College Committee and Council BYLAWS

TEMPLATE

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# Committee PURPOSE

# Role

# Responsibilities

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# MEMBERSHIP

## Membership Term—usually two year or four semester commitment

## How Members are Appointed or Selected

**Committee membership:**

* Appointees, At-large faculty or classified professional
* Division representation, one or two representatives by division
* Faculty coordinators or classified professional per assignment (responsibility/area)
* Dean or responsible administrator
* Student appointee

## Annual, fall Orientation of Members

## Expectations of Service

## Removal

# CO-CHAIR SELECTION

# By appointment or committee nomination and voting.

# ~~ADMINISTRATIVE SUPPORT (if any)~~

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# DISSEMINATION OF INFORMATION

# Agenda and meeting summaries

* Agendas 72-hours, Draft Meeting Minutes or Meeting Summaries approved at subsequent meeting.
* Agendas and Meeting Summaries posted at committee

# ~~FORMATION & ROLE OF COMMITTEES OR TASK FORCES~~

# FORMATION & ROLE OF COMMITTEE TASK FORCE

# MEETINGS

## Best practices for Conduct of Meetings

* Robert’s Rules of Order basice
* Consensus Method or Voting
* Quorum

# ACTIONS & DECISIONS/RECOMMENDATIONS

# BYLAWS CHANGE PROCESS

# EVALUATION