­­­­



Council and College Committee

Bylaws Template

Date Submitted to PBC:

Approved by PBC:

Contents

***COMMITTEE*** [***PURPOSE 3***](#_Toc37741827)

[Role 3](#_Toc37741828)

[Responsibilities 3](#_Toc37741829)

[MEMBERSHIP 3](#_Toc37741831)

[Membership Terms 3](#_Toc37741832)

[How Members are Appointed or Selected 3](#_Toc37741833)

[Annual Orientation of Members 3](#_Toc37741834)

[Expectations of Service 3](#_Toc37741835)

R[emoval 3](#_Toc37741836)

[CO-CHAIR SELECTION 3](#_Toc37741837)

[DISSEMINATION OF INFORMATION 3](#_Toc37741839)

[FORMATION & ROLE OF TASK FORCES or AD HOC WORK GROUPS 3](#_Toc37741841)

[MEETINGS 3](#_Toc37741842)

[Frequency of Meetings 3](#_Toc37741843)

Meeting Agenda  [3](#_Toc37741844)

Decision-Making  *3*

[ACTIONS & DECISIONS/RECOMMENDATIONS 3](#_Toc37741845)

[BYLAWS CHANGE 3](#_Toc37741846)

[EVALUATION 3](#_Toc37741847)

# COMMITTEE PURPOSE

# Role: Identify the purpose of the committee and the committee’s role in serving the college.

# Responsibilities: Identify committee responsibilities.

# Required:

# Seek input and vet the committee’s 3-year plan with Councils

# Draft and submit to PBC the committee’s 3-year plan (usually in spring semester)

# Provide an annual report to PBC based on the 3-year plan

#

# MEMBERSHIP

## Membership Terms: A “term” is usually a two-year or four semester commitment.

## How Members are Appointment or Selected: Committee members are appointed through

## Classified Senate, Academic Senate, and Associated Students of Cañada College. (Classified

## representatives are also vetted through CSEA.)

Recommendation:

**Committee membership (constituency representation)**: College participatory governance committee membership ensures representation of college constuency groups—faculty, classified, students, administration. Committee members typically serve by appointment in one of the following capacities:

* At-large
* Division representive
* By assignment or by position (for example, a faculty coordinator or dean/responsible administrator)
* Student representative

## Annual Orientation of Members:

## Recommendation:

## Committee chairs and co-chairs participate in the Planning and Budget Council’s annual

## “PBC Orientation.” Committee members are invited to attend.

## Expectations of Service

## Recommendation:

## Committee members will

* commit to attend and prepare for meetings
* notify co-chairs if unable to attend scheduled meetings
* solicit feedback from and report out to constituent groups.

## Removal

Members may be removed or asked to resign by consensus of the committee after three (3) absences in one semester.

#

# CO-CHAIR SELECTION

# Recommendation:

# Unless determined “by position” or “assignment,” the committee nominates and votes in a

# co-chair according to their bylaws. Co-chairs may serve for a one or two-year term to be

# determined by committee. Co-chairs and committee members are to be confirmed by the last regular committee meeting in spring semester (in preparation for service to begin the next year).

#

# DISSEMINATION OF INFORMATION

# Agenda and Meeting Summaries

# Recommendations:

* distribute meeting agendas 72-hours prior to a meeting
* draft meeting summaries should be reviewed/approved at subsequent meetings
* agendas and meeting summaries are to be posted regularly to Council or Committee webpages
* council or committee webpages should be regularly updated with current information, committee membership, bylaws, meeting agendas and summaries, meeting days and times.

# FORMATION & ROLE OF TASK FORCES (Councils and Committees)

# A task force or ad hoc work groups are “small groups created by a Planning Council, Committee, or Senate for a short time—less than a year—for a defined “task” or purpose. Membership of the Task Force relies on topic experts, interested parties, and may include representation of college constituency groups as determined by the founding Planning Council, Committee, or Senate (See *Compendium of Committees*, April 2019).

# MEETINGS

## Recommendations:

## Frequency of Meetings: Committees typically meet bi-weekly or monthly for one to two

## hours. For example, 2nd and 4th Wednesdays of the month or the last Friday of the monrth.

## Meeting Agenda: Meeting agendas should be created by committee co-chairs with input

## from the membership.

## Decision-Making: Committees may use consensus decision-making or rely on a majority

## vote. Quorum, or the required minimum number of members present to make a decision, is

## half the membership +1)

# ACTIONS & DECISIONS ON COLLEGE POLICY (For Councils)

All Council actions and decisions are formal recommendations made to PBC.

# BYLAWS CHANGE PROCESS

**Recommendation:**

Council and Committee bylaws may be amended and/or adopted by consensus or by a two-thirds vote of all members in consultation with their respective constituents. Any member may propose a change to bylaws.

# EVALUATION

Committees report to the Planning and Budget Council annually on the progress of the the

3-year plans. Annual reports may be submitted or presented to PBC.