



Board Leadership Handbook

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Welcome & Purpose

As a member of the **IACTE Board of Directors**, you have been elected to one of the highest offices of the Association. The membership has entrusted you to deliberate carefully, explore issues fully and make decisions in the best interests of career and technical education across Illinois. This handbook consolidates all essential reference material—governance, strategic direction, roles, and resources—into a single document so you can serve confidently and effectively.

About IACTE - Mission, Vision & Purposes

Mission

To provide unified, visionary leadership to advance and promote all aspects of career and technical education.

Purposes

- A. To promote the development, upgrading and dissemination of quality career and technical education programs at the elementary, secondary, post-secondary and adult levels of education.
- B. To provide for professional development and growth activities involving current trends, issues and emerging technologies for all career and technical educators so as to promote quality instruction.
- C. To foster leadership development that will encourage and recognize bold thinking, creativity and innovation among its members to assure the continuation of a strong Association.
- D. To promote and develop cooperative partnerships between the educational community and business/industry/labor.
- E. To promote the unification of all career and technical education.
- F. To support legislation at the State and Federal levels, which will promote the mission and purposes of the Association.
- G. To promote the unification of all career and technical education interests in Illinois into the Association through affiliates and liaisons.
- H. To encourage active membership involvement in the accomplishment of the mission and purposes of the Association.
- I. To promote membership growth in all areas served by the Association.
- J. To support and promote the activities of career and technical education student organizations.
- K. To provide the fiscal means to accomplish the mission and purposes of the Association.
- L. To continue affiliation with the Association for Career and Technical Education and actively support its activities and programs.

Professional Organizations Relationships and Hierarchy

IACTE is the official Illinois state affiliate of the Association for Career and Technical Education (ACTE) and is part of Region III. This alignment provides Illinois members a voice in national advocacy, access to federal policy analyses, and eligibility for national awards, leadership fellowships, and the VISION / NPS conferences.

IACTE consists of career-specific professional associations (“affiliates”) that represent educators across the state.



Pillar 1: Professional Learning & Affiliate Development

- Goal 1: Deliver aligned, high-quality, and accessible professional learning opportunities at the state, regional, and affiliate levels for all members.
- Goal 2: Provide every affiliate with consistent access to leadership training, collaboration opportunities, and program supports that build organizational sustainability.
- Goal 3: Expand and strengthen professional learning for new teachers to help retain early-career educators and improve classroom success.
- Goal 4: Equip members to confidently engage employers, ensuring every program has access to strong, effective business and industry partnerships.

Pillar 2: Advocacy & Legislative Engagement

- Goal 1: Equip IACTE members with the tools and knowledge to communicate the value of CTE and influence policy at local, state, and federal levels.
- Goal 2: Elevate the visibility and awareness of CTE among policymakers and the public so that CTE is recognized as a top workforce and education priority through sustained visibility, media engagement, and statewide campaigns.
- Goal 3: Advance proactive CTE legislation and policy priorities by championing and supporting measures that expand CTE opportunities, resources, and recognition in Illinois and nationwide.

Pillar 3: Membership, Marketing & Communications

- Goal 1: Grow and retain IACTE membership across affiliates by expanding outreach, improving retention, and engaging underrepresented groups.
- Goal 2: Increase statewide visibility and awareness of CTE through marketing campaigns that highlight pathways, programs, and student success stories.
- Goal 3: Strengthen communications by sharing student, teacher, and program stories across multiple platforms to amplify the association's voice and member value.

Pillar 4: Workforce Development & Strategic Partnerships

- Goal 1: Build strong partnerships with employers and workforce organizations to support CTE initiatives statewide.
- Goal 2: Create meaningful engagement opportunities between educators and employers to ensure CTE programs are responsive, informed, and aligned with workforce needs.
- Goal 3: Strengthen collaboration between secondary and postsecondary programs through regular engagement opportunities and by highlighting best practices.

