

**Plant City Campus  
Campus Advisory Council**

**By-Laws**

**(Amended May 9, 2003)**

**Purpose:**

The purpose of the Hillsborough Community College, Plant City Campus Advisory Council will be to review and make advisory recommendations to the Campus President regarding campus-wide issues, and/or the Institutional Advisory Council regarding college-wide issues, except for collective bargaining and academic issues.

**Membership:**

The Campus Advisory Council will be comprised of seven (7) representatives appointed by the Campus President from the following employee groups:

- 2- Classified
  - 1- Professional Managerial
  - 2- Faculty
  - 1- Administrator
  - 1- Student
- (1) Council members will serve a staggered two-year period, except for the student member, who will serve one-year, but can be reappointed.
  - (2) 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.
  - (3) Seven alternates will be recommended to the Campus President by existing committee members for attendance at Institutional Advisory Council meetings. Alternates will serve a two-year term.

- (4) A member will resign if their classification changes. If less than six months of the resigning member's original term has expired, a replacement member will complete the term; If more than six months of the original member's term has expired, the replacement member will serve the remainder of the term, plus a two-year term. The replacement member should come from the alternate group and will be appointed by the Campus President.
- (5) The Chair and Vice-Chair will be selected by Council membership vote. The Chair and Vice-Chair will not be administrators.
- (6) In the absence of the Chair, the Vice-Chair shall assume the responsibilities of the chair. If both the chair and Vice-Chair are unable to attend the Institutional Advisory Council (IAC) at District, the Chair can appoint a temporary Chair for this purpose. Alternates cannot become a Chair to the IAC meeting.
- (7) The Chair has the authority to appoint Ad Hoc committees.
- (8) Secretarial duties will be rotated among Campus Staff Assistants each meeting. A schedule will be developed for Senior Staff Assistants who will take minutes of the Plant City Advisory Council meetings. Staff Assistants serving on the Council will not have secretarial duties.

**Other:**

- (1) The Council meetings will be held on the second Friday of each month when the college is in regular session(fall and spring) @ 9:00 a.m., or at the call of the Chair. The Council has the option of meeting during the summer months of June, July, and August provided that all members (or their alternates) are in attendance. The council may not conduct summer meetings without representation from all areas.
- (2) Meetings will be conducted around a square or round table with the intent of making everyone equal.
- (3) A basic agenda format will be used, and the agenda will be disbursed via e-mail by the Tuesday or Wednesday prior to the next meeting. Members will forward all agenda items to the chair by Monday of the meeting week. All items not forwarded by this day will, at the discretion of the chair, be heard under the heading of "other."
- (4) Robert's Rules shall be used to govern all meetings.

- (5) Council meetings are open and any campus employee or student can speak for a five-minute limit at the end of the meeting. The Chair may limit the time and number of speakers.
- (6) All proposals and recommendations must be in writing. The official Plant City CAC form must be used for submitting proposals to the committee.
- (7) The Council cannot discuss collective bargaining or academic issues.
- (8) A vote will be taken on all recommendations to the Campus Advisory Council or IAC. Four affirmative votes are necessary in order for the CAC to make a formal recommendation to the Campus President or the IAC.
- (9) The Staff Assistant will distribute the summary minutes by e-mail to campus staff no later than Wednesday of the following week. Copies of the summary minutes will be placed in the campus Library and in Public Folders.
- (10) The By-Laws may be amended only if five (5) Council members vote to amend.