

**Regional Career and Technical Education Planning Partnership Bylaws
Region 13**

**Article I
Organization**

1.00: Name

The Regional Career and Technical Education Planning Partnership established for region 13 shall be named Region 13. For purposes of this document, the Region 13 shall be referred to as “Partnership.” It shall be an organization established under Iowa Code Chapter 28E and in compliance with the laws of the State of Iowa and to be approved by the Iowa Department of Education, herein designated as “Department.”

1.01: Purpose

The Partnership is established to assist school districts in providing an effective, efficient, and economical means of delivering high-quality secondary career and technical education programs. As required under Iowa Code chapter 258 and 281 – Iowa Administrative Code chapter 46, the partnership shall:

- A. Provide for the active participation of all the local school districts (Districts) and community colleges in the delivery of career and technical education in the region.
- B. Provide for the participation of employers, the area education agencies, and representatives of sector partnerships and community stakeholders.
- C. Promote career and college readiness through thoughtful career guidance and purposeful academic and technical planning practices.
- D. Promote high-quality, integrated career and technical education programming, including career academy programs, comprised of secondary exploratory and transitory coursework to prepare students for higher-level, specialized academic and technical training aligned with labor market needs.
- E. Afford students the opportunity to access a spectrum of high-quality work-based learning experiences through collaboration with a work-based learning intermediary network.
- F. Provide for increased and equitable access to high-quality career and technical education programs through the planning and development of a system of regional centers.

1.02: Duties and Limitation on Powers

The Partnership shall develop and maintain policies and procedures to execute all duties assigned to and established by the Partnership per 281 – Iowa Administrative Code chapter 46, as outlined below. The Partnership may exercise any and all of the powers of the organization as it sees fit, subject only to restrictions imposed by state regulations and these bylaws.

- A. Develop a multi-year plan which shall be updated annually.
- B. Collect and review all relevant plans required under Carl D. Perkins Career and Technical Education Improvement Act of 2006, career and academic plans, and labor market, socio economic, and demographic information.
- C. Ensure compliance with standards adopted by the State Board of Education for the Partnership.
- D. Appropriately expend career and technical education funds assigned to the Partnership.
- E. Collect, review, and make available to districts appropriate labor market, socio-economic, and other state, regional, or national information necessary for completing the secondary program approval and review process.
- F. Review and recommend to the Department secondary career and technical education programs for approval.
- G. Provide for the coordination and facilitation of advisory councils for career and technical education programs. As necessary, establish regional advisory councils to serve in the same

capacity as local advisory councils.

- H. Plan for regional centers with the purpose of achieving equitable access to high-quality career and technical education programming and concurrent enrollment opportunities for all students.

1.03: Non-Discrimination Statement

It is the policy of the Partnership not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy by the Partnership, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov

Article II **Membership**

2.01: Membership

The entities listed below shall constitute the membership of the Partnership. All districts, community colleges, and the area education agency within the boundaries of the Partnership shall be represented. All entities capable of appointing its own representative or representatives to the committee shall do so according to procedures established by the Partnership. For entities not able to appoint their own representation, the Partnership shall nominate and appoint representatives (e.g. employers). An entity may be removed if it is no longer a viable entity within the region. Entities must be represented by an individual or individuals authorized by the entity to exercise authority on behalf of the entity. The partnership must ensure that the following individuals are represented on the partnership: A. Superintendents, or designees;

B. Community college president, or designee;

C. Area education agency chief administrator, or designee;

D. Secondary and postsecondary career and technical education instructors; 2 year term

E. Regional work-based learning representatives;

F. Regional economic and workforce development representatives;

G. Business and industry representatives, including representatives of regional sector partnership.

The partnership shall maintain a formal membership list which includes the name of the member entity and the name and title of the individual representing the entity. The membership list shall be updated on an annual basis.

Member, School Districts	
ASHTW School District	Atlantic School District
Boyer Valley School District	CAM School District
Clarinda School District	Council Bluffs School District

East Mills and Essex School District	Exira – EHK School District
Fremont-Mills School District	Glenwood School District
Griswold School District	Hamburg School District
Harlan School District	IKM-Manning School District
Lewis Central School District	Logan-Magnolia School District
Missouri Valley School District	Riverside School District
Shenandoah School District	Sidney School District
South Page School District	Treynor School District
Tri-Center School District	Underwood School District
West Harrison School District	Woodbine School District
State Board of Education	

Member, Community College	
Iowa Western Community College	

Member, Area Education Agency	
Green Hills Area Education Agency	

Member, Intermediary Network	
Southwest Iowa Workplace Connection	

Possible Members, Regional Economic and Workforce Entities	
Iowa Western Economic and Workforce Development	Workforce Innovation and Opportunities Act
Iowa Western Small Business Development Center	Iowa Workforce Development
Mills County Economic Development	Harrison County Development Corp.

Fremont County Economic Development Corp.	Advance Southwest Iowa Corp.
Shelby County Economic Development	County Elected Official
City Elected Official	

Members, Employers – will include representatives from business within the regional sector partnership

Ex-officio (non-voting)	
TBD	

OPTIONAL: Additional Members	
TBD	

2.02: Rights of Members

Each member entity shall be eligible to appoint one voting representative to cast a vote on behalf of the member entity in Partnership elections and decisions. A member entity may vote by proxy/absentee voting following proxy voting methods approved by the Partnership. For purposes of transacting business, approval will be sought through a simple majority member entity. Voting matters include but are not limited to: elections, secondary career and technical education program approval, adoption of and approval of revisions to the multi-year plan, and subcommittee recommendations

2.03: Quorum

A quorum shall be established if a simple majority of the representatives of member entities are physically and electronically in attendance. A quorum must be present to conduct business.