Pillar 5: Leadership Development & Recognition

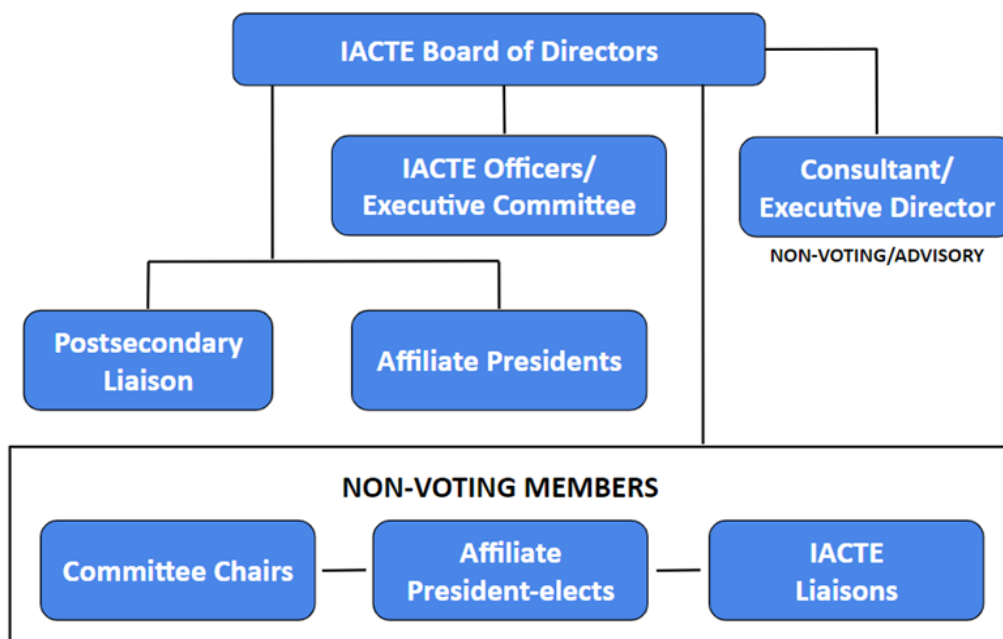
- Goal 1: Develop sustainable pipelines that identify, train, and mentor emerging leaders to ensure long-term organizational strength and continuity.
- Goal 2: Expand leadership opportunities at the state, regional, and national levels, supported by IACTE training, mentorship, and active encouragement.
- Goal 3: Recognize and celebrate excellence in CTE leadership and programs through statewide and national recognition efforts.

Governance Structure

Organizational Bodies

Board of Directors	3× year + retreat	Decisions, budget, policy, dashboard review
Executive Committee	As needed	Emergency actions, contract approvals
House of Delegates	Annual Conference	Constitution/by-laws, dues, officer elections

ILLINOIS ASSOCIATION FOR CAREER & TECHNICAL EDUCATION ORGANIZATION CHART



Board of Directors Roles and Responsibilities

Category	Seats	Primary Responsibilities
Officers	7 - Immediate Past-President, President, First VP, Second VP, Secretary, Treasurer, Postsecondary Liaison	Set strategic direction, fiduciary oversight, executive supervision
Affiliate Representatives	9 - One per affiliate	Serve as liaison between affiliate and IACTE; vote on Board matters; report affiliate goals
Committee Chairs	Non-voting unless holding another seat	Present quarterly Program-of-Work updates; advise Board
External Liaisons	As appointed: ISBE, ICCCTSO, Region III	Share information and coordinate statewide initiatives

Governance Structure - Detailed

Board of Directors - Voting Members

- President, Immediate Past-President, First VP, Second VP, Secretary, Treasurer, Postsecondary Liaison
- IAVAT President, IBEA President, ICTA President, ICTESSPA President, IFACSTA President, IHOA President, ILWBLD President, TEAI President, INRS President
- *Only Professional, Retired, and Life members serving as Officers or Affiliate Representatives (and designated liaisons when authorized) may vote, per IACTE Bylaws Article IV, Section 1.B.*
- *Quorum: A quorum requires the presence of a majority of the IACTE Officers and a majority of all other voting representatives (Bylaws Article IV, Section 1.B.3).*

Executive Committee

- Composed of the six Officers plus the Executive Director (ex-officio, non-voting). Acts on behalf of the Board between meetings within authorities granted by the By-Laws and Board resolutions.

