



COLLEGE COUNCIL BYLAWS

ARTICLE 1 – NAME AND PURPOSE

Section 1 – Name: The name of the organization shall be Helena College Council with members appointed by the Dean/CEO.

Section 2 – Mission: Helena College Council facilitates campus communication and coordination; exercises designated decision authority in order to enable effective and efficient college operations.

ARTICLE 2 – MEMBERSHIP

Section 1 – Eligibility for membership: The membership shall consist of Directors, Managers, and a representative of the following; Faculty Senate, Staff Senate and Student Senate. Members are appointed by the Helena College Dean/CEO.

Non-voting members: The Dean/CEO and Associate/Assistant Deans are ex-officio and will attend and/or be available as requested by the voting members.

Section 2 – Term: There is no term limit, members are expected to attend and participate.

Section 3 – Selection of Officers: The College Council will select a Chair and Vice Chair from the membership by way of nomination and majority vote for a term of one year. A Recorder is chosen from outside of the College Council membership. Other offices may be created as needed.

The Chair shall:

- Convene regularly scheduled meetings
- Shall preside or arrange for the Vice Chair or appointee to preside at each meeting
- Shall enter the information into the Council's official records.
- Provide Helena College Leadership and faculty/staff with information from meetings as deemed appropriate.

The Vice Chair shall:

- Chair committees or meetings on special occasions as directed.

The Recorder shall:

- Provide a draft copy of minutes from the College Council business to the Chair of the College Council for distribution to the members and after approval of minutes will be made public.
- Maintain a record of College Council business that is transportable to College Council meetings (i.e. official records). The record shall include minutes, copies of proposals and reports, recommendations or other relevant documents that record Council business.

ARTICLE 3 – MEETINGS

Section 1 – Regular meetings: The College Council shall meet bi-weekly as needed. The first meeting is required and is held the second Tuesday of each month. The second monthly meeting is considered optional on the 4th Tuesday of each month and is held on an "as needed" basis. Meetings will be held from 4:00P to 5:00P to accommodate student and

faculty/staff schedules. Meeting reminders will be sent out a week in advance with an accompanying agenda and documents pertinent to discussions. Meetings may be cancelled by the Chair, with appropriate notice.

Section 2 – Quorum: A quorum will be required for business transactions to take place. A quorum is 2/3 of the voting members.

Section 3 – Special meetings: A task force or ad hoc committee may be formed for an identified period of time to work on specific issues facing the College Council.

Section 4 – Agenda Items: Proposed agenda items needing action and/or voting shall be forwarded to the Dean/CEO for discussion and, once approved, placed on the agenda for review and/or action.

ARTICLE 4 – AMENDMENTS

Section 1 – Amendments: These bylaws may be amended when necessary by two-thirds majority of the College Council membership. Proposed amendments must be submitted to the Recorder to be sent out with regular Council meetings or announcements.

CERTIFICATION

These bylaws were approved at a meeting of the College Council by a two-thirds majority vote on 10/10/2017.

Recorder

Date