

College Council Bylaws

Article I. NAME

The name of this council shall be the "BATES TECHNICAL COLLEGE COUNCIL" hereinafter referred to as the "College Council".

Article II. PURPOSE

Section II.1 STATEMENT OF PURPOSE

College Council is the primary shared structure for the college responsible for coordinating institutional effectiveness processes in support of the college's mission, strategic plan, and core themes. It offers each constituent group the opportunity to participate in the planning process and program initiatives as well as to develop, review, and revise policies and procedures through their representatives. The Council provides recommendations to the college president and through the college president to the Board of Trustees on college matters.

Section II.2 OBJECTIVES

- (a) Facilitate the planning process for the college by setting and maintaining short, intermediate and long term goals developed within the context and ever-changing demands of the external and internal environments.
- (b) Review, revise and maintain college mission fulfillment and sustainability in alignment with strategic plan goals and core theme assessments on key indicator data, and recommend further targeted intentions to college President and Board of Trustees for approval.
- (c) Develop, review, and revise policies and procedures, and make recommendations to the college president.
- (d) Ensure the transparent integration of cyclical planning (plan, do, check, act), outcomes assessment, evaluation, and resource allocation across the college's divisional units in order to effectively allocate human, fiscal, and physical resources to support teaching and learning.
- (e) Oversee college responses to accreditation recommendations.
- (f) Connect the college's annual targeted priorities to reflect the Strategic Plan of the college.
- (g) Evaluate the effectiveness of the following college committees/activities: Accreditation, Planning and Budgeting, Facilities Master Plan, Technology Master Plan, and the Master Academic Plan.
- (h) Receive, review, evaluate and act upon reports and recommendations to the College president from the college committees.
- (i) Respond to requests from the president to study and make recommendations regarding a concern.

- (j) Define and implement communication mechanisms to regularly communicate meeting schedules, agendas and status of recommendations, policies and procedures to the college community, including College Council stakeholders.

Article III. MEMBERSHIP

Section III.1 Definition of Members

College Council members are those people who have agreed to serve on the council representing the various college community groups. Ex-officio members are administrative employees of the College assigned to serve on the council.

Section III.2 Selection of Members

College Council will consist of 15 non-ex officio members. Following NWCCU guideline 2.A.1, members will volunteer or be selected by their peer groups to serve on the council. Membership will be as diversely representative of the College and community as possible with primary attention on work group, campus location, and equity characteristics.

Work Groups -

- PTE (Professional Technical Employee) Staff
- PSO (Public Safety Officers)
- Faculty
- Exempt Staff
- Student Body
- Maintenance / Operations Staff (Facilities)
- Board of Trustees

Campus Locations -

- Downtown Campus
- South Campus
- Central Campus
- Off Campus

Non-ASG student body representatives must have completed at least one quarter at Bates.

The Council's Administrative Support Resource person will maintain a Membership Roster. This document will track the various areas of representation of each member. This will aid in recruiting members that provide the greatest college community representation as possible.

Section III.3 Quorum

Eight voting members of the Council shall constitute a quorum of the Council for the transaction of business at any regular or special meeting.

Section III.4 Terms of Office

Non-student Council members will serve three-year terms. At the end of their first term, they may be selected to serve a second term. At the end of the second term, members must leave the Council for at least one year before being eligible to return to the Council. Members will begin their service on September 1.

Student members will serve for one year or until they finish their program of study and/or leave the college.

Ex-officio member terms of office are open-ended.

The Membership Roster will be used to track the terms of each member to ensure that transitions on and off the council are done in such a way that the council is functional and effective at all times.

Section III.5 Responsibilities of Members

It is the responsibility of every College Council member to attend each meeting and adhere to the College Code of Conduct. Council meetings and actions will focus solely on meeting the goals and objectives found in Article 2 of these Bylaws. Meeting attendance is crucial to the overall success of the Council. Members are expected to be on time and prepared for all meetings. In the event a member is not able to attend a meeting, they should inform the chair of the absence prior to the meeting.

Members are responsible for disseminating committee information to their respective constituents and are expected to actively work on council business in between meetings. Duties and tasks will normally be determined at College Council meetings.

Section III.6 Voting Rights

- (a) Ex-officio members are non-voting members of the council. All other council members have equal voting rights.
- (b) Proxy voting (a form of voting whereby some may delegate their voting power to others to vote in their absence) is allowed. Members must inform the Chair they will be represented by a proxy at a particular meeting.

Section III.7 Termination of Membership

If a council member misses two consecutive meetings, the chair will contact the absent member and discuss the desire and ability of the missing member to continue on the council. The council, on recommendation by the chair, may choose to terminate and replace the non-participating member.

Section III.8 Resignation of Members

If a member decides to resign from the council, they must inform the Chair in writing of their decision.

Section III.9 Vacancy

In the case of a membership vacancy, the Council will determine the representative needs in membership (using the Membership Roster) and work through the appropriate channels to fill the vacancy. The replacement member will complete the term of membership of the departed member.

Article IV. OFFICERS

Section IV.1 Officers: Definition

College Council elective offices consist of a Chair and a Vice Chair.

Section IV.2 Election and Term of Office

Nominations: Nominations for the office of Vice Chair will be made at the second June Council meeting. Council members may volunteer to place their name in nomination or may be nominated by someone

else on the council. Nominees should consider their willingness to accept a nomination and make their desire known to the current Chair prior to the first July meeting.

