

Davis Islands Advisory Council

By-Laws

Article I

NAME

The name of this organization shall be the Davis Islands Advisory Council.

Article II

CHARGE

To deliberate and make advisory recommendations to the Davis Islands delegated District Cabinet member regarding the Davis Islands location issues, except for solely academic and bargaining issues.

To deliberate and make advisory recommendations to the College President regarding college-wide issues, except for solely academic and bargaining issues, by advancing those issues to the Institutional Advisory Council.

Article III

MEMBERSHIP

Will consist of 9 people representing every floor, including Vision.

Beginning in the 2004-2005 academic year membership shall be by self-nomination. The Membership Sub-committee will review the nominations and make recommendations to the Committee prior to June 30th. The Committee will forward their recommendations to the delegated Cabinet member by the second Friday of July.

New membership will begin the second Friday of August. Members selected will also become members of the Institutional Advisory Committee. This meeting will function as

an orientation meeting to be conducted by the Chairperson and the Membership Subcommittee.

The term of membership shall be two years. Members may request reappointment to the Committee. If for any reason any member leaves the floor (i.e. transfer, promotion, termination) and all floors are no longer represented, the alternate (of that floor) will become the representative for that floor. This criterion will also apply if the alternate is on the same floor.

The Administrator will be appointed by the delegated Cabinet Administrator.

OFFICERS

The Council will elect a Chairperson and Vice-Chairperson from the membership.

The term of office shall be limited to one year.

The responsibilities of the Chairperson:

- a) a) Chair the Council meetings.
- b) b) Provide an annual report of the Councils accomplishments.
- c) c) Assure that meeting facilities are adequate.

The responsibilities of the Vice-Chairperson:

- a) a) Chair the Council meetings in the absence of the Chairperson.
- b) b) Chair the Operations and Procedures Committee.
- c) c) Assist the Chairperson.

The Chairperson and Vice-Chairperson will be elected annually.

In the absence of the Chairperson, the Vice-Chairperson shall assume the responsibilities of the Chairperson. If both the Chairperson and Vice-Chairperson are unable to attend the Davis Islands Advisory Council meeting, the Chairperson can appoint a temporary Chairperson for the meeting. Alternates are ineligible to become Chairperson to the Institutional Advisory Committee meeting.

At least one alternate shall be selected for each committee member on the same basis that the committee members were selected. Alternates may serve in sub-committees.

A member's term may be terminated following a total of three unexcused absences. Absences related to college business and approved leave shall count as excused absences; however, in the event of excessive excused absences, termination or retention will be decided by committee vote. If alternate attends meeting in place of the committee member, the absence shall be considered excused for the committee member.

The Committee may choose to nominate a secretary. In the absence of a secretary being nominated, Administrative office will provide administrative support (i.e. staff assistants). Administrative support will be utilized on a rotating basis.

Committee Meeting Minutes will be submitted for review ten 10 working days, but no later than 1 week prior to the meeting.

The Chairperson has the authority to appoint Ad Hoc committees.

QUORUM

Shall be a simple majority of the membership of the Committee.

VOTING

Voting Members include the Davis Islands Council members or their alternates.

By-Laws approval or amendments require a 2/3 majority of the members in attendance.

With regards to voting procedures, Roberts Rules of Order shall be followed.

For the purposes of advancing an issue or proposal when time is of the essence, the Chairperson may place an issue for vote by the membership in e-mail, allow for an e-mail discussion, and allow for an e-mail vote. In order for the e-mail vote to valid, a quorum of the committee must respond to the vote.

Article IV

AGENDA

- I. Certification of Quorum
- II. Approval of Agenda – At this time Committee members may introduce additional items for last minute inclusion to the agenda, with the approval of the majority of the members.
- III. Approval of Minutes
- IV. Chair Report
- V. Administrator Report

- VI. Standing Committee Reports
- VII. Old Business
- VIII. New Business – Any member of the Committee can forward an issue to the Chairperson for inclusion as new business prior to the meeting date. In addition, other items may be introduced for inclusion in the agenda.

AGENDA ITEMS

Should be submitted to the Chairperson at least one week prior the meeting date.

MEETING DATE

The standard meeting date will be the second working Friday of each month at 10 a.m.

The Chairperson or delegated Cabinet member may call additional meetings as deemed necessary.

COMMITTEES

Standing Committees will be established as needed.

Sub-Committees shall be established periodically by vote of the membership.

Sub-Committees shall include but are not limited to:

- A) By-Laws
- B) Membership
- C) Communication