

# COMMITTEE OPERATIONS

---

## TYPES OF COMMITTEES

---

### A. Standing Committees

Article IV of Section 1 of the Association's By-Laws authorized the following Standing Committees. However, Section 2 of the By-Laws states, "It shall be the function of the Executive Committee to establish, delete or discontinue Standing Committees as conditions may warrant."

1. The Curriculum Committee
2. ***The Legislative Committee (inactive) (4/17/04 Pending Board Action)***
3. The Public Relations Committee
4. The Publications Committee
5. ***The Web Page Committee***
6. ***The Data Manager Committee***

Note: All committee members are recommended by the Executive Committee and appointed by the ATTE President.

The standing committees shall be made up of a minimum of three (3) members. Each member is to be selected to serve a term of three (3) years with terms of appointment expiring for one member each year. Committee members will serve as members for two (2) years, unless it becomes necessary to replace one of the members unexpectedly. The committee members may be reappointed for a second term.

### B. Operating Committees

The Executive Committee has the authority to establish or discontinue Operating Committees in order to carry out the business of the Association. If such a committee is authorized to work in behalf of the Association, the purpose of the committee will be specifically described in writing by the President, President-elect and/or the Executive Committee or Board of Directors. Committee tenure will also be described as one, two, or three year terms.

The Executive Committee and the Board of Directors have authorized the following Operating Committees:

1. Awards Committee
  - A. Hall of Honor
  - B. Distinguished Teacher Award (ITEA – Teacher Excellence)
    - a. Elementary School
    - b. Middle School
    - c. High School
  - C. Distinguished Service Award
  - D. Distinguished Leadership Award
  - E. Meritorious Award
  - F. President’s Award
  - G. Program of the Year Award
    - a. District/School Award (ITEA - Program Excellence)
      - i. Middle School
      - ii. High School
  - H. Regional Outstanding Teacher Award
  - I. Scholarship Awards
  - J. Twenty-Five Year Award
  - K. ITEA Special Citation Award
  - L. Council of Technology Teacher Educator Award
  - M. Council of Technology Supervisor Award
  - N. ATTE Outstanding Regional Association Award
  - O. Regional Outstanding Administrator
  - P. ATTE Outstanding Administrator Award
2. Constitution Committee
3. Credentials Committee, coordinated by Treasurer
4. Nominating Committee
5. Resolutions Committee

### C. Ad Hoc Committees

The Executive Committee has the authority to establish or discontinue Ad Hoc or Special Committees in order to carry out the business of the Association. If such a committee is authorized to work in behalf of the Association, the following guidelines are required:

1. The purpose of the committee will be specifically described in writing by Executive Committee Directors.
2. Committee tenure will be until the given task is completed, but no longer

than three years.

#### Membership Requirements

- A. In order to serve on an Association's Standing Committee, an Operating Committee or an Ad Hoc Committee, a person must be a member of the Association.
- B. The chairperson of all Standing Committees, Operating Committees and Ad Hoc Committees are selected by the Executive Committee and appointed by the President.
- C. Members of Standing Committees are nominated by the chairperson of the committee and appointed by the President.
- D. Members of all Operating Committees and Ad Hoc Committees are nominated by the chairperson of the committee, approved by the Executive committee and appointed by the President.

#### Chairperson Requirements

- A. Nominees for Chairperson for all committees must have been a member of the Association for three years prior to assuming duties of the chairperson.
- B. A chairperson must be reselected each year.

#### Coordination and Function

1. The President-elect serves as ex-officio member of all committees.
2. All committees function under the general direction of the Board of Directors.
3. Duplicate copies of all committee correspondence should be made available in the President's and Executive Secretary's office for distribution to the Officers and Board.

