

BY-LAWS OF THE BRANDON CAMPUS ADVISORY COUNCIL (CAC)

1. The purpose of the CAC is to bring issues that are pertinent to the Brandon campus's staff and students to the Institutional Advisory Council (IAC) and ultimately make recommendations to those who make the decisions that will affect us.
2. Council members will serve two-year terms. Student representatives will serve one-year terms.
3. If any member of the Brandon CAC cannot complete all or part of his or her term it is the responsibility of this council to appoint a replacement from the campus.
4. We will conduct our meetings and vote on items by committee.
5. The responsibility of the Chair of the Brandon CAC will be to schedule monthly meetings and prepare the agenda. Agenda items will be submitted to the chair at least 5 workdays prior to the monthly meeting.
6. The Executive Staff Assistant to the Brandon Campus President will distribute agendas to all members of the CAC no later than 5 days prior to the monthly meeting. (These will be done electronically).
7. Members of the Brandon CAC will represent this Council at the monthly Institutional Advisory Committee (IAC) meeting.
8. All meetings of the Brandon CAC will be open meetings. Meeting dates will be electronically posted, as will be the minutes.
9. Membership of this Council will be comprised of seven full time employees of the campus with representation from all employee categories, plus one student selected by SGA.
10. Non- members of the Brandon Campus Advisory Council attending meetings may participate in the following manner:
 - a. The non-member can sign up to speak at any scheduled meeting. Presentation limited to 5 minutes.
 - b. The Brandon CAC member can invite a non-member to speak on a specific topic. Presentation limited to 5 minutes.
11. A majority vote will be necessary for any proposal and/or recommendation to be considered for presentation at the monthly IAC meeting and to the Campus President. It is the responsibility of the chair to get this on the IAC agenda.
12. The Campus President and his Executive Staff Assistant will serve as "staff support" to the Brandon CAC.