House of Delegates

- The House of Delegates (HoD) is the Association's *legislative assembly* and the ultimate voice of IACTE's membership. Meeting once each year during the Annual Conference, the HoD sets policy, elects officers, and acts on amendments to the Constitution or By-Laws.
- Composition & Voting: Each affiliate is entitled to accredited delegates based on its paid membership (one delegate for the first 25 members, plus one for each additional 50). Accredited delegate credentials are verified prior to the opening gavel; a simple majority of those delegates constitutes a quorum.
- Key Actions: The HoD elects the Second Vice-President, approves dues, adopts the annual legislative agenda, and ratifies any By-Law changes or strategic-plan revisions forwarded by the Board. Resolutions passed become official Association positions for the coming year.

IACTE Staff

- The **Executive Director** is the chief staff officer of IACTE, employed under contract with the Board. While not a voting director, they serve as an ex-officio on the Board and Executive Committee to provide continuity and operational expertise.
- The Executive Director also manages day-to-day operations, contracts, vendor relations and provides logistical support to officers and committees.
- The Executive Director reports directly to the President and the Executive Committee, receiving an annual performance review.
- The **Conference Secretary** is a part-time administrative specialist assists with records, membership and conference registration.

IACTE operates under—and is legally bound by—its Constitution and By-Laws. These governing documents are maintained as separate reference files and are provided to all Board members via the shared drive and onboarding packet.

Officer Overview & Responsibilities

The following are brief descriptions of the seven elected officer positions as outlined in the IACTE Bylaws and Policy Manual. These roles form the Executive Committee and are responsible for the leadership and strategic management of the Association.

President Advancement Flow

Second Vice-President → First Vice-President → President → Past-President

Each step occurs annually unless a vacancy is filled by appointment and election procedures per the Bylaws.

President: Serves as the chief elected officer. Presides over all meetings of the Board and Executive Committee, represents IACTE to ACTE and policymakers, appoints committee chairs (with Board approval), and leads the development and execution of the Strategic Plan.

- Core Focus: Strategy & Governance

First Vice-President: Assists the President and assumes duties in their absence. Serves as Chair of the Strategic Planning Committee, supports committee chairpersons, and helps oversee professional development efforts including the annual conference.

- Core Focus: PD & Conference

Second Vice-President: Supports leadership development and membership outreach. Chairs the Conference Planning Committee, assists in planning the annual conference, and serves as a representative to the ACTE Delegate Assembly.

- Core Focus: Membership & Outreach

Past-President: Serves as an advisor to the President, co-chairs the Awards and Nominations Committees, and supports continuity in leadership and strategic initiatives.

- Core Focus: Recognition & Nominations

Secretary: Records and maintains minutes of all meetings, chairs the Policy and Procedures Handbook Committee, manages affiliate delegate counts, and supports registration and documentation for the Annual Conference.

- Core Focus: Records & Policies

Treasurer: Manages financial records and oversees the annual budget. Presents financial reports to the Board, ensures compliance with reporting requirements, and maintains investment and fund balances.

- Core Focus: Finance & Audit

Postsecondary Liaison: Serves as the primary voice for postsecondary career and technical education programs within IACTE and ensures strong alignment between secondary and postsecondary CTE pathways.

- Core Focus: Promote alignment of secondary/postsecondary programs and opportunities

Parliamentarian: Ensures that IACTE meetings, amendments, and voting procedures follow the Constitution, Bylaws, and Robert's Rules of Order. The Parliamentarian does not have voting rights unless they also hold another voting position, such as an officer or affiliate representative.

- Core Focus: Governance & Procedure

Detailed Overview of Roles found in Appendix B

Affiliate Overview & Responsibilities

IACTE is a federation of career-specific professional associations (“affiliates”) that represent educators across the state. Each affiliate elects its own officers and champions programs, professional learning and advocacy for its discipline. The current affiliates are listed below:

Affiliate Name	Acronym	Board Representative Title
Illinois Association of Vocational Agriculture Teachers	IAVAT	IAVAT President
Illinois Business Education Association	IBEA	IBEA President
Illinois Career and Technical Administrators	ICTA	ICTA President
Illinois Career and Technical Education Student Support Personnel Association	ICTESSPA	ICTESSPA President
Illinois Family & Consumer Sciences Teachers Association	IFACSTA	IFACSTA President
Illinois Health Occupations Association	IHOA	IHOA President
Illinois New and Related Services	INRS	INRS President
Illinois Work-Based Learning Division	ILWBLD	ILWBLD President
Technology Education Association of Illinois	TEAI	TEAI President