#### ***ADVISORY COUNCIL***

---

## *MEMBERSHIP*

*Twelve people from professions outside industrial technology selecting four from each of the three technologies*  
*Chairperson to elected from the council members*  
*Term - three years (first group staggered for rotation purposes) may be reappointed*

## *NUMBER OF MEETINGS*

*At least two - a fall meeting and a spring meeting*

## *FUNDING*

*Review and make annual recommendations for the following:*

- 1. Five-Year Plan*
- 2. State Industrial Technology Curriculum*
- 3. State Industrial Technology Curriculum Guide*
- 4. Industrial Technology Guide*
- 5. Industrial Technology Curriculum Materials*
- 6. Education Policy*
- 7. In-service Needs*
- 8. Professional Development*
- 9. Research and Evaluation Projects*

## *ADVISORY COUNCIL COORDINATOR*

*ATTE Executive Secretary*

## *TASKS OF THE COORDINATOR*

*Recruit Advisory Council members*  
*Maintain Advisory Council membership*  
*Develop agendas*  
*Other tasks as needed*

## *ASSISTANT TO THE COORDINATOR*

*Current ATTE Past-President*

## *TASKS OF THE ASSISTANT TO THE COORDINATOR*

*Serve as recording secretary for the Advisory Council  
Maintain records of the Advisory Council meetings  
Assist the Coordinator as needed*

## *SUPPORT STAFF TO THE ADVISORY COUNCIL*

*ATTE Executive Secretary  
ATTE President  
ATTE Curriculum Committee Chairperson  
ATTE In-service Committee Chairperson  
TCITE Chairperson  
TCITS Chairperson  
Director of Industrial Technology TEA Ex-officio*

## **CONSTITUTION COMMITTEE**

---

### Primary Responsibility

Formulate constitutional changes, additions, and/or amendments as proposed by the Association of Texas Technology Educators.

### Membership

This committee will be made up of three members with terms of appointment for three years. One member's term of appointment will expire each year. No person will serve more than three consecutive years on this committee. The committee reports directly to the Board of Directors through the President.

### Responsibilities ð General

1. Receive and study all proposed constitutional changes.
2. Establish the validity of all recommended changes, subsequent actions, etc., and forward written reports to the Executive Committee.
3. Draft proposed constitutional changes, which will then be disposed of according to the constitutional guidelines.
4. All actions, recommendations for changes, subsequent actions, etc. will be

- forwarded in written form to the Executive Committee.
5. Represent the changes as presented by the author or solicitor.
  6. Clarify the jargon of the change or amendment to the Executive Committee, the Board of Directors and the Association membership.
  7. Represent the organization as a whole and not as a select minority and/or personal opinion or conviction.
  8. Investigative and recommend for acceptance or rejection any proposed amendment to the constitution.
  9. Research and investigate any new proposed program of the Association which will effect the organizational structure of the Association.
  10. Design any structure needed for the implementation of provisions of the amended Constitution or of any new program of the Association.

#### Responsibilities of Chairperson

1. Preside at all meetings of the Constitution Committee.
2. Coordinate the work and responsibilities of the Constitution Committee Members.
3. Disseminate any proposed amendment to the Constitution to the Executive Committee and to the Board of Directors of the Association for presentation to and for the acceptance or rejection of the amendment by the Board of Directors of the Association.
4. Make presentations and give reports of the Constitution Committee to the Executive Committee and to the Board of Directors of the Association as directed by the President of the Association.
5. Respond to members suggesting constitution change as to action taken by the committee and/or Board of Directors.
6. The following steps are proper in amending or changing the Constitution:
  - A. Changes are recommended by members of the Constitution Committee. Recommended changes from the Constitution Committee are presented to the Executive committee. A two-thirds majority vote is required to make the proposal.

Also, a petition signed by two-thirds of the Association's members may be presented to the Executive Committee to initiate a change in the Constitution.

B. If the recommended changes are approved, the changes must be published and distributed at least two weeks prior to a general business meeting of the Association.

C. The recommended changes must be read and voted on by the membership at a general business meeting of the Association.

D. To be changed, the recommendations must be approved by two-thirds of those present at the general business meeting of the Association.

E. Approved changes go into effect.

## **CREDENTIALS COMMITTEE**

---

### **PRIMARY RESPONSIBILITY**

To work with the Conference Committee to establish registration procedures.

### **MEMBERSHIP**

The ATTE Treasurer is always the chair of the committee and must recommend three, but not to exceed nine individuals to the executive committee and ATTE president for appointment.

