

Mahoning County Educational Service Center  
Business Advisory Council  
Bylaws

Section 1. Vision and Mission

- A. Vision: A well-prepared workforce that contributes to the economic development and improved quality of life throughout the Mahoning Valley region.
- B. Mission: To advise, support and empower Mahoning Valley educators in delivering the instruction and experiences students need to develop relevant, in-demand employment skills as part of their academic and technical preparation for college, careers and/or military service.

Section 2. Partnering Districts

- A. The Mahoning County Educational Service Center BAC may also serve as the BAC for any school district that has entered into a service agreement with Mahoning County Educational Service Center.

Section 3. Purpose

- A. The Business Advisory Council (BAC) will foster cooperation among schools, businesses and the communities they serve. This work ensures that the work of educators aligns with the needs of businesses. This BAC will assist in making local education system more aware of the local labor market; promote work based experiences within businesses; and give guidance in helping students prepare for successful learning and employment opportunities.
- B. The council will annually adopt a plan under which the council addresses how it will make recommendations to the MCEESC and the member districts.
- C. The council will file with the Ohio Department of Education, a statement, by March 1st of every year, reporting on the progress on the work outlined in the Business Advisory Council plan.
- D. The Business Advisory Council will:
  - a. 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;
  - b. Advocate for the employment skills most critical to business and industry and the development of curriculum to teach these skills;

- c. Aid and support local school districts by offering suggestions for developing a working relationship among businesses, labor organizations and educators.

#### Section 4. Member appointment and terms of service

- A. Membership will be appointed by the Mahoning County Educational Service Center Board. The appointment will be documented in the ESC board minutes and by written communication with the appointee.
- B. The Mahoning County Educational Service Center Board can identify potential business advisory council members, or ask member districts for recommendations, ask local businesses, business organizations, labor unions or other appropriate organizations to recommend members.
- C. Membership should represent the Mahoning County Educational Service Center service area. Members may be from:
  - a. Local or regional businesses and industries (this should be the majority of members);
  - b. Workforce development or economic development groups or organizations;
  - c. Local chambers of commerce;
  - d. Local business or industry associations;
  - e. Other organizations with unique knowledge of the local economy or business environment, such as higher education institutions; and
  - f. School district leadership teams.
- D. Membership appointments are for one year. The Mahoning County Educational Service Center may renew appointments for any number of additional years of service in one year increments.

#### Section 5. Appointment of Roles

- A. The Council shall annually elect a chairman from the members who shall serve as co-chairman with the MCEESC Superintendent or designee.

#### Section 6. Meeting Protocols

- A. The Business Advisory Council will meet at least quarterly. All meetings are open to the public. The Superintendent of member districts will receive copies of agendas, minutes, BAC annual plan of action, and the required Department of Education annual report (March 1st).

#### Section 7. Public Meeting Notice

- A. Meetings of the Business Advisory Council fall under the auspices of the Open Meetings Act (Sunshine Law). Notices will be posted in the local newspaper and on the MCESC website calendar.

#### Section 8. Recording Meeting Minutes

- A. Meeting minutes will be recorded and kept in the Mahoning County ESC Administrative Office. The minutes will be distributed to member districts after the council approves them.

#### Section 9. Subcommittees

- A. The council can create subcommittees within the members of the council at anytime to work on specific projects or activities. The council may also recommend to the MCESC board for approval, individuals not on the council to participate on a subcommittee for a designated amount of time.

#### Section 10. Reporting

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

#### Section 11. Review of Bylaws

- A. The bylaws may be amended at anytime the council identifies the need. At a minimum, they must be reviewed annually prior to March 1st.