

College Committee and Council BYLAWS

TEMPLATE

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)

[Removal 3](#_Toc37741836)

[CO-CHAIR SELECTION 3](#_Toc37741837)

[DISSEMINATION OF INFORMATION 3](#_Toc37741839)

[Expectation re communication (agenda setting, note-taking, emailing and communicating with members and posting information on the college website) should be clear and consistent for all groups 3](#_Toc37741840)

[FORMATION & ROLE OF AD HOC COMMITTEES OR TASK FORCES 3](#_Toc37741841)

[MEETINGS 3](#_Toc37741842)

[Creating meeting agendas 3](#_Toc37741843)

[Procedure for Conduct of Meetings 3](#_Toc37741844)

[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

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

# 

# MEMBERSHIP

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

## Member Appointment: In collaboration with Classified Senate, Academic Senate, and Associated Students of Cañada College. (Classified representatives must be vetted through CSEA.)

**Committee membership**: Membership establishes college constuency group representation (faculty, classified, students, administration):

Representation may include:

* At-large faculty or classified personnel
* Division representation, one or two representatives by division
* By assignment (responsibility/area), faculty coordinators or classified personnel
* Dean or responsible administrator
* Student representative

## Expectations of Service

## Recommendation: (Refer to PBC bylaws as a model.)

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

# CO-CHAIR SELECTION

# Recommendation: Unless determined “by position” or “assignment,” the committee may appoint or nominate and vote in a co-chair according to their bylaws. Co-chairs may serve for a year or two-year term to be determined by committee. Co-chairs should be appointed by the last meeting of the spring semester in preparation for the upcoming academic year.

# 

# DISSEMINATION OF INFORMATION

# Agenda and meeting summaries

# Recommendations:

* Agendas distributed 72-hours prior to a meeting, Draft Meeting Minutes or Meeting Summaries approved at subsequent meeting, ideally “discussion items” should precede by one one meeting “action items.”
* Agendas and Meeting Summaries posted on Council or Committee webpage
* 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)

# See Compendium of Committees, *task force* or *ad hoc work group* definition.

# MEETINGS

## Recommendations:

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

## Meeting Agenda: Meeting agenda should be created by committee co-chairs with input from the membership.

## Decision-making: Committees may use consensus or a majority Vote (quorum is considered half the membership +1)

# For Councils: ACTIONS & DECISIONS ON COLLEGE POLICY

All actions and decisions made by a council 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 bylaws change.

# EVALUATION

Committees report to PBC annually on the progress of the their 3-year plans. Annual reports may be submitted or presented to PBC.