Core Responsibilities:

- Serves as the affiliate’s voting representative on the IACTE Board
- Promotes active engagement with IACTE programs, leadership, and membership efforts

Key Duties:

- Attend IACTE Board meetings and represent affiliate interests
- Promote IACTE membership and participation within the affiliate
- Ensure they have a representative on each **IACTE Committee**
- Submit application and supporting evidence for the annual **Affiliate Professionalism Award**

IACTE Conference Responsibilities:

- Procure and provide silent auction baskets
- Encourage affiliate members to submit presentation proposals
- Provide affiliate representatives to serve as room hosts
- Submit voting member names for House of Delegates
- Structure and facilitate annual subject matter roundtables

Committees Overview & Responsibilities

IACTE maintains Six Standing Committees as prescribed in Article VIII of the By-Laws. These bodies execute core governance and programmatic functions on behalf of the membership.

Committees	Purpose	Chair/Officer Liaison
Professional Learning & Affiliate Development	To coordinate and strengthen professional learning opportunities and leadership support for IACTE members and affiliates to advance high-quality career and technical education across Illinois.	First and Second Vice-President shall serve as Co-Chairs
Advocacy & Legislative Engagement	To lead IACTE's legislative and policy advocacy efforts by equipping members to communicate the value of CTE and advancing policies that expand opportunities and resources for CTE in Illinois.	Committee shall elect chair, President will serve as officer liaison
Membership, Marketing & Communications	To grow and retain IACTE membership while strengthening statewide awareness of CTE through strategic communications, outreach, and marketing initiatives.	President will appoint chair based on committee recommendation, Secretary will serve as officer liaison
Workforce Development & Strategic Partnerships	To build and sustain partnerships with employers, workforce organizations, and education partners to ensure CTE programs remain aligned with workforce needs and provide meaningful career pathways for students.	President will appoint chair based on committee recommendation, 2nd VP will serve as officer liaison
Leadership Development & Recognition	To cultivate and recognize CTE leaders by developing leadership pathways, mentorship opportunities, and statewide recognition programs that strengthen the future of the association.	Immediate two Past-Presidents shall serve as Co-Chairs
Organizational Structure and Accountability	To ensure the effective governance, structure, and operational accountability of the Association by reviewing policies, organizational practices, and leadership systems.	President and First Vice President shall serve as Co-Chairs

**If the By-Laws do not explicitly name an officer, the President appoints the chair in accordance with Article VIII, Section 2.*

Committee Responsibilities:

Chair Responsibilities:

- Leads a standing committee as outlined in the Bylaws
- Coordinates the execution of committee activities in alignment with the IACTE Strategic Plan

Committee Key Duties:

- Work with assigned officer liaison for guidance and support
- Ensure committee efforts support the Association's Strategic Plan
- Submit written reports at each Board meeting.

Committee Expectations:

- Develop an Annual Program of Work: Outline committee objectives, activities, and timelines for the year, aligned with IACTE's Strategic Plan.
- Schedule a minimum of 4 quarterly committee meetings
- Host Committee Meeting at IACTE Conference

Meetings & Voting:

- Committee chairs is encouraged to attend Board meetings to provide reports/updates (*non-voting unless also an officer or affiliate representative*)

IACTE Liaisons

IACTE appoints or invites individuals to serve as liaisons from key partner organizations. These liaisons serve a non-voting role unless otherwise designated and help ensure strong collaboration and information-sharing across the CTE system. The Liaisons provide detailed reports for the IACTE Board of Directors at each Board meeting.