### **RESPONSIBILITIES**

1. Arrange an orderly registration procedure whereby each person involved in the Association's Business Meeting may be checked for identification as a member of the Association and thus have voting privileges.
2. Establish registration schedules.
3. Arrange for a membership verification booth.
4. Determine how Association membership can be recognized. (tags, ribbons, etc.)
5. Arrange with the Association's Treasurer and the Conference Committee for memberships to be available.
6. Recognize vendors who are Associate Members at the Annual Conference (Certificates have been printed in the past to be distributed for display in

vendor's booths during the Conference.)

7. Provide a conference attendance list to exhibitors.

***LEGISLATIVE COMMITTEE (inactive) (4/17/04 Pending Board Action)***

---

*The Legislative Committee may be established for either state and/or national legislative functions. Legislative years will have a definite bearing on the need for legislative committees.*

*Each member of the committee will be selected to serve an indefinite term. The committee is to keep the President and the Executive Secretary informed of any developments or situations that would have an impact on technology education and offer suggestions for addressing the issue.*

**OBJECTIVES**

1. *Establish a state-wide communication network of responsible technology education leaders who have an interest in legislative action and support as well as serve as a mechanism for identification of local and national needs which require legislative attention.*
2. *Encourage regional associations to maintain contact and report with state and national legislative members.*
3. *Prepare summaries of legislation and send copies to the membership.*
4. *Work with the Executive Committee and the International Technology Education Association/American Vocational Association in developing ideas and needs for legislation.*
5. *Structure a strong state-wide committee to assist with the functions of the legislative programs.*
6. *Work closely with other groups or associations in determining mutual needs and gathering support for special programs which will improve technology education throughout the state.*
7. *Coordinate state-wide legislative needs for technology education.*

8. *Coordinate the pursuit of state/national legislative support for technology education.*
9. *Represent the Association and the technology education profession in legislative endeavors.*
10. *Provide guidance and direction for state legislative action by working with state representatives, senators, state supervisors, teacher educators, and Association members.*
11. *Develop annual goals and strategies for the legislative program and secure board approval.*
12. *Develop personal rapport with legislative leaders.*
13. *Assist in evaluating the progress of technology education at the state and local levels in securing federal funds for the expansion and improvement of staff and programs.*
14. *Maintain contacts with National and State Advisory Councils on Career and Technology Education.*
15. *Provide interpretive information to technology education personnel regarding legislation through publication, conferences and in answer to requests.*
16. *Encourage membership enrollment. A strong membership gets the attention of the legislature.*
17. *Develop and implement strategies for achieving legislative goals.*
18. *Prepare article for the Journal that will inform the membership of legislation and/or needed legislative action.*

## **NOMINATING COMMITTEE**

---

### **PRIMARY RESPONSIBILITY**

Identify the slate of officers for the Association, conduct the election and report the results to the Executive Committee.

## MEMBERSHIP

The President of the Association will select a chairperson for this committee, who will in turn select at least two other representatives of the Association to serve on this committee for a one-year term.

## RESPONSIBILITIES

1. Solicit nominations for office. Nominations must be received by the Committee by Oct. 15.
2. Review candidates and qualifications of each candidate.
3. Report to the Executive Committee the candidates for each office.
4. Candidate qualifications shall be published in the issue of the *ATTE Journal* after Oct. 15.
5. In the event eligible nominees are not submitted by the deadline, the Nominating Committee shall screen membership and submit at least three (3) nominees for each office.
6. The ballot shall be sent to the membership by Jan. 1 and returned by Jan. 15.
7. The committee shall declare the winner as the nominee receiving the greatest number of votes. In the event of a tie, the Executive Board will vote to break the tie.
8. Count the election ballots. Results of the canvassing shall be known only to the Nominating Committee and Executive Committee.
9. Announce the election results at the Board of Directors Meeting preceding the general meeting. Only the names of the winners will be revealed. The number of votes the candidates received shall not be revealed to the Board and the Association Membership.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

---

### **PRIMARY RESPONSIBILITY**

To investigate and develop professional development projects.

### **MEMBERSHIP**

Executive Secretary, Chairperson, President, President-elect, Secretary, Treasurer and Past- President.

