

**Contra Costa College
Bylaws for College Council**

ARTICLE I – PURPOSE

The College Council is the major participatory governance committee of Contra Costa College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process. This body brings together all constituent groups: faculty, students, classified staff, supervisory and confidential employees, and managers. The College Council serves as a liaison for all college constituents by coordinating the functions of the Standing Committees of the College Council. In an effort to advance the mission, vision and values and to promote the educational advancement of students of Contra Costa College, this council guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee makes recommendations on the formulation and revision of board policy.

Section 1. The purpose of the College Council is:

- To approve the college’s annual plans, goals, and objectives.
- To review the college philosophy/mission goals.
- To decide the processes for resource allocation.
- To approve policies and procedures that impact all constituent groups.
- To ensure that accreditation standards and recommendations are addressed.
- To foster improved communication among constituent groups.
- To review the college’s evaluation measures.

ARTICLE II – MEMBERSHIP

Section 1. Composition – Five members from each constituency group: faculty, management, classified and students.

Each year at its first regularly scheduled meeting, the College Council will review its by-laws.

Removal of members: All members are obligated to maintain a professional decorum during the College Council meeting and to follow the meeting protocol according to Robert’s Rules of Order.

Failure to abide by the professional decorum and Robert’s Rule of Order may result in correction or removal from the meeting. Removal from the Council for violation will be done by action of the College Council voting consensus.

ARTICLE III – OFFICERS

Section 1. The Chair of the College Council shall rotate among the constituency groups. Students have the option to defer chairing the meeting to the next group in rotation.

Section 2. The Chair of College Council shall ask a member of their constituency to preside in the event of the Chair’s absence.

Section 3. In the year that the Student constituency holds the chair, another member of the council will volunteer to serve as a mentor for the Student chair.

ARTICLE IV – MEETINGS

Time: To be determined by President’s Cabinet.

Place: To be determined by President’s Cabinet.

Agendas: The Integration Council will draft the College Council agenda. The draft agenda will be finalized by President’s Cabinet and published with all supporting documents in advance of the meeting as required by the Brown Act. ~~To be determined by President’s Cabinet.~~

Minutes: To be prepared by note taker and distributed electronically to college campus.

Emergency Meetings: Will be called as needed by President’s Cabinet.

Quorum: At least one member from each constituency must be present to have a quorum.

The meeting will be conducted following Robert’s Rules of order.

ARTICLE V – STANDING AND SUB-COMMITTEES

Section 1. The following Standing Committees shall be responsible to the College Council. Standing Committees and sub-committees shall keep adequate written records of their meetings and activities and distributed them to the Standing Committee members. The College Council shall appoint all chairs of the Standing Committees.

Standing Committees: ~~Basic Skills Committee; Budget Committee; Enrollment Management; Research and Planning; Safety Committee; Sustainability; Technology Committee.~~ The Standing Committees responsible to College Council are defined in section A1003.1 of the Contra Costa College Procedures Handbook.

Section 2. College Council will function as the Accreditation Self-Study steering committee.

Section 3. The number of members from each represented group on each Standing Committee and Sub-committee shall be recommended by the respective constituencies and approved by the College Council.

Section 4. The Standing Committee membership and the sub-committee membership from each represented group shall be selected as follows:

- A. Classified staff members shall be appointed by the Classified Senate with approval of the CSEA Executive Board.
- B. Management members shall be appointed by the College Superintendent/President.
- C. Academic Senate members shall be appointed by the Senate President one of whom is selected from adjunct faculty with the approval of the Academic Senate Council.
- D. Student members shall be appointed by the ASU President with the approval of the ASU Board.

Section 5. Ad hoc committees may be appointed by the College Council to handle specific functions if the issue is not appropriate for an existing Standing Committee.

Section 6. Ad Hoc committees may be added or deleted by the College Council. When a new committee is added, the initial number of members and the number from each appropriate represented group shall be determined by the College Council after considering the recommendation from the initiator(s) of the new committee.

ARTICLE VI - PROCEDURES

All recommendations for changes in policy not covered by collective bargaining must proceed through College Council. Recommendations for procedural changes shall be reported to the College Council for its input.

Section 1. Any member of a represented group may bring a concern to his/her represented group for referral to the College Council. The College Council will refer it, if appropriate, to the proper Standing Committee for study and recommendation.

Section 2. Standing and ad hoc committee activity reports and recommendation shall proceed directly to the College Council.

Section 3. Prior to the College Council voting on any recommendation, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input.

Section 4. In most cases, voting occurs with a second read; however, if there is consensus, voting may occur after a first read.

Section 5. In some cases, there may be an electronic vote.

Section 6. After the vote on a recommendation, the final decision will be recorded in the minutes.

ARTICLE VII – RATIFICATION AND AMENDMENTS

Section 1. These bylaws shall go into immediate effect when ratified by consensus of the College Council unless specified.

Section 2. These bylaws may be amended by a consensus of the College Council.