ISBE Liaison

Affiliation: Illinois State Board of Education, College & Career Readiness Division

Purpose: Serves as the official link between IACTE and ISBE

Responsibilities:

- Share relevant policy updates, grant information, and priorities from ISBE
- Coordinate with IACTE leadership and affiliates on initiatives involving state policy
- Support the alignment of IACTE activities with state CTE goals

ICCCTSO Liaison

Affiliation: Illinois Coordinating Council for Career and Technical Student Organizations

Purpose: Provides a bridge between IACTE and the statewide leadership of CTSOs

Responsibilities:

- Update IACTE on ICCCTSO activities and statewide CTSO coordination
- Support student engagement in IACTE-sponsored events
- Assist with integration of student voice and recognition within IACTE

Region III Liaison

Affiliation: ACTE Region III

Purpose: Provides updates and opportunities related to ACTE's Region III activities

Responsibilities:

- Attend all Region III events representing IACTE
- Share Region III meeting dates, professional development, and leadership programs
- Encourage Illinois participation in Region III initiatives
- Relay IACTE updates and achievements to Region III leadership

The IACTE Policy & Procedure Manual (February 2019) is the Association's comprehensive operating rulebook. This section distills key points most relevant to Board members. Consult the full manual for details.

Meetings

- **Regular meetings:** Board meets at least four times per fiscal year.
- **Special meetings:** May be called by the President or a majority of Board members with 10 days' written notice.
- **Open meetings:** All IACTE members may attend Board meetings.
- **Quorum:** A majority of officers and a majority of all other voting members must be present.

Travel & Expense Reimbursement

- Board travel reimbursed at rates set during the annual budget process.
- IACTE funds cover the ACTE VISION, Policy Seminar, and Region III Leadership conferences for the President (if not employer-funded) and Consultant.
- Reimbursement requests must include vouchers and receipts.

Finance

- **Annual Budget:** Drafted by the Executive Committee, approved by the Board, and reviewed quarterly. A *minimum six-month operating reserve* is required.

Conflict of Interest

- Board members must act with integrity and in the best interest of the Association. All members are expected to follow the IACTE Conflict of Interest Policy and Whistleblower Policy (Policy Manual, Appendices 9 and 11). Board members should disclose any real or perceived conflicts and act in good faith.

This calendar outlines the typical annual cycle of IACTE activities and deadlines to help Board members, affiliates, and committees plan effectively. Dates should be confirmed each year.

Month	Activity/Event	Audience
July	IACTE Board Retreat/Board Meeting #1	Full Board
July	New & Nearly New CTE Teacher Workshop	New Teachers, Officers
October	Board Meeting #2	Full Board
December	ACTE Vision Conference	All Members
February	Board Meeting #3 (Pre-Conference)	Full Board
February	IACTE Annual Conference	All Members
February	House of Delegates Meeting	Delegates, Officers
April	IACTE CTE Showcase Day at the Capitol	All Members
May	Board Meeting #4	Full Board
June	Region III Conference	All Members
June	Officer Transitions Begin	Officers
Committee Meetings	Quarterly (Exact Date Varies by Committee)	Committee Members

Deadlines & Deliverables

Item	Due Date	Submitted To
Committee Program of Work & Affiliate Goals	July Retreat	President
Officer Nomination Slate	December	Nominations Committee
IACTE Award Nominations	December	Past-President
Affiliate Professionalism Award	January	Past-President
Board Handbook Updates	June	Executive Committee
Committee, Liaison, & Affiliate Reports	Prior to each Board Meeting	Secretary

Appendix B - IACTE Officer Roles and Responsibilities

President: Serves as the chief elected officer of IACTE. Presides over all meetings of the Board of Directors and Executive Committee, prepares agendas, and represents the Association to ACTE, Region III, and policymakers. Leads the implementation and monitoring of the Strategic Plan. Appoints committee chairs (with Board approval) and oversees the Program of Work.

- **Core Focus:** Strategy & Governance
- **Annual Deliverables:** Agendas, annual report, strategic plan refresh
- **IACTE Conference Responsibilities:**
 - Preside over House of Delegates
 - Develop agenda in partnership with Executive Director
 - Provide President Report at Conference
 - Develops Luncheon Presentation in Coordination with Past-President and Executive Director
- **Additional Duties:**
 - Oversees Consultant performance and operations
 - Writes articles for the IACTE newsletter
 - Chairs the Illinois delegation to ACTE House of Delegates

First Vice-President: Assists the President and assumes duties in their absence. Chairs the Strategic Planning Committee and supports the coordination of professional development activities, including the annual IACTE Conference. Provides guidance to committee chairs and affiliates.

