

Marin County High Schools

Automotive Technology Advisory Committee

Committee Guidelines

I - Purposes and Functions

1. The committee shall advise on matters that directly concern Marin County's high school automotive technology programs ("the programs").
2. The committee has the approval and support of the school administrations.
3. The purposes and duties of the committee include:
 - a. identifying the needs of the students, the training programs and the motor vehicle service industry
 - b. assisting in establishing priorities and helping to formulate program objectives
 - c. evaluating the programs on the basis of these objectives and needs
 - d. improving the effectiveness of the programs in meeting these objectives and needs
 - e. helping programs better relate to business and industry
 - f. offering recommendations for the improvement of facilities, equipment, and instructional materials
 - g. providing guidance on recent developments in automotive technology and recommending appropriate changes and updates to curriculum
 - h. helping to develop community support for the programs
4. School personnel decide on actions to be taken on recommendations because authority for educational policy rests with the schools and their administrations.
5. Committee members shall be promptly notified of actions taken on their recommendations.

II - Membership

1. The advisory committee shall consist of at least five members.
2. Members shall represent a cross section of the community, business, and industry served by the program.
3. Appointment of members shall generally be for three years. But members may elect to serve for one or two years instead. Members may be reappointed after three years.
4. The advisory committee may recommend names of prospective committee members.
5. The automotive instructors will be present at each meeting.

III - Meetings

1. Regular meetings of the advisory committee will be held twice a year.
2. Written notices of meetings shall be mailed to all members approximately two weeks before each meeting.
3. An agenda shall be prepared for each meeting

IV - Officers and Duties

1. The officers shall be a chairperson and secretary.
2. Insofar as possible, the chairperson shall be a representative of industry and not a school employee. The secretary may be a school employee.
3. The chairperson and secretary shall be elected annually by a majority vote of the committee members and may be reelected.
4. The chairperson's duties shall be:
 - a. to preside at the meetings of the advisory committee
 - b. to assist the secretary in formulating meeting agendas and to serve as chairperson of an executive committee if one is appointed
 - c. to appoint special subcommittees or working groups, which may include persons other than committee members

- d. to represent the group at other meetings as requested
- 5. The secretary shall:
 - a. send out notices of meetings;
 - b. keep records and attendance of members at meetings;
 - c. prepare and distribute agendas, minutes of meetings and other documents to committee members

V - Rules of Order

1. Meeting discussions are to be conducted informally in order to stimulate free discussion
2. Procedures for formalizing decisions and resolutions shall be conducted according to Robert's Rules of Order.
3. These Guidelines may be amended by a majority vote of active members at any regularly scheduled meeting.