### **RESPONSIBILITIES**

1. Develop and maintain a five-year plan for the developments in technology education in Texas that includes five one-year plans. The plan should be revised each year by September 1 and submitted to the chairperson of the Long-Range Planning Committee.
2. Implement plans as necessary.
3. Identify research and development projects related to professional development and submit to the Research, Evaluation and Development Committee chairperson by Aug. 15 each year.

## **PUBLICATIONS COMMITTEE**

---

### **PRIMARY RESPONSIBILITY**

To publish and disseminate the *ATTE Journal* at least four (4) times per year.

### **MEMBERSHIP**

Shall consist of an editor, advertising manager, illustrator, photographer and seven *ATTE Journal* Committee Members. The editor and advertisement manager are appointed by the ATTE Board each year. The Advisory Committee is selected from individuals recommended by the editor and appointed by the President.

### **RESPONSIBILITIES**

1. Publish a technology education newsletter when directed to do so by the Executive Committee.
2. Publish research studies conducted by the Association.
3. Determine advertising rates.
4. Sell advertising space in the *Journal* to offset publication expenses.
5. Evaluation of all publications submitted to the Association for publication for positiveness, image relationship and professionalism.
6. Avoid materials that could be considered libelous, rabble rousing, slanderous or that infringes on copyright laws.
7. Send a *Journal* to the superintendent of persons being recognized in the *Journal*. (awards, feature stories, etc.)
8. Publish any new or revised Constitution or By-Laws amendments.

#### SUGGESTED ACTIVITIES

1. Publish and disseminate other materials approved by the Executive Committee.
2. Periodically survey membership relative to the opinion of the Association's publication in the *Journal*.
3. Develop and implement a system for soliciting materials from the Association's membership for publication in the *Journal*.
4. Keep members informed of major professional activities such as convention program highlights, membership status, legislative activities, upcoming professional meetings, minutes of business meetings and Treasurer's report.
5. Provide space for editorial opinions that are constructive for ATTE. (i.e. columns, letters to the editor, editors column)
6. Identify appropriate materials that should be sent to the International Technology Education Association and the Association for Career and

Technical Education (ACTE) as well as other professional association publications for their consideration.

7. Provide a referee program for qualified journal articles
  - a. Article should not be longer than eight to ten pages double spaced, the original work of the author/s, properly referenced, and not previously published.
  - b. Articles of interest to any section of our membership are acceptable.
  - c. Photographs and drawings, properly labeled are acceptable.
  - d. Articles become the property of the Journal, and cannot be published elsewhere without permission.
  - e. Submit 4 copies of your article.

---

## **RESOLUTIONS COMMITTEE**

---

### **PRIMARY RESPONSIBILITIES**

To stimulate, receive, organize, edit and otherwise prepare resolutions to be considered by delegates at the annual business meeting.

A resolution is defined by the Association as “a formal expression of opinion by an individual member, group or committee of the Association, the intent of which is action by the Executive Committee, Board of Directors and/or the membership”.

Resolutions adopted by the members become official policy of the Association and serve as guides for the Executive Committee, Board of Directors, committees and membership. There are three (3) types of resolutions:

Acknowledgment Resolutions ~ Resolutions in this category express appreciation or acknowledge outstanding efforts on behalf of education by individuals, institutions, groups and/or organizations. These expressions of appreciation shall be acknowledged by letter within 30 days after the Conference.

These resolutions shall be classified by the letter “A” with an indicated year and number (Example: A-04-1).

Standing Resolutions ~ These resolutions shall establish policies and guidelines for the Association and are of a more permanent nature. These shall have had the approval of the Association in one or more prior years

and which shall still call for action on the part of the Association.

These resolutions shall be classified by the letter "S" with an indicated year and number. (Example: S-04-1)

Current Resolutions ~ Resolutions in this category will be expressions of concerns regarding issues which require the immediate and continued attention of the Association. Current resolutions shall be enacted upon and efforts exerted by the leadership of the Association's Executive Board and/or Board of Directors to resolve the concerns expressed by same. Dispositions and actions taken in these regard shall be included in a report to the meeting at the following annual conference.

