

# HILLSBOROUGH COMMUNITY COLLEGE YBOR CAMPUS ADVISORY COUNCIL PURPOSE AND BY-LAWS

## **PURPOSE:**

The purpose of the Ybor Campus Advisory Council (CAC) will be to review and make advisory recommendations to the Campus President regarding campus-wide issues and/or to the Institutional Advisory Council (IAC) for college-wide issues with the exception of academic and bargaining issues.

## **Ybor Campus Advisory Council will:**

- Initiate discussion on issues of significance to the campus and recommend a course of action to the Campus President and/or the IAC.
- Gather input from staff, faculty and students regarding those issues which come before council.
- Use data and information gathered to advise the Campus President on appropriate courses of action.
- Inform the Ybor college community about recommendations and/or reports.
- Establish standing and/or ad hoc committees to examine issues that come before the council and determine the respective committee charges.
- Review and discuss reports and recommendations from campus standing committees, task forces, and ad hoc committees.

## BY-LAWS:

1. The council will be comprised of Twelve elected representatives from the following employee groups:

Classified Staff  
Professional Staff  
Faculty  
Students  
Physical Plant

2. The Campus President, the Recorder, and Administrative Resource Person will serve as ex officio non-voting members.
3. Council members will serve for a period of two years. Members will be limited to two consecutive terms (four years), following which a member will be ineligible for membership for a period of one year.
4. The council will select new members to fill vacancies as terms expire or as vacancies occur for other reasons (e.g. new job classification, employee leaves the college, etc.).
5. A member's term may be terminated following three unexcused meeting absences. The council Chair will inform the member of this potential action following two unexcused absences. If this action is necessary, the council will select a replacement member to complete the term.

If a member cannot attend a meeting, he or she is responsible for notifying the chair of his or her absence and providing the name of the alternate who will be participation in the meeting.

6. In instances where a member is on an extended leave and will be unable to regularly attend Council meetings, the council will select a replacement. The replacement member will serve during the leave, not to exceed one year.
7. Robert's Rules of Order shall be the parliamentary guidelines at all Council Meetings.
8. All meetings of the Council will be open meetings.
9. Council officers will include a Chair and a Vice-Chair. In September of the second year, the Council will elect a Chair and Vice-Chair from the elected representatives. If possible, the Vice-Chair will be from a different employee group than the Chair. In the event that the Chair resigns before his or her term expires, the Vice-Chair will finish out the unfinished term.

10. There will be an Executive Committee Council consisting of: The Chair, the Vice-Chair and the Recorder.

- The responsibility of the Chair will be:
  - a) Chair the Council meetings.
  - b) Chair the Executive committee of the Council.
  - c) Appoint or determine the process for appointing the membership of any ad hoc committees.
  - d) Implement the attendance policy.
- The responsibilities of the Vice-Chair will be:
  - a) Chair Council meeting in the absence of the Chair.
  - b) Chair the Executive Committee in the absence of the Chair.
  - c) Assist the Chair with duties as appropriate.
- The responsibilities of the Executive Committee will be:
  - a) Set the agenda for each meeting.
  - b) Develop, when appropriate, mechanisms for communicating with the Campus Advisory Council.
  - c) Familiarize Council membership, when appropriate, with Robert's Rules of Order.

11. Agenda Items will be submitted to the Chair of the Council's Executive Committee. Agenda items will be accepted from the following:

- a) Elected members of the Council.
- b) The campus President and other ex officio members.
- c) Other district and campus governance bodies.
- d) The campus community through elected representatives.

12. The Chair of the Campus Advisory Council on meeting day will distribute agendas to members of the Council.

13. An individual Council member may submit an agenda item to the Council for consideration on the day of Council meetings.

14. A recorder will be provided for the council. The recorder will not be a member of the council. The recorder will record the minutes and distribute them no later than two weeks after the meetings. The minutes will be distributed to all members of the Council and all Campus Advisory Council.

15. Non- members of the Council may participate in meetings of the Council one of the following ways:

- a) The non-member may sign up to speak prior to any schedule meeting (ten-minute maximum).
- b) The council can invite non-members to speak to specific items.

16. The Campus Advisory Council will meet monthly on the second Friday of each month at 2:00pm from September through May unless notified otherwise. The meeting schedule will be established prior to the final meeting of the spring semester. The council may vote to meet in any given month (s) or to call special meetings, as it deems appropriate.
17. The Council will identify the need for ad hoc committees of the Council. The Council Chair will appoint members of ad hoc committees or determine a process for doing so.
18. The minimum number of Council members necessary to constitute a quorum will be 7 of 12 (constitutes members 50% + 1). However, if a decision needs to be made on an important, timely issue, the Council reserves the right to make a decision based on majority vote by the members present.
19. A minimum of 7 Campus Advisory Council members will serve on the College Institutional Advisory Council (IAC). The Chair will always serve.
20. The Council will make every effort to communicate recommendations, reports, and deliberations to the Ybor campus community. Copies of minutes will be kept on file with the recorder and placed in Public Folders upon approval.