

**Bylaws**  
**of Governance Councils**  
**College of Southern Maryland**  
**March 23, 2022**

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## **Article I: Membership**

### **Section 1: College-Wide Council**

The College-Wide Council shall consist of:

- A. 10 voting members from each division comprised of faculty, staff, administrators, and students.
- B. Chair and co-chairs from each of four (4) governance councils comprised of faculty, staff and administrators, director and above (not a member of President's Cabinet)
- C. One (1) Assistant
- D. One (1) Student
- E. One (1) representative from Office of the President (non-voting *ex officio*)
- F. One (1) Faculty Senate Representative & one (1) Designated VP, conveners (non-voting *ex officio*)

### **Section 2: College Planning Council**

The College Planning Council shall consist of:

- A. 10 voting members from each division comprised of faculty, staff, administrators, and students.
- B. One (1) ex officio student member
- C. Two (2) Liaisons - *\*liaisons are conveners, have no voting rights, do not attend all meetings, but may be called upon for expertise*

### **Section 3: Equity and Inclusion Council**

The Equity and Inclusion Council shall consist of:

- A. 12 voting members from each division comprised of faculty, staff, administrators, and students.
- B. One to three (1-3) ex officio student member(s).
- C. Two (2) Liaisons - *\*liaisons are conveners, have no voting rights, do not attend all meetings, but may be called upon for expertise*

### **Section 4: Instruction and Student Affairs Council**

The Instruction and Student Affairs Council shall consist of:

- A. 12 voting members from Division of Learning, DFS, and SES comprised of faculty, staff, administrators, and students.
- B. One (1) ex officio student member
- C. Two (2) Liaisons - *\*liaisons are conveners, have no voting rights, do not attend all meetings, but may be called upon for expertise*

## **Section 5: Talent Development Council**

The Talent Development Council shall consist of:

- A. 12 voting members from each division comprised of faculty, staff, administrators, and students.
- B. One (1) *ex officio* student member.
- C. Two (2) Liaisons - *\*liaisons are conveners, have no voting rights, do not attend all meetings, but may be called upon for expertise*

## **Section 6: Resource Members**

- A. Each council may invite nonvoting members to assist in the completion of its mission, which includes a Council Assistant, whose duties may include:
  - i. Documenting an accurate record of all council meetings and preparing minutes
  - ii. Preparing meeting agendas
  - iii. Scheduling meetings and notifying members of meetings

## **Section 6: Terms**

- A. Faculty, staff, and administrator will serve as council members for a term of two (2) years. Initial seating includes staggered terms of two or three years. Subsequent replacement members will serve a two (2) year term.
- B. Student term of office will be one year. The term for initial seating ends in June 2022. Subsequent replacement members will serve a one (1) year term.
- C. A member shall be limited to two consecutive terms on the same council, but may immediately serve on another council.
- D. A council member cannot serve simultaneously as a voting member on two councils except in the case of the council Chairs and Co-Chair who also serve on the College-Wide Council.
- E. A council member who has served as College-Wide Council chair and has completed two consecutive terms on a governance council, must take a one (1) year break in service from governance.

## **Article II: Nominations, Elections and Appointments**

### **Section 1. Eligibility**

- A. Faculty, staff and administrators who have been employed by the College for a period of at least nine months are eligible to serve on a council.
- B. A faculty member, staff member or administrator who changes their primary employment category and/or department will no longer be eligible to represent their previous employment category and/or department.
- C. Credit students, at the time of their nominations, must have completed at least six credit hours, have a minimum GPA of 2.0, and be enrolled at the time of their nomination. They

must also be enrolled at the College and maintain a minimum GPA of 2.0 during their complete term of service.

- D. Non-credit students, at the time of nominations, must have completed the equivalent of fifteen class hours and must have taken a class within the past year at the time of their nomination.

**A. Elections**

- i. Councils will be populated by elections.
- ii. Elections will take place no earlier than April and must be completed no later than June 15<sup>th</sup>.

**Section 4. Resignation, Vacancy and Removal from Office**

**A. Resignations**

- i. If a member resigns his/her seat on any council, written notification will be provided to the respective council membership.

**B. Vacancy**

- i. If a council seat is vacated, other than College-Wide Council, the Chair of the council may appoint a new member from the same category to complete the term that has been vacated.
- ii. If a seat on the College-Wide Council is vacated, the represented council shall send another member to sit on the College-Wide Council.

