

Institutional Advisory Council

By-Laws

(Proposed Revisions 04/23/04)

Article I

NAME

The name of this organization shall be the Hillsborough Community College Institutional Advisory Council (hereafter referred to as the Council).

Article II

CHARGE

To address organizational issues which affect the culture and effectiveness of the institution and its mission by providing a forum which will both initiate and enable change.

Article III

A. MEMBERSHIP

The membership will include all local Council members from each Campus Advisory Council.

Council members, who are full-time College employees, will serve two-year terms as specified by the by-laws of the Campus Advisory Councils. Each Campus Advisory Council is responsible for determining the membership to itself and the Council. Student representatives will serve one-year terms.

If any member is unable to attend a meeting, it is his/her responsibility to designate an alternate in accordance with the by-laws of the appropriate Campus Advisory Council. The alternate shall sign the attendance roster under the member's name and designate his/herself as his/her alternate.

If any member cannot fulfill all or part of his/her term, it is the responsibility of the individual Campus Advisory Council to identify a replacement.

B. EXECUTIVE COMMITTEE

This committee shall consist of the Chairs and vice-chairs of each of the Campus Advisory Councils.

This committee will develop the meeting agenda.

Responsibilities include:

- a) Set the agenda for each of the meetings.
- b) Develop methods for communicating with Academic Affairs.
- c) Familiarize membership with Robert's Rules of Order.
- d) Implement the attendance policy.
- e) Elect the Chair and Vice-Chair for the next year at the August meeting.

C. OFFICERS

The Council will elect a Chair and Vice-Chair from the members serving on the Executive Committee. It is recommended that these positions be of alternate employment categories.

The term of office shall be limited to one year.

The responsibilities of the Chair are to

- a) Chair the Council meetings.
- b) Chair the Executive Committee.
- c) Provide an annual report of the Council's accomplishments.
- d) Attend, report to, and serve as a resource for the President's Cabinet.

The responsibilities of the Vice-Chair are to

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

D. QUORUM

Shall be a simple majority of the membership of the Campus Advisory Councils.

E. VOTING

Members of the Executive Committee will serve as the only voting members, serving in the capacity as representatives of their respective campus councils.

Before a vote is taken, a brief recess may be declared for the Executive Committee to caucus with members of their Campus Advisory Councils.

In order for an Executive Committee member to participate in a vote, a simple majority of the membership of the respective Campus Advisory Council must be present or represented by proxy at the Council meeting. It is the responsibility of the recorder to inform the Council chair of which campuses are qualified to vote. Once established as a quorum, that campus will retain the right to participate in the Council voting for that meeting.

The chair of the Council will retain the right to participate in discussion and to vote as long as the campus quorum for the chair's campus is established; however, the power of the chair shall not be used to limit or direct discussion in such a manner as to support the chair's position.

Article IV

A. AGENDA

- I. Certification of Quorum
- II. Approval of Agenda – At this time Council 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. College President's Report
- VI. Committee Reports (if committees are appointed)
- VII. Old Business
- VIII. New Business – Any member of the Council can forward an issue to the Chair for inclusion as new business prior to the meeting date. In addition, other items may be introduced for inclusion in the agenda.
- IX. Hearing of Students and Employees not on the Council – At this point in the meeting, students and employees who do not serve on the Council shall have the right to present an issue to the Council for consideration to be placed on the next agenda. Such presentations will be limited to five

minutes per speaker. An additional five minutes for questions by the Council may be allowed by the chair. The Executive Committee will then vote to allow or not allow the issue to be included on the next agenda. Anyone wishing to speak at this point in the meeting should register with the official recorder prior to the beginning of the meeting, if possible.

B. AGENDA ITEMS

1. Should be submitted to the Chair by the Monday prior to the meeting date.
2. Will be distributed to all members of the Council and posted on the College website by the Wednesday prior to the meeting date.
3. May be submitted by any full-time College employee in accordance with Section IX above.

Article V

A. RULES OF PROCEDURE

Robert's Rules of Order will be followed.

B. MEETINGS

1. All meetings will be open meetings.
2. Non-members may participate in meetings only if invited to speak by a Council member or during the Hearing of Students and Employees as explained in Article IV, Section A, IX of the agenda format.
3. Meetings shall rotate among the five campus locations. The host campus is responsible for arranging for and reserving meeting rooms. The standard meeting date will be the first working Friday of each month during the Fall and Spring terms.
4. The Chair or College President may call additional meetings as deemed necessary. If it is necessary to have an emergency meeting during a time period outside of normal Fall or Spring sessions, the requirement for separate campus quorums shall be waived.
5. The minutes of all meetings will be the responsibility of the Chair, who shall ask the College President to designate an appointed secretary. The secretary will serve the entire year and will not be a voting member. The

secretary will record the minutes and distribute them to all members of the Council no later than two weeks after the meeting date. In addition, the minutes will be posted on the College web page.

Article VI

A. COMMITTEES

1. Operations and Procedures Committee
 - a) Membership
 - II. Composed of the Vice-Chair and one Campus Advisory Council member from each campus.
 - III. Members will serve a minimum of one year beginning with the September meeting.
 - b) The Vice-Chair will serve as Chair.
 - c) Charge:
 - II. Recommending the formation and charges for committees, including size and membership.
 - III. Will oversee committees.
 - IV. Evaluate by-laws.
 - V. Evaluate Council effectiveness.
2. *Ad Hoc* Committees may be appointed and given charges as deemed advisable by the Council or Executive Committee.