- **Core Focus:** Professional Development & Conference
- **Annual Deliverables:** PD calendar, conference program
- **IACTE Conference Responsibilities:**
 - Leads Development of Conference
 - Coordinates and assists Vendors
- **Additional Duties:**
 - Supports committee alignment with Strategic Plan

Second Vice-President: Focuses on membership engagement and outreach. Chairs the Conference Planning Committee and assists with all aspects of conference coordination. Serves as an IACTE Representative to the ACTE Delegate Assembly and participates in state and national activities.

- **Core Focus:** Membership & Outreach
- **Annual Deliverables:** Membership campaign, surveys
- **IACTE Conference Responsibilities:**
 - Co-Chairs Conference Committee with First Vice-President
 - Oversees Silent Auction Baskets & Door Prize Raffle
- **Additional Duties:**
 - Collaborates with First VP and President on PD and conference planning
 - Participates in new teacher outreach and ACTE events

Past-President: Provides support and continuity to the President and incoming leadership. Co-chairs the Awards and Nominations Committees and advises on Strategic Plan implementation and Board development.

- **Core Focus:** Recognition & Nominations
- **Annual Deliverables:** IACTE Awards Program, officer nomination slate
- **IACTE Conference Responsibilities:**
 - Develops Luncheon Presentation in Coordination with President and Executive Director
 - Presents IACTE Awards
- **Additional Duties:**
 - Supports President with leadership transition
 - Coordinates the awards review and ACTE nominations

Secretary: Manages all official records and proceedings of the Association. Records and distributes meeting minutes, maintains the IACTE Policy & Procedures Handbook, and ensures documentation is current. Chairs the Handbook Committee and assists with House of Delegates logistics.

- **Core Focus:** Records & Policies
- **Annual Deliverables:** Board minutes, handbook updates
- **IACTE Conference Responsibilities:**
 - Serves as Secretary for the House of Delegates
 - Assists presenters and confirms room hosts
 - Verifies delegate credentials for the House of Delegates
 - Assists with conference registration coordination
- **Additional Duties:**
 - Ensures board documentation is archived appropriately

Treasurer: Responsible for IACTE's financial integrity. Maintains all financial records, oversees disbursements, and ensures compliance with state and federal reporting. Coordinates the annual audit and investment tracking, and presents regular financial updates to the Board.

- **Core Focus:** Finance & Audit
- **Annual Deliverables:** Budget, quarterly statements
- **IACTE Conference Responsibilities:**
 - Provides report at the House of Delegates
 - Collects conference registration funds as needed
 - Collects payment on silent auction items
- **Additional Duties:**
 - Maintains bond coverage and secure banking procedures
 - Oversees travel reimbursement and affiliate fund disbursements
 - Ensures accurate fund management for special accounts (e.g., Joy Jansen, Sunny Day)

Parliamentarian: Ensures that IACTE meetings, amendments, and voting procedures follow the Constitution, Bylaws, and Robert's Rules of Order. Advises the President and Board on matters of parliamentary procedure and chairs key governance-related committees. The Parliamentarian does not have voting rights unless they also hold another voting position, such as an officer or affiliate representative.

- **Core Focus:** Governance & Procedure
- **Annual Deliverables:** Updated bylaws and resolutions, procedural guidance
- **IACTE Conference Responsibilities:**
 - Advises on House of Delegates procedures
 - Assists with resolutions and proposed amendments review
 - Supports orderly facilitation of business and elections
- **Additional Duties:**
 - Chairs the Constitution & Bylaws Committee
 - Chairs the Resolutions Committee (or combined task force if directed)
 - Advises on constitutionality of actions and supports meeting facilitation as needed

Postsecondary Liaison: Serves as the official representative of Illinois postsecondary career and technical education programs within IACTE.

The Postsecondary Representative ensures that the perspectives of community colleges, technical colleges, and other postsecondary institutions are integrated into the Association's initiatives, partnerships, and strategic priorities.

