

College Committee and Council BYLAWS

TEMPLATE

Contents

COMMITTEE [PURPOSE 3](#_Toc37741827)

[Role 3](#_Toc37741828)

[Responsibilities 3](#_Toc37741829)

[MEMBERSHIP 3](#_Toc37741831)

[Membership Terms 3](#_Toc37741832)

[How Members are Appointed or Selected 3](#_Toc37741833)

[Annual Orientation of Members 3](#_Toc37741834)

[Expectations of Service 3](#_Toc37741835)

[Removal 3](#_Toc37741836)

[CO-CHAIR SELECTION 3](#_Toc37741837)

[ADMINISTRATIVE SUPPORT (if any) 3](#_Toc37741838)

[DISSEMINATION OF INFORMATION 3](#_Toc37741839)

[Expectation re communication (agenda setting, note-taking, emailing and communicating with members and posting information on the college website) should be clear and consistent for all groups 3](#_Toc37741840)

[FORMATION & ROLE OF AD HOC COMMITTEES OR TASK FORCES 3](#_Toc37741841)

[MEETINGS 3](#_Toc37741842)

[Creating meeting agendas 3](#_Toc37741843)

[Procedure for Conduct of Meetings 3](#_Toc37741844)

[ACTIONS & DECISIONS/RECOMMENDATIONS 3](#_Toc37741845)

[BYLAWS CHANGE 3](#_Toc37741846)

[EVALUATION 3](#_Toc37741847)

# Committee PURPOSE

# Role

# Responsibilities

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# MEMBERSHIP

## Membership Term—usually two year or four semester commitment

## How Members are Appointed or Selected

**Committee membership:**

* Appointees, At-large faculty or classified professional
* Division representation, one or two representatives by division
* Faculty coordinators or classified professional per assignment (responsibility/area)
* Dean or responsible administrator
* Student appointee

## Annual, fall Orientation of Members

## Expectations of Service

## Removal

# CO-CHAIR SELECTION

# By appointment or committee nomination and voting.

# ~~ADMINISTRATIVE SUPPORT (if any)~~

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# DISSEMINATION OF INFORMATION

# Agenda and meeting summaries

* Agendas 72-hours, Draft Meeting Minutes or Meeting Summaries approved at subsequent meeting.
* Agendas and Meeting Summaries posted at committee

# ~~FORMATION & ROLE OF COMMITTEES OR TASK FORCES~~

# FORMATION & ROLE OF COMMITTEE TASK FORCE

# MEETINGS

## Best practices for Conduct of Meetings

* Robert’s Rules of Order basice
* Consensus Method or Voting
* Quorum

# ACTIONS & DECISIONS/RECOMMENDATIONS

# BYLAWS CHANGE PROCESS

# EVALUATION