**C. Removal from Office**

- i. A council member shall be removed after more than three unexcused absences within a fiscal year from regularly scheduled council meetings.
- ii. A member of any council may be removed by a two-thirds vote of that council's membership if his/her actions are deemed inappropriate by the membership. A member facing removal will receive notice prior to the meeting at which the removal will be discussed and will have an opportunity to speak before the respective council regarding his/her performance of council duties.

**Article III: Meetings**

**Section 1. Regular Meetings**

- A. Councils shall meet at least one time per month from August 15<sup>th</sup> to June 15<sup>th</sup>, but may meet more often as necessary.
- B. Agendas for each meeting will be posted on the Governance webpage and sent to all members of the Council at least three business days in advance of the meeting.
- C. Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Governance webpage.
- D. All participatory governance meetings are open to the CSM community.

## **Section 2. Special Meetings**

- A. Special meetings of a council shall be called by a Chair/Co-chair or one-third of the membership.
- B. Notice of special meetings shall be sent to each council member at least five business days in advance of the meeting. The purpose of the meeting shall be stated in the notice.

## **Section 2. Quorums**

- A. A quorum to conduct business shall be five (5) voting members.

## **Section 3. Minutes**

- A. Approved minutes shall be published no later than 15 business days after they are approved.
- B. The minutes must be posted on the Governance website and maintained for at least three years.
- C. The minutes shall contain mainly a record of what was done at the meeting, the exact wording of all motions, the name of the maker of a motion, the number of votes on each side of the motion and whether the motion passed or failed.

## **Section 4. Attendance**

- A. An excused absence may be granted to a council member by the council Chair/Co-chair.
- B. A council member shall be removed after more than three unexcused absences from regular meetings scheduled within a year.
- C. Digital attendance via Zoom, Teams, or other electronic means is permissible.
- D. At the beginning, of each meeting, there will be a ten-minute period available for open comments. There will be two five-minute time slots available on a first-come, first-served basis. Anyone wishing to speak should contact the council chair at least five business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

## **Article IV: Committees and Councils**

- A. Councils may create committees as needed. The types of committees created by the council shall be designated as standing or ad hoc.

### **Section 1: Standing Committees**

- A. Standing committees are permanent committees of the College-Wide Council and are empowered to review and act on issues related to their charge and make recommendations.
- B. The following standing committees will report as follows to the councils:
  - a. College Planning Council
    - i. College Technology
    - ii. College Budget Committee

- b. Equity and Inclusion Council
  - i. ADA/Section 504 Committee
- c. Instruction and Student Affairs Council
  - i. Academic Standards Committee
  - ii. Curriculum & Instruction
  - iii. K-16
- d. Talent Development Council
  - i. Staff Development
  - ii. Faculty Development

## Section 2: Ad Hoc Committees

- A. A council may create ad hoc committees as needed to deal with a specific task or group of tasks for a specific time; it is dissolved once the task has been completed.

## Section 3: Councils

- A. To create, adopt or eliminate councils, there must be:
  - a. a review by all existing functional councils
  - b. a two-thirds affirmative vote of the College-Wide Council

## Article V: Recommendations and Communication

- A. The College-Wide Council, through the Chair and Co-chair may communicate opinions to the President's Cabinet, students, faculty, staff, administrators and other members of the college community.
- B. Through the Chair and Co-chair, councils may make formal recommendations concerning policies and procedures affecting the CSM community to the College-Wide Council, other Councils or other areas of the College.
- C. The Chair or Co-chair of a council must respond formally, in writing, to all issues referred to the council and to all expressions of opinions from other councils within a reasonable amount of time.

## **Article V: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the councils in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the College-Wide Council may adopt.

**Article VI: Amendment of Bylaws**

- A. The College-Wide Council may amend the Bylaws by the a two-thirds vote of the entire College-Wide Council voting membership.
- B. The amendment must be submitted in writing at least 30 business days prior to the College-Wide Council’s next scheduled meeting.
- C. The proposed amendment will be posted on the Governance website and distributed via email to all members of the college community.
- D. Members of the College-Wide Council will vote on the proposed amendment 30 days after the amendment is presented at the next College-Wide Council Meeting.
- E. It is the expectation that College-Wide Council members consult with their respective councils before casting a vote for a Bylaw amendment.
- F. Bylaw amendments may be presented at any time.
- G. If the amendment is approved, it is then incorporated into the Governance Bylaws and posted on the website.

**Document History**

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