

## COLLEGE COUNCIL BYLAWS, September 9, 2025

### ARTICLE I: NAME

The name of this committee shall be College Council.

### ARTICLE II: PURPOSE

College Council serves as an advisory committee for the Superintendent/President and, as such, is not constituted as a legislative body under the Ralph M. Brown Act. This committee facilitates college-wide shared governance, decision-making, and communication to ensure that the college fulfills its mission and strategic goals with integrity, equity, and effectiveness. The specific responsibilities of this committee are enumerated in the College Council Charter and its role within the shared governance structure of the college is detailed the Institutional Effectiveness Manual.

### ARTICLE III: MEMBERSHIP

#### A. Seated (i.e. voting) Members (11):

1. Superintendent/President (1);
2. Assistant Superintendent (1);
3. Executive Director of Institutional Effectiveness (1)
4. Academic Senate President and Vice President\* (2);
5. MSC Group Co-Chairs\* (2);
6. Classified Senate President and Vice President\* (2); and
7. Student Senate President and Representative (2).

\*Each seated constituent group member may assume only one role on the committee. In the event that a seated member also holds an advisory position as described below, they may elect to send a designated advisory member in their place.

#### B. Advisory (i.e. non-voting) Members (8):

1. Executive Assistant to the Superintendent/President;
2. Vice President for Administrative Services
3. Vice President for Human Resources
4. Vice President for Instruction;
5. Vice President for Student Services;
6. IDEA Officer;
7. Director, Equitable Pathways and Achievement;
8. Sustainability Committee Chair; and
9. A representative from the President's Council on Innovation.

#### C. Terms of Membership: all members serve terms according to bylaws approved by the appointing bodies of their respective constituency groups.

#### D. Member Responsibilities:

1. Attend all scheduled meetings and engage in college governance processes;
2. Actively support committee duties, as outlined in the College Council Charter;
3. Use an equity-minded perspective in all discussions and recommendations; and
4. Bring feedback from and communicate recommendations to their respective constituent groups.

#### ARTICLE IV: PARLIAMENTARY AUTHORITY

- A. All meetings shall be conducted in accordance with *Robert's Rules of Order (Revised Edition)*, with agendas distributed to all members in advance of the meeting date.
- B. Decisions will be reached by majority vote of seated members present and choosing to exercise their right to vote. Proxy votes are not allowed.
- C. Minutes will be taken at each meeting and include the results for all votes taken. These minutes will be made available to members prior to the next meeting date.

#### ARTICLE V: MEETINGS

- A. Regular Meetings: held from 8:00 to 9:30 a.m. on the second and fourth Tuesday of each month during the fall and spring academic terms.
- B. Special Meetings: can be called by the Superintendent/President or by motion and approval from a majority of seated members exercising their right to vote.
- C. Quorum: a majority (50% + 1) of the seated members.

#### ARTICLE VI: OFFICERS AND THEIR DUTIES

- A. Co-Chairs (Superintendent/President and Executive Director of Institutional Effectiveness): set the agenda, lead meetings, and represent the committee in all official capacities.
- B. Vice-Chair (Assistant Superintendent): assists the co-chairs and assumes the duties of the Superintendent/President in their absence.
- C. Secretary (Executive Assistant to the Superintendent/President): records, distributes, and archives agenda, draft minutes, approved minutes, and all related documents for each noticed meeting.

#### ARTICLE VII: SUBCOMMITTEES

College Council has the following standing subcommittees:

- A. Accreditation Steering Committee;
- B. Institutional Effectiveness Steering Committee; and
- C. President's Council on Innovation.

Ad hoc subcommittees may also be chartered as deemed necessary by the committee to address specific issues or projects. The creation, membership, and duties of such subcommittees will be defined by College Council at the time of their establishment.

#### ARTICLE VIII: AMENDMENTS

Proposals to amend these bylaws can be introduced by any member. Amendments require approval by a two-thirds majority of seated members exercising their right to vote and must also be ratified by the Superintendent/President of the District in order to take effect.