

Oregon Coast Community College College Council By-Laws

1. Article I – Membership

1.1. All employees are College Council members. The Associated Student Government will have one representative member on the College Council.

1.1.1. An employee is an individual who is in an active employment status, as defined by Human Resources.

2. Article 2 – Officers

2.1. Officers

2.1.1. Chair

- 2.1.1.1. The Chair shall be anyone who meets the definition of an “Employee” as outlined in 1.1.1.
- 2.1.1.2. The primary responsibility of the Chair is to conduct the meetings
- 2.1.1.3. Call for agenda items from College Council members and set the agenda
- 2.1.1.4. Change dates of meetings, with the concurrence of the college President
- 2.1.1.5. Verify and approve voting outcomes and pass College Council recommendations on to the College President

2.1.2. Vice Chair

- 2.1.2.1. The Vice-Chair shall be anyone who meets the definition of an “Employee” as outlined in 1.1.1
- 2.1.2.2. Takes place of Chair in their absence
- 2.1.2.3. Performs the role of meeting time management
- 2.1.2.4. Collects and tracks College Council recommendations
- 2.1.2.5. Prepares and administers voting ballots during election cycle
- 2.1.2.6. Reports election results to College Council

2.1.3. Secretary

- 2.1.3.1. The Secretary shall be anyone who meets the definition of an “Employee” as outlined in 1.1.1
- 2.1.3.2. Takes and prepares the meeting minutes
- 2.1.3.3. Notes attendance of
 - 2.1.3.3.1. Voting members
 - 2.1.3.3.2. Non-voting meeting attendees
 - 2.1.3.3.3. Committee members
- 2.1.3.4. Distributes minutes, drafts, and handouts at every meeting
- 2.1.3.5. Posts minutes, drafts, and handouts to website within one week of meeting

- 2.1.3.6. Sets up Zoom conferencing for each meeting
- 2.1.3.7. Reserves room and contacts IT and facilities as necessary

2.2. Officer Elections

- 2.2.1. In February of each year, the Secretary shall issue an invitation for Council Officer nominations to the college community
- 2.2.2. At the March Council meeting the nominees for Council Officers shall be introduced and offered an opportunity to make a statement regarding their qualifications
- 2.2.3. At the April Council meeting, voting members shall elect the Officers for the following academic year

2.3. Terms of Service

- 2.3.1. Terms of service shall begin at the start of a new academic year
 - 2.3.1.1. A term of service is defined as one academic year
- 2.3.2. All officers shall serve a minimum of one term of service
 - 2.3.2.1. Officers can serve up to two consecutive full or partial terms of service in a specific position

3. Article 3 – Voting Membership

3.1 Specific individuals, representing various employee groups, constitute the voting membership of the College Council.

3.1.1. The employee groups and number of representatives are as follows:

- 3.1.1.1. Faculty – 8
- 3.1.1.2. Classified Employees – 4
- 3.1.1.3. All Managers Group – 3
- 3.1.1.4. Associated Student Government – 1

3.1.2. Voting Member Elections

- 3.1.2.1. Annually at the Fall College In-Service each employee group will seek nominees and elect voting representatives and alternates for the upcoming academic year.

3.1.3. Length of service for voting members shall not exceed two consecutive full or partial terms. Members who have completed two consecutive terms may rejoin the voting membership following a break of at least one year.

3.1.4. Each employee group will designate an alternate(s) from their employee group

- 3.1.4.1. If a voting member is unable to attend a meeting, the alternate may attend in their stead
- 3.1.4.2. If a voting member resigns, the designated alternate will assume their position

3.1.5. If a voting member is elected to an Officer position, they must give up their voting membership

4. Article 4 – Meetings

- 4.1 Meetings shall be held October through June on the second Friday of each month, beginning at 1:00 p.m. and ending at 3:00 p.m.
- 4.2 Meetings shall be open to the public
 - 4.2.1 Attendees wishing to address the Council shall be recognized during the portion of the agenda designated for public comment
 - 4.2.2 More than fifty percent (50%) of the voting members shall constitute a quorum
 - 4.2.2.1 If a quorum is not met, the Council may continue with the meeting without any votes taken
 - 4.2.3 Meetings shall be conducted by Robert's Rules of Order as interpreted by *Robert's Rules in Plain English* by Doris P. Zimmerman
 - 4.2.4 Order of Business
 - 4.2.4.1 The agenda shall be developed by the Chair with input from Council Officers, Voting Members, and/or members of the college community
 - 4.2.4.2 Minutes of Council meetings shall be distributed to the college community in accordance-with section 2.1.3.5

5. Article 5 – Committees and Participatory Governance Groups

- 5.1 Committees and groups of the Participatory Governance Structure include but are not limited to:
 - 5.1.1 Accreditation Steering Committee
 - 5.1.2 Assessment Task Force
 - 5.1.3 Associated Student Government
 - 5.1.4 Instructional Leadership Team
 - 5.1.5 Student Services Management Team
 - 5.1.6 Equity and Inclusion Committee
 - 5.1.7 Safety Committee
- 5.2 Committees and participatory governance groups will provide regular oral or written reports to College Council on an as needed basis and will be listed on the agenda and send action items back to Committees and groups for further exploration and follow-up.
- 5.3 Council has the ability to form a taskforce to research and advise on issues that affect the college

6. Article 6 – Charter and By-Laws Revision

- 6.1 The College Council shall have the power to amend its charter and/or by-laws providing that such amendments be approved by a majority of the votes.