

North Point Educational Service Center  
**Business Advisory Council By-Laws**

**Mission Statement:** The mission of the North Point Educational Service Center Business Advisory Council is to engage the business and education communities to understand and support the educational and employment needs within our service region of Erie, Huron, Ottawa and Sandusky Counties.

**Roles of the Business Advisory Council:**

1. To *advise* local school districts on changes in the economy and job market and the area in which future jobs are most likely to be available.
2. To *advocate* for the employment skills most critical to business and industry and the development of curriculum to teach these skills.
3. To *aid and support* local school districts by offering suggestions for developing a working relationship among businesses, labor organizations and educators.

**Partnering School Districts:**

Erie County: Edison Local, EHOVE Career Center, Huron City, Kelleys Island, Margareta Local, Perkins Local, Sandusky Central Catholic, Sandusky City, Vermilion Local

Huron County: Bellevue City, Monroeville Local, New London Local, Norwalk Catholic, Norwalk City, South Central Local, Western Reserve Local, Willard City

Ottawa County: Benton-Carroll-Salem Local, Danbury Local, Genoa Area Local, Middle Bass Island, North Bass Island, Port Clinton City, Put-in-Bay Local

Sandusky County: Clyde-Green Springs Exempted Village, Fremont City Schools, Gibsonburg Exempted Village, Lakota Local, Woodmore Local

- *The membership was revised 12-18-19 by vote of Council to include Fremont City Schools.*
- *The membership was revised 9-30-20 by vote of Council to include Benton-Carroll-Salem Local Schools*

**BYLAWS FOR THE BUSINESS ADVISORY COUNCIL OF NORTH POINT ESC**

Article 1: Definitions

Board: The Board of Directors of the Business Advisory Council.

Member: A member of the BAC.

BAC: Business Advisory Council.

Year: The twelve-month period that begins on 1 July.

Quorum: The minimum number of participants who must be present when a vote is taken. A majority of the directors for the BAC must be present.

Article 2: Board

The governing body of the BAC shall be the Board consisting of up to 12 members representing the North Point ESC, county economic development directors, and business leaders.

### Article 3: Appointment of BAC Members and Election of Officers

Section 1 – Council Membership shall be approved at the annual BAC meeting. A review of officers shall take place at the September meeting of each year. A vacancy for any member of the BAC shall be filled by appointment and a majority vote of the council shall be required.

Section 2 - The Council shall meet quarterly.

Section 3 - Officers of the BAC.

(a) During the annual meeting the President, Vice President, and Secretary shall be elected.

(b) A vacancy in the position of any officer shall be filled by action of the council membership.

Section 4: Additional Members of the BAC: The council may also recommend to the Board, individuals not on the council to participate on a sub-committee for a specific purpose or amount of time.

### Article 4: Duties of Officers -The specific duties of the officers are as follows:

Section 1 - President. It shall be the duty of the president to preside at meetings of the BAC and to perform other duties as ordinarily pertain to the office of president.

Section 2 - Vice-President. It shall be the duty of the vice-president to preside at meetings of the BAC in the absence of the president and to perform other duties as ordinarily pertain to the office of vice president

Section 3 – Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of board and committee meetings; and record and preserve the minutes of such meetings.

### Article 5: Meetings

Section 1 – Annual Meeting: An annual meeting of the BAC shall be held not later than December 31st in each year, at which time the appointment and approval of officers to serve for the ensuing year shall take place.

Section 2 – Board Meeting: The regular meetings of the BAC shall be held at least once quarterly and at times directed by the Officers. Due notice of all meetings and changes in or cancellations of the regular meeting shall be given to all members of the Council and noticed to the public.

Section 3 – Quorum: A majority membership shall constitute a quorum of the BAC.

### Article 6: Method of Voting

The business of the BAC shall be transacted by voice vote or electronic voting via email.

### Article 7: Committees: Ad hoc committees may be appointed as needed.

(a) The president (or designee) shall be ex officio member of all committees and, as such, shall have all the privileges of membership thereon.

(b) Each committee shall transact its business as is delegated to it and such additional business as may be referred to it by the Board.

(c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the NPESC BAC Board on all committee activities.

#### Article 8: Duties of Committees

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the committee chair to provide the necessary leadership to prepare and plan presentations.

#### Article 9: Resolutions

The BAC shall not consider any resolution or motion to commit the BAC on any matter until the board has considered it. Such resolutions or motions may be offered at any regular meetings of the BAC

#### Article 10: Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and information.

Committee reports.

Any unfinished business.

Any new business.

Adjournment.

#### Article 11: Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present. These bylaws will be reviewed annually at the September meeting of each year.

#### Article 12: Proxy:

It is understood that on occasion a member of the BAC will not be able to attend a scheduled Council Meeting and may need to designate an individual from their organization to represent them at a Council Meeting. Members may appoint a Proxy to represent them and the President shall be notified of any proxy appointment prior to the scheduled meeting

Article 13. Reporting:

The NPESC Board must file, not later than the first day of March of each school year, a statement describing how NPESC, its participating client districts, and its business advisory council has fulfilled their responsibilities under state law.

ADOPTED: September 4, 2018

**Meeting Structure:**

The NPESC's BAC meets on a quarterly basis in the months of September, December, March and June at 9:30 AM in the conference room of NPESC's office, 4918 Milan Avenue, Sandusky, Ohio