Template 1 for Advisory Committee Bylaws

Committee Bylaws may not contradict the current Institutional policies or procedures.

I. Name:

II. Purpose:

III. Membership Distribution List:

IV. Selection of Members
   A. Membership requirements
   B. Meeting attendance requirements
   C. [Clarify election or appointment procedures for officers including who votes/appoints members and officers]
   D. [Election/Appointment Timeline]
   E. Clarify start date and length of members/officers’ terms

V. Officers Duties:
   A. The Chair shall:
      1. [Call regular meetings]
      2. [Create agenda using the template provided]
      3. [Distribute agenda and draft minutes of previous meeting electronically to all committee members no less than 7 calendar days prior to each scheduled meeting]
      4. [Preside over meetings (clarify who presides if Chair is absent)]
      5. [Provide reports if needed]
      6. [Attend meetings]
      7. [Verify the committee’s web postings/Google groups are accurate and up-to-date if used]
      8. [Report upcoming openings on the committee?]
      9. [Hold elections for the committee officers?]  
      10. [Report membership list and officers for the upcoming year by May 1]
      11. [Other duties; lines can be added as needed]
   
   B. The Secretary shall:
      1. [Take accurate minutes (including attendance records) of each committee meeting]
      2. [Submit draft of minutes to committee chair no less than 10 days prior to the meetings using the template provided]
      3. [Provide committee members with approved minutes or post to Google groups/web, etc.]
      4. [Track membership rotation and report to the committee chair before March 15]
      5. [Other duties; lines can be added as needed]
VI. Meetings:
   A. [The(committee name) will meet the __________________ of every ____________]
   B. [Define process for calling special meetings including notification requirements]
   C. [Define quorum]
   D. [Clarify acceptability and process of virtual meetings including agenda, attendance records and, minutes]

VII. Attendance:
    A. [Define committee’s attendance policy]

VIII. Voting:
    A. [Who may vote and who may not (chair? past chair?)]
    B. Percentage of members needed to certify vote
    C. Process for Voting
    D. [Clarify process for proxy voting]
    E. [Clarify process for virtual voting]

IX. Amendments:
    A. [Define the process for amending these bylaws]
ARTICLE 1: NAME AND PURPOSE
Official name of the Council or committee
What are the purpose, function, and mission of the Council or committee?

ARTICLE 2: MEMBERSHIP, SELECTION, AND RECALL
Who are the members?
Who do they each represent (constituency or job title/position)?
In general, membership should be representative of both genders and reflective of the ethnic diversity of the community, or at a minimum, represent the diversity of the industry. Membership must include the following:

- At least a 51% majority of business and industry members (A broader representation could benefit from understanding the works of an advisory committee and serve as non-voting, consulting members.)
- An educational administrator;
- Counselor/advisor and/or a special populations representative

Optional members may include:
- Secondary and/or postsecondary technical instructors;
- General education (academic) faculty
  - Current student or parent representative
- Are all the interested parties properly represented to adequately fulfill the purpose/mission of the committee?
- Is there anyone missing that has particular knowledge or responsibility that is integral to the committee’s purpose (e.g., Public Safety and Telecommunications (NeTel) representatives for the Facilities Naming Committee)? If so, they should be added to the membership roster.
- Is there a representative from the body to whom the Council or committee reports who will act as a liaison with that body?
- Is there a student member included, if student input would be appropriate?

How are members selected?
- Faculty should be selected by their peers in an open, fair, democratic process. Dean or Chair appointments are not representative of faculty wishes and choices.
- If appropriate, the institution shall set forth policies and procedures for coordinating with Colleges and Departments to fill faculty vacancies on all Councils and committees.

Are there particular qualifications, experience, or expertise required of members?
Ex-Officio members are members of the Council or committee by virtue of their position or job title, and may be voting or non-voting, depending on the decision of the Council or committee.

- Ex-Officio members who are not under the authority of the Council or committee have the right, but not the obligation, to participate.
- Ex-Officio members are not included in the count when determining whether a quorum exists.

Who is allowed to vote? Who is considered to be a non-voting member?

What are term lengths?
- There should be a standard term length for all Councils and committees: most have 3-year terms.

Terms should be staggered to ensure continuity of membership from year to year.
- Most Councils and committees have 1/3 of their membership expiring each year.

