



Mercer County Educational Service Center Business Advisory Council Bylaws

1. Mission statement:

We believe:

- Mercer County and our surrounding region offers a great place to work, live and raise a family
- Bridges between business and education are the key to a sustainable future for our community
- Every Mercer County student will graduate with an informed plan

Together we promote the **Quality Practices of a BAC**, which include **Developing Professional Skills for Future Careers, Building Partnerships** and **Coordinating Experiences** by being: Data Driven; Action-Oriented; and, Co-Designers of Student Success.

2. Member expectations for and commitment to meetings and strategies:

- a. Help ensure that we are on the right track in preparing students for career opportunities in our area by creating a communication vehicle between all invested partners
- b. Highlighting successful initiatives that can be shared and recreated as best practices in the region
- c. Presenting a Problem of Practice that can be evaluated by all invested partners
- d. Provide resolutions that work for both businesses and schools to create future student and employment success

3. Member appointment and terms of service:

- a. The Mercer County ESC BAC is open to any interested members of the business and education community willing to actively participate. School board or governing board members or authorized administrators or local businesses can identify potential business advisory council members, or they can ask local businesses, business organizations, labor unions or other appropriate organizations to recommend members.
 - b. Business advisory council membership should cover the entire ESC-service area. Priority for membership to the business advisory council should go to individuals who come from in-demand industries, including large and small employers in both existing and growing industries. Other issues to consider include an individual's experience, availability for meetings and activities, and level of interest.
 - c. Members may include, but are not limited to, representatives from the following:
 - i. Local or regional businesses and industries (this should be the majority of members);
 - ii. Workforce development or economic development groups or organizations;
 - iii. Local chambers of commerce;
 - iv. Local business or industry associations;
 - v. Other organizations with unique knowledge of the local economy or business environment, such as colleges and universities;
 - vi. The appointing board of education of the school district, board of education of the joint vocational school district or governing board of an educational service centers (at least one member); and
 - vii. School district leadership teams.
 - d. The Superintendent or designee will oversee the Mercer County ESC BAC operations; the Career Navigator will be the primary contact and presiding officer of the Mercer County ESC BAC.
 - e. The Mercer County ESC Board will address conflicts of interest or other potential ethical concerns when selecting business advisory council members.
 - f. Planning/Organizational Committee members will be asked to serve rotational, three-year terms to allow for both continuity and change. If needed, to set up a rotation for the new Mercer ESC BAC in Year 1, members will volunteer for the length of term that best fits their commitment, or draw for one-, two-, or three-year terms.
 - g. Reappointment considerations are dependent on the unique circumstances and commitments of the individual members and their terms of service.
 - h. The membership of the Mercer County ESC BAC will not be limited, and subcommittees will be utilized as needed to ensure the effectiveness of the BAC regardless of membership numbers.
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Mercer County Educational Service Center

540 East Market Street, Celina



4. Appointment of officers and responsibilities of each office:
 - a. Due to the size of the Mercer ESC BAC, officers will not be appointed or elected until deemed necessary.
 - b. The need for officers will be assessed during the regular yearly review of the Bylaws.
5. Council's meeting schedule:
 - a. The Mercer ESC BAC will meet quarterly as follows:
 - i. September
 - ii. November
 - iii. March
 - iv. June
 - b. Subcommittees may decide to meet on a more frequent basis as-needed.
 - c. Specific meeting dates/times will be posted on the [Mercer County ESC BAC Website](https://www.mercercountyesc.org/BusinessAdvisoryCouncil.aspx):
<https://www.mercercountyesc.org/BusinessAdvisoryCouncil.aspx>
6. Process the council will use to provide public notice of all meetings:
 - a. Public notice of specific meeting dates/times will be posted on the [Mercer County ESC BAC Website](https://www.mercercountyesc.org/BusinessAdvisoryCouncil.aspx)
 - b. Each meeting notice will include a link to an agenda, available at least 2 weeks prior to the meeting date
7. Process for taking and recording minutes of each council meeting:
 - a. Meeting minutes will be recorded by a designated staff member of the Mercer County ESC
 - b. Minutes will be posted on the [Mercer County ESC BAC Website](https://www.mercercountyesc.org/BusinessAdvisoryCouncil.aspx)
8. Procedures for appointment of council subcommittees, if applicable:
 - a. Subcommittees will be utilized to ensure efficiency of the BAC and will be designated by the strategies in place to support the Quality Practices of the yearly BAC Plan.
 - b. Subcommittee members with roles that support specific strategies will be asked to volunteer their strengths related to each strategy, during regularly scheduled meetings that review each strategy. Should enough BAC members not volunteer to serve on subcommittees, the Mercer County ESC BAC will identify and ask members to participate in subcommittee work.
 - c. Subcommittee members may request to move or change subcommittees as needed, during regularly scheduled meetings.
9. Parliamentary procedure to be practiced during council meetings:
 - a. Mercer ESC BAC meetings are intended to be informal to allow for an environment that best fosters business-education partner relationships.
 - b. The Presiding Officer will be the Mercer ESC Career Navigator or Superintendent or designee.
10. Process for reporting to the board of education on a quarterly basis:
 - a. The Mercer ESC BAC will report meeting activity as follows:
 - i. To the ESC Board: Via yearly Career Navigator reports or as-needed
 - ii. To district superintendents: Via monthly ESC meetings or as-needed
 - iii. To district BOEs, County officials, business representatives, and other interested parties: Via communication regarding the availability of reports on the [BAC website](https://www.mercercountyesc.org/BusinessAdvisoryCouncil.aspx)
 - b. Schedule for review and revision of bylaws:
 - i. Bylaws will be reviewed annually in June and approved at the September quarterly meeting.
 - ii. Should a Bylaw revision become identified and necessary outside the annual review period, Council members may make recommendations at any quarterly meeting as needed.

Derived from [Operating Standard for Business Advisory Councils](https://education.ohio.gov/Topics/Career-Tech/Career-Connections/Business-Advisory-Councils),
<https://education.ohio.gov/Topics/Career-Tech/Career-Connections/Business-Advisory-Councils>

Revised 7.26.2023

Approved: 9. 14.2023

Motion by W. Gabes, BAC Quarterly Meeting