- **Core Focus:** Secondary–Postsecondary Alignment & Postsecondary Engagement
- **Annual Deliverables:** Postsecondary updates and recommendations to the Board of Directors regarding postsecondary CTE initiatives, partnerships, and opportunities for collaboration.
- **IACTE Conference Responsibilities:**
 - Encourage postsecondary educator participation in the IACTE Conference
 - Identify potential postsecondary presenters and sessions that highlight pathway alignment and workforce trends
 - Support efforts to highlight successful secondary–postsecondary partnerships and career pathway models
- **Additional Duties:**
 - Represent postsecondary CTE interests in Board discussions and strategic planning
 - Promote collaboration between secondary and postsecondary educators across affiliates
 - Encourage postsecondary participation in IACTE membership, committees, and professional development opportunities

Appendix C - IACTE Goals & Report Templates

Appendix C.1 - IACTE Committee Program of Work Template

Committee Name:	
Chairperson(s):	
Officer Liaison:	
Committee Members:	

Mission Statement/Purpose:	
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Identify which Strategic Plan Goal(s) your committee supports (check all that apply):	- Professional Learning & Affiliate Development - Advocacy & Legislative Engagement - Membership, Marketing & Communications - Workforce Development & Strategic Partnerships - Leadership Development & Recognition
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Annual Goals & Activities	
Goal #1:	
Activities:	
Goal #2:	
Activities:	
Goal #3:	
Activities:	

Scheduled Meetings	
Meeting #1: (Date/Time)	
Meeting #2: (Date/Time)	
Meeting #3: (Date/Time)	
Meeting #4: (Date/Time)	
(Optional) Meeting #5: (Date/Time)	

Appendix C.2 - IACTE Committee Program of Work Report Template

Committee reports are to be submitted by the Chairperson to the IACTE Secretary prior to each Board of Directors meeting. These reports should summarize quarterly progress on the committee's Program of Work and help ensure transparency and alignment with the Strategic Plan.

Committee Name:	
Chairperson(s):	
Date of Report:	

Program of Work Update (Highlights or Accomplishments & Barriers or Support Needed)	
Goal #1:	
Update:	
Goal #2:	
Update:	
Goal #3:	
Update:	
Committee Highlights or Accomplishments & Barriers or Support Needed (Not Associated with Goals)	

Recent or Upcoming Meetings	
Meeting #1: (Date/Time)	
Meeting #2: (Date/Time)	
Meeting #3: (Date/Time)	
Meeting #4: (Date/Time)	
(Optional) Meeting #5: (Date/Time)	

Appendix C.3 - Affiliate Report Template

Instructions: Submit prior to each IACTE Board Meeting. Use this form to briefly report updates on your affiliate's goals, events, and IACTE-related contributions.

Affiliate Name:	
Affiliate President (Board Representative):	
Date of Report:	

Updates on Affiliate Goals (Highlights or Accomplishments & Barriers or Support Needed)	
Goal #1:	
Update:	
Goal #2:	
Update:	
Goal #3:	
Update:	
Affiliate Highlights or Accomplishments & Barriers or Support Needed (Not Associated with Goals)	

Recent or Upcoming Events	
Date	Event/Focus

IACTE Engagement Activities		
Activity	Status	Notes
Affiliate Professionalism Award Submitted		
Silent Auction Basket for IACTE Conference		
Presentation Proposals Submitted for Conference		
Roundtable Session Planned		
Room Hosts Recruited		

Appendix D: Robert's Rules of Order – Quick Reference Guide

Robert's Rules of Order provides a structure for conducting meetings fairly and efficiently. It ensures that all members have a voice while maintaining order and moving the meeting forward.

Fundamental Principles:

- Only one issue is considered at a time.
- All members have equal rights to propose motions, speak, and vote.
- The majority rules, but the rights of the minority are protected.
- Courtesy and decorum must be maintained at all times.

How Agenda Discussions Work:

- For agenda items listed as “Discussion” or “Information,” members may:
 - Ask clarifying questions to better understand the topic.
 - Share context, input, or ideas before any motion is introduced.
 - Encourage consensus or suggest next steps.
- These items may later move to an “Action” item based on input or recommendation.

Making a Motion:

1. **Obtain the floor** – Wait to be recognized by the Chair.
2. **State the motion** – “I move that we...”
3. **Second the motion** – Another member says, “I second the motion.”
4. **Chair restates the motion** – “It has been moved and seconded that...”
5. **Discussion** – Members may speak to the motion (see below).
6. **Vote** – The Chair calls for a vote after discussion.
7. **Announce the result** – The Chair declares whether the motion passes or fails.