How many consecutive terms may a member serve?
- Faculty service obligations are a shared responsibility and should be passed around, not be considered a semi-permanent position.

Is there a minimum period of time before a member may serve again?

How are mid-term vacancies filled?
- Again, faculty should be selected by their peers, not appointed by an administrator.

Under what circumstances might a member be recalled? What is the process? What opportunity does a member have to defend his or her position?

Include a statement that meeting attendance is mandatory for all members.

Should the Chair or Secretary be notified in advance if a member has to miss a meeting?

Are substitutes allowed if a member cannot attend a meeting? How are those substitutes selected? Should a substitute be chosen from a particular constituency group?

What happens if a member does not attend meetings or participate in the work?

What are the duties of members?

ARTICLE 3: OFFICERS AND MEETINGS

How and when is the committee Chair selected and who is eligible to be Chair?
- Refer to any internal policies regarding the selection of Chairperson

How long is the term of office for the Chair? Can he or she serve a second term?
- Is there a Vice-Chair? How is the Vice-Chair selected?
- Is the Vice-Chair also Chair-Elect for the following year?
- Is there an Executive Committee? Who are the members? How are they chosen?
- What are the duties and responsibilities of the Chair? The Vice-Chair? The Executive Committee?

Who informs members of meeting dates, times and places?

What happens if the office of the Chair becomes vacant?

May the Chair be recalled? Under what circumstances? What is the process?

How often does the Council or Committee meet?

May members request a meeting? If so, how many requests are needed for a meeting to be called?

ARTICLE 4: MINUTES, QUORUM, AND VOTING

Councils shall include the following statement in their bylaws:

Minutes are kept for each meeting and are submitted in a timely manner to the CTE Director and/or Institution’s governance body for review and approval/acceptance.

Committees shall include the following statement in their bylaws:

Minutes are kept for each meeting and are submitted in a timely manner to the __________ Council [fill in parent Council name] for review and approval/acceptance. The __________ Council forwards accepted minutes to the CTE Director and/or Institution’s governance body for its review and approval/acceptance.

- All minutes, bylaws revisions, documents generated, and recommendations from Subcommittees are submitted to the parent Council, which reviews and approves/accepts them, after which the Council forwards them to the CTE director and/or Institution’s governance body for its review and approval/acceptance.
- This information reporting chain keeps everyone informed of Council and committee activities, and ensures that recommendations and action items are followed through to completion or resolution.

Who is responsible for taking minutes?
- Some Councils have a permanent secretary for the year (or more); some allow for a chair-appointed one for each meeting.
Is there a time limit on forwarding the committee’s approved policy recommendations or documents to the parent Council?
How many voting members are needed to constitute a quorum?
Are absentee or proxy votes allowed?
Are email ballots allowed?
How many votes are needed for a motion to pass?
Do abstentions count as votes? (Usually not, in most current bylaws)
What happens with tie votes?
Do Chairs have the right to vote? Or do they vote only to break a tie?

What method of parliamentary procedure is used for meetings? I.e. Meetings shall be held in accordance with *Roberts Rules of Order, Newly Revised edition*, which shall be the authority in all matters not covered by the bylaws and/or approved operating procedures.

**ARTICLE 5: STANDING COMMITTEES IF APPROPRIATE**

List the subcommittees under the auspices of the Council or committee, if any
Include a statement that the Council reviews and approves/accepts the minutes of the subcommittees
Include the following statement when appropriate:

*A record of the members, their term dates, and the bylaws of each of the subcommittees is maintained by the Council.*

Does the Council or subcommittee have the right to form ad hoc committees or new subcommittees if it deems necessary?
May the Council discontinue or disband a subcommittee?
  * Any such discontinuance may require the consent of the Institution’s governance body.
Should the Council determine the membership and purpose of the standing subcommittees it establishes?

**ARTICLE 6: BYLAWS AMENDMENT PROCESS**

No amendment to the bylaws may be introduced and voted upon in the same meeting.
How many votes are required to amend the bylaws?
Include the statement that the Institution’s governance body may override Council and subcommittee bylaw changes in accordance with the Institution’s Bylaws or policies and procedures.

**ARTICLE 7: BUSINESS ITEMS**

What happens to items or policies not completed by the end of the academic year? Are they to be continued the next academic year?
  * Refer to any institution bylaws for ideas on how these items could be addressed.
Who initiates new business for the Council or committee to work on?