Elections: The election of a new Vice Chair will take place at the second July meeting. A secret ballot will be used. A simple majority will determine the outcome.

The elected person will serve a two-year term in office, serving as Vice Chair for one year, then serving as Chair the second year. The newly-elected Vice Chair will begin their term on September 1.

If the Chair would like to continue as serving for an additional year, the Council may vote to allow that. In that case, the Vice Chair may choose to continue for an additional year and no elections will be required. If the Vice Chair chooses not to continue, a new Vice Chair will be elected.

Section IV.3 Removal from Office

Any elected officer may be removed from office by a vote of the Council.

Section IV.4 Officer Vacancy

A vacancy in the office of Vice Chair shall be filled by election from current members of the council. In case of a vacancy in the office of the Chair, the Vice Chair shall assume the office of Chair and complete the remaining term before beginning their own one-year term as Chair. A new Vice Chair will be elected from the remaining council members.

Section IV.5 Duties of the Chair

The Chair shall be the spokesperson for the Council. The Chair shall preside at College Council meetings, oversee the process of adding new members, assign duties and responsibilities, and appoint task forces necessary to complete council work. The Chair will work closely with the Vice Chair to develop meeting agendas and schedule special meetings when necessary.

Section IV.6 Duties of the Vice Chair

The Vice Chair shall work closely with the Chair. When the Chair is absent, the Vice Chair will assume the duties of the Chair. The Vice Chair may be assigned to head a task force or special project. The Vice Chair is the Chair-elect.

Section IV.7 Administrative Support Resource

One of the non-faculty, non-administration members from other classifications will be appointed to provide administrative support services. These services will include recording and distributing meeting minutes, working with the chair and vice chair to distribute meeting agendas, schedule meeting space, and do other council-related administrative duties as needed.

Article V. COMMITTEES

Section V.1 Definitions

- (a) Council – A council meets on a regular basis and is composed of representatives designated or selected to act in an advisory capacity. A council often recommends direction on the work of numerous committees or task forces.
- (b) Standing Committee – A standing committee is composed of representatives and considers matters pertaining to a designated charge or subject. A committee reports its recommendations to appropriate representative bodies.

- (c) Task Force - A task force addresses special college-wide issues or tasks and meets until the issue is resolved or the task is completed.

Section V.2 Special Committees

The Chair may form standing committees and task forces as Council business requires. Standing committees will continue to exist as long as needed and task forces will exist until the designated task is completed. Special committees will consist of Council members; task forces may consist of college employees and representatives who are not members of College Council. The work of these special committees will be overseen by the Council.

Section V.3 Term of Office on Committee

Special committee members may serve on their committee so long as they continue to be College Council members. Task force members will serve until the task force completes its business.

Section V.4 Quorum/Special Committees

Standing committees and task forces require 50 percent of their members for a quorum. If less than 50 percent of committee or task force members are present, no voting may be conducted.

Article VI. MEETINGS

Section VI.1 Regular Meetings

The Council will regularly meet from 3:15 to 4:45 PM on the second and fourth Wednesdays of each month except when those days fall at a time when both faculty and student members are not scheduled to be on campus such as breaks and holidays.

Section VI.2 Cancellation of Regular Meetings

Meetings may be cancelled with cause at the discretion of the Chair. Members will be notified of the cancellation and cause as soon as possible.

Section VI.3 Special Meetings

The Council will meet at other times as needed to fulfill the charge of the committee. The Administrative Support Resource will schedule meeting space for special meetings.

Section VI.4 Meeting Agenda and Location

The Administrative Support Resource person will send out a meeting agenda (with supporting documents) and meeting location at the direction of the Chair. Agendas will be delivered one week before each meeting. Most meetings will occur on the Downtown Campus, but meetings could be scheduled at other locations.

Section VI.5 Decisions of the Council

The decisions of the Council will be presented to the College President as recommendations. The President is not bound to any particular action that the council suggests.

Section VI.6 Conduct of the Meeting

Council meeting procedures shall be governed by Robert's Rules of Order in all cases to which they are applicable. The following shall be the order of business:

1. Call to order
2. Approval of minutes of previous meeting
3. Report of Chairperson
4. Report of College President
5. Committee reports
6. Special topics
7. Unfinished business
8. New business
9. Adjournment

The order of business can be modified by a motion and majority vote of the quorum.

Section VI.7 Minutes

The Administrative Support Resource will record accurate minutes of all Council meetings and will distribute the minutes within seven days following each meeting via email to all Council members.

Article VII. AMENDMENTS AND REVISIONS

Revision or amendments to the bylaws may be proposed by any member. Each member shall receive in writing all proposed revisions or amendments to the bylaws not less than 24 hours prior to the Council meeting where a vote will occur on that proposal. A two-thirds majority of the members voting shall be required to revise or amend the bylaws, provided a quorum is present.

Roberts Rules: Roberts Rules of Order, the 1915 version is in the public domain and speaks to bylaws:
<http://www.robertsrules.org/rror-11.htm#67>

Changes and revisions:

6/13/18: Changes to Article VII approved.

7/11/18: Deletion of Sections VII.01 (Approval by Policy Council) and VII.02 (Revision Date) approved.

12/11/19: Changes to Section VI.01 approved.

12/11/19: Addition of new Section VI.02 (Cancellations) and related numbering adjustment approved.