Article III **Officers**

3.01: Officers

The Officers of the Partnership shall be chair, vice-chair, and secretary. Officer duties are as follows: A. Chair. The chair shall convene regularly scheduled meetings, and shall ensure required Partnership business is conducted and communicated for all member organizations. B. Vice-chair. The vice-chair shall perform such duties as the chair or committee may determine. The vice chair shall convene the Partnership meeting in the absence of the chair. C. Secretary. The secretary shall coordinate and communicate the agenda and notice of meetings, as well as to maintain the minutes and records, including membership attendance, of the Partnership. All communications shall be shared publicly and in a timely manner.

3.02: Elections

The Partnership shall conduct elections on a biannual basis at the Regional Planning Partnership spring meeting. All Partnership members may have their name placed in nomination and may be elected by a simple majority of the members present at such meeting, provided a quorum is present.

3.03 Terms of office

Officers shall be elected to one-year terms and are eligible for election for up to two consecutive terms. Vice-chairs shall be considered as chair-elect at the end of the chair's term unless the membership holds a new election at the end of term. Vacancies in the officer positions may be filled at any meeting by an interim election and approval by a simple majority vote of the members in attendance provided a quorum is present.

Article IV

Finances

4.01: Fiscal Agent

The Partnership will utilize Green Hills AEA as fiscal agent. The fiscal agent organization member services shall include providing purchasing, accounting, and other systems to support the budgets established by the Partnership and provide direction in matters of fiscal responsibility. They shall share budget reports and financial information with the Partnership regularly. Duties shall include requests for reimbursement of funds for Partnership activities.

4.02: Fiscal Year

The designated fiscal year of this Partnership shall be July 1st to June 30th.

Article V

Subcommittees

5.01: Subcommittee

The Partnership shall establish an executive committee and determine ad hoc subcommittees on an as needed basis.

The Partnership will utilize the following subcommittees to fulfill duties and responsibilities assigned to the Partnership. Subcommittee chairs shall convene and lead such subcommittees, and the subcommittee members may appoint the chair. If there is no consensus, such subcommittee chairs are appointed by the chair of the Partnership. All subcommittee recommendations and actions must receive the approval of the full Partnership.

Executive	Sets agenda and steers the work of the full Partnership.
Ad hoc	Subcommittees on an as needed basis.

Article VI

Meetings

6.01: Meetings

The Partnership shall hold a minimum of two regular meetings during the fiscal year or at a frequency greater than twice per year as determined by the members. Locations for meetings may rotate among member organizations. Subcommittee meetings may be held at a frequency determined by the subcommittee which is necessary to perform the functions of and complete the duties assigned to the subcommittee.

6.02: Notice of Meetings

Written notice stating the place, date and hour of any regular meeting of the Partnership shall be delivered personally, electronically, or by mail to each member. All regular and special meetings of the Partnership shall be preceded by notice thereof to the public of the date, time and place per state of Iowa open meeting rules. All persons shall be permitted to attend any regular or special meetings of the Partnership.

6.03: Electronic Meetings

Member entities of the Partnership or any committee designated by the Chair may participate in a meeting of such Partnership or committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can communicate with each other. Participation in a meeting pursuant to this section shall constitute presence at such meeting.

6.04: Action without Meeting

Any action required or permitted to be taken by the Partnership may be taken without a meeting, if all of the member entities of the Partnership individually or collectively consent in writing to such action. The secretary shall document evidence of such actions.

6.05: Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall serve as the Parliamentary Authority for the organization.

Article VII

Contract Services

7.01: Contract Services

A Partnership may contract services as needed utilizing Partnership funds.

Article VIII

Amendments

8.01: Amendments

The Partnership shall review the Bylaws annually and may adopt, amend or repeal such Bylaws as long as such changes are in accordance with established rules in 281-IAC Chapter 46. In order to adopt, amend, or repeal such Bylaws, notice of the proposed change(s) shall be delivered personally, electronically or by mail to each member entity of Partnership at least two weeks prior to the time of the vote on the proposed amendment. The Bylaws shall be amended by a simple majority vote of the membership, provided a quorum is present.

Article IX

Coordinator

9.01: Coordinator

NOTE: Per 281-IAC chapter 46 a Partnership may utilize funds to convene, lead, and staff the Partnership. If the Partnership elects to expend funds on staff, thought should be given to the role and duties of this staff. These roles and duties should be incorporated into the Partnership bylaws.

A Partnership Coordinator may be hired utilizing Partnership funds in order to direct day-to-day required activities of the Partnership. This person shall collect information and submit the application for funds on behalf of the Partnership, coordinate meetings, help ensure awarded funds are used only for

purposes defined by Iowa Code, Section 258.14, coordinate reimbursement claims from RPP member districts (including documentation), and submit claims to the Department.

Article X

Adoption and Approval

10.01: Adoption and Approval

These bylaws were approved at a meeting of the Partnership by a simple majority vote on January 5, 2017. These bylaws were revised and approved at a meeting of the Partnership on April 17th, 2025.

[Document all required signatures]

Darin Jones

**Chair, Darin Jones, Superintendent AHSTW
Chair, Region 18**

4/17/25

Date

Christi Gochenour

**Christi Gochenour, Superintendent Missouri Valley
Secretary, Region 13**

4/17/25

Date