect- Maintains formal meeting minutes, maintains notes of conversations as needed, and trains with the current chair for smooth transition between leadership.
- Past Chair- Assumes chair duties if chair is unavailable, provides continuity to the team during leadership transition, and provides historical perspective.
- Representatives- Chair one subcommittee each (6 subcommittees in total). Subcommittee membership is made up of advisory committee members and a portion of advisory meeting time is dedicated to subcommittee work. At the beginning of each calendar year during annual executive committee training, subcommittee chairs are assigned.
- All- Attend annual executive committee training, attend quarterly executive committee meetings and advisory meetings (8 standing meetings per year), and attend any emergency meetings called by the CASE executive chair for urgent issues as needed.
- All- It is recommended CASE executive committee members attend Lead Teacher Orientation and participate in additional CASE events as they are able.

Advisory Standing Subcommittees Chaired by Reps:

Sponsorships/Advocacy

This subcommittee discusses policies and procedures that affect scholarships and grants, selects recipients of scholarships and grants annually, and provides recommendations for additional industry supporters to grow the CASE 4 Learning initiative.

Marketing/Resource Development

This subcommittee reviews the CASE website, social media, and other marketing resources, provides recommendations to the outside marketing firm, and identifies and contributes to additional resources needed for CASE.

Strategic Planning/Visioning

This subcommittee reviews the CASE strategic plan, discusses the future of CASE, and identifies holistic opportunities for CASE that align with the mission and vision.

Preservice/Hosts

This subcommittee provides recommendations to the host manual, discusses policies and procedures that affect hosts, discusses policies and procedures that affect preservice programming, and provides recommendations to the preservice manual.

Curriculum Development

This subcommittee assesses new courses, identifies courses in need of revision, identifies courses in need of development, and identifies grants to support the development of new courses.

Professional Development

This subcommittee provides recommendations for Lead Teacher preparation and discusses policies and procedures that affect professional development.

Term Limits for Executive Committee Members:

All executive committee members are elected for three year terms, with an opportunity to serve multiple terms if reelected.

Chairs will serve in chair elect, chair, and past chair positions for the duration of their three year term with the opportunity to serve multiple terms if reelected to the CASE executive committee.

If the Chair-Elect is selected during their second term, their years of service will be extended by one year to fulfill their commitment as Past Chair. (Amended 3/12/24)

Terms for all executive committee members begin on January 1.

Standing Executive Committee Meeting Agenda Items:

- Financial report
- Advisory meeting agenda
- Committee reports

Voting Procedures for Executive Committee:

50% of executive committee voting membership constitutes a voting quorum (5 of 9 members).

All formal motions must have a majority vote of CASE executive members in attendance at the meeting to be adopted. In the case of a tie vote, the chair will break the tie.

In the case of urgent issues where a meeting is not possible, the chair can call for an electronic vote via email.

A proxy vote shall be permitted for members unable to attend a meeting. 1) Prior to its exercise, the proxy vote must be sent to the chair in writing via e-mail at least 2 hours prior to the meeting. The chair will announce the proxy votes at the meeting and be noted as a proxy in the minutes. 2) A proxy vote may not be used in the determination of a quorum.

Functions of Executive Committee:

- Review and approve all CASE financial reports and budgets
- Review and approve new CASE policies, updates to existing CASE policies, and exceptions to CASE policies
- Approve CASE fees
- Approve agreements between outside entities in collaboration with CASE
- Approve new CASE staff hires, position changes, and annual contracts
- Provide recommendations to CASE team and Council staff for operations
- Elect the CASE chair elect
- Introduce proposals and motions for discussion
- Deliberate on proposals and motions brought forward to the committee for discussion
- Lead subcommittees as part of the advisory committee

- Recruit individuals to serve on the advisory committee
- Develop agenda for CASE Advisory meetings

Compensation for Executive Committee Members:

There is no compensation for executive committee members.

Elections of CASE Executive Chair Elect and Chair:

The chair elect will be voted on by the current executive committee in January each year. The chair elect will serve a one year term in this role and then transition into chair and past chair the following two years, for a total three year term.

Elections of the CASE Executive Committee Members:

Nominations for upcoming vacancies on the executive committee will be accepted as a new business item at the third quarter advisory meeting. Election of members will be facilitated by an online voting system, managed by the Case Director or designee. The ballot of all nominated individuals will be presented at the fourth quarter advisory meeting. All advisory members will vote and the results will be announced prior to January 1.

In the case of unexpected position vacancies, an off cycle election may be held.

Meetings of the CASE Executive Committee:

Executive committee standing meetings will be held quarterly (4 per year). All standing executive committee meetings will occur prior to quarterly advisory meetings. Additional meetings of the executive committee may be called by the chair to address urgent issues.

Special guests may be invited to any executive committee meetings at the discretion of the chair.

Meeting Attendance Policy:

If an executive committee member misses two consecutive executive meetings they can be asked to step down from their position.