These resolutions shall be classified by the letter "C" with an indicated year and number. (Example: C-04-1)

## **AWARDS COMMITTEE**

---

### **PRIMARY RESPONSIBILITY**

To provide recognition to members and others as they contribute to the excellence of the Association and to technology education in general.

### **MEMBERSHIP**

The chairperson of the Awards Committee will be the Past-President of the ATTE Association, who serves as Coordinator of Awards.

The Assistant Coordinator of Awards is:

Don Herrington  
1926 Young Ave.  
Abilene, Texas 79601  
(325) 677-4217 (H)  
[donherrington@hotmail.com](mailto:donherrington@hotmail.com)

Individuals who are responsible for the selection process for each award section below will be appointed by the Coordinator of Awards

## AWARDS SELECTION COMMITTEE

1. Past President (Coordinator of Awards)
2. Assistant Coordinator of Awards
3. Five Association Past-Presidents

### 1. ATTE MEMORIAL SCHOLARSHIP AWARD

Number given: 0-2  
Nominations made by: Each region  
Selection made by: Texas Association of Technology  
Education Retirees (TATERs).

### 2. BILLY MAYES SCHOLARSHIP AWARD

Number given: 0-2  
Nominations made by: Each region or College/University  
Professor  
Selection made by: Texas Association of Technology  
Education Retirees (TATERs).

### 3. ATTE SCHOLARSHIP

Number given: 0-2  
Nomination made by: Each region  
Selection made by: Texas Association of Technology  
Education Retirees (TATERs).

### 4. HALL OF HONOR AWARD

Number given: Only when appropriate  
Nomination made by: Current Association membership  
Selection made by: 2/3 vote of the Awards Selection  
Committee

### 5. DISTINGUISHED TEACHER AWARD

Number given: One  
Nomination made by: Regions and Selection Committee  
Selection made by: Texas Association of Technology  
Education Retirees (TATERs). The last  
recipient of the award may present the  
award at the February ATTE Conference.

### 6. DISTINGUISHED SERVICE AWARD

Number given: 0-1  
Nomination made by: Executive Committee or Regional Association Board Member  
Selection made by: Executive Committee and award presented by ATTE President

7. DISTINGUISHED LEADERSHIP AWARD

Number given: 0-3  
Nomination made by: Executive Committee or Regional Board Member and award presented by ATTE President  
Selection made by: Executive Committee

8. MERITORIOUS SERVICE AWARD

Number given: 0-3  
Nominations made by: Executive Committee or Regional Board Member  
Selection made by: Executive Committee

9. PRESIDENT'S AWARD

Number given: 0-1  
Nominations made by: President  
Selection made by: President

10. PROGRAM OF THE YEAR AWARD

Number given: 1 per region  
Nominations made by: Faculty of school district/county or building unit  
Selection made by: Awards Selection Committee

11. REGIONAL OUTSTANDING TEACHER AWARD

Number given: 1 per region  
Nominations and selections: Regional ATTE members

12. TEACHER EDUCATOR OF THE YEAR

Number given: 0-1  
Nominations: Teacher Educators  
Selection made by: Teacher Educators' Selection Committee

13. ADMINISTRATOR OF THE YEAR

Number given:	0-1
Nominations made by:	Supervisors
Selection made by:	Supervisors' Selections Committee

#### 14. 25 YEAR SERVICE RECOGNITION AWARD

Number given:	All qualified Association members
Nominations made by:	Recipient of the Award
Selection made by:	Coordinator of Awards

#### RESPONSIBILITIES

1. Develop an Awards Packet appropriate for the years awards.
2. All Awards Packets should be mailed to the regional associations by Sep. 1 of each year.
3. Awards Packets should be returned to:

Don Herrington  
1926 Young Ave.  
Abilene, Texas 79601  
(325) 677-4217 (H)  
[donherrington@hotmail.com](mailto:donherrington@hotmail.com)

by Jan. 15, except Program of the Year Awards and Distinguished Teacher Awards which must be received by Nov. 1 of the previous year.

4. The Distinguished Teacher Award recipient is also the International Technology Education Association Distinguished Teacher from Texas.
5. It is not required that each award be given annually if there are no qualified candidates nominated.