How Motion Discussions Work:

- When a motion is properly made and seconded, the chair will open the floor for discussion.
- Members may:
 - Speak in favor or against the motion.
 - Offer clarifying questions about what the motion would do.
 - Propose a formal amendment.
 - Request background or rationale from the maker of the motion.
- All discussion must be:
 - Focused on the motion under consideration.
 - Respectful and time-conscious to ensure all voices are heard.
- The Chair facilitates the discussion and may:
 - Limit discussion time or number of speakers to maintain flow.
 - Ensure alternating viewpoints are heard when possible.
 - Summarize discussion before a vote.

Proposing and Voting on Amendments

An **amendment** is a formal proposal to change a motion before a final vote. It may:

- Add wording
- Remove wording
- Substitute a section of wording

Steps to propose an amendment:

1. Be recognized by the Chair.
2. Say, *"I move to amend the motion by..."*
3. Another member must second the amendment.
4. The Chair restates the proposed amendment.
5. Discussion is limited to the **amendment only**.
6. The group votes on the amendment (simple majority required).
7. If adopted, the original motion is updated to include the amendment.
8. Discussion resumes on the **amended main motion**.
 - a. **Note:** Only one amendment may be considered at a time. All amendments must be **germane** (related to the original motion).

Adding Items to the Agenda During the Meeting

- Action items should appear on the published agenda under Old Business or New Business. However, new items may be added during the meeting by one of the following:
 - By Majority Vote: A member may move to amend the agenda to include an item.
"I move to amend the agenda to add [item] under New Business."
 - By Unanimous Consent: The Chair may ask: *"If there is no objection, we will consider [item] now."*
If no one objects, the item may proceed.
- Important: No binding vote may be taken on an item not listed on the agenda unless it has been formally added. All additions should be documented in the minutes.

Tabling a Motion (Postponing Action)

Purpose: To temporarily pause or delay action on a motion without voting it up or down.

When appropriate:

- More time is needed for research or discussion
- More urgent business must take precedence
- The group needs to move on and revisit the issue later

Steps to table a motion:

1. Be recognized by the Chair.
2. Say, *"I move to table the motion."*
3. Another member seconds.
4. No discussion is allowed.
5. The board votes immediately (simple majority).
6. If passed, the motion is set aside until a motion is made to bring it back.

To resume discussion later:

- *"I move to take the motion regarding [topic] from the table."*
- Tabling should not be used to avoid dealing with uncomfortable topics.
- If the intent is to dispose of a motion without voting, the correct motion is: *"I move to postpone indefinitely."*

Reminder:

- These guidelines are intended to support engagement and transparency. They do not override the formal standing rules in Appendix E.

Appendix E: IACTE Standing Rules

Standing Rules

2-2-1. Board Composition - The Board of Directors shall be composed of the following members:

1. Voting Board Members
 - a. IACTE Officers: President, Past President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer
 - b. The presidents or appointees of each Affiliate
 - c. IACTE Post-secondary representative
2. Board Liaisons
 - a. IACTE Affiliate Vice Presidents/Presidents-Elect
 - b. Committee Chairpersons
 - c. Liaisons approved by the voting members of the IACTE Board of Directors
 - d. Others as appointed by the President with approval of the IACTE Board of Directors

2-2-2. Motioning Procedure

1. A motion may be offered by any member of the IACTE Board of Directors except the President (unless he/she relinquishes the Chair to the next appropriate officer).
2. The Motion should not be negative in nature.
3. Each member who offers a motion shall be given the first opportunity to explain the intent of the motion to the Board of Directors.
4. A member who has moved a motion shall not speak against the motion.

2-2-3. Discussion Procedure

1. All voting and liaison members of the IACTE Board of Directors shall have discussion privileges and are encouraged to participate in the discussion of IACTE business upon being recognized by the President.
2. The time limit on each agenda item shall be no more than fifteen (15) minutes unless the Board of Directors votes to suspend the rule and continue discussion on the agenda item.
3. Comments from non-Board members may be made during the designated "comments from visitors" portion of the agenda. Comments are limited to five (5) minutes. Only one person may speak on any given subject.

2-2-4. Voting Procedure

1. All voting Board members each have one vote.
2. The President may vote only to break a tie.
3. A quorum must be present before any business is transacted. A quorum consists of the majority of the officers and a majority of all other voting Board members.