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Date Adopted	Approved By:	
02-27-95 (AC)		

## 1. **PURPOSE:**

The purpose of this section is to present the Bylaws of the Wayne Community College Council.

## 2. **PROCEDURES:**

### **ARTICLE A. MEMBERSHIP**

#### **Section 1. Representation**

1. Each curriculum division shall be represented by one person for each ten full-time faculty members with a minimum of two representatives per division. Fractions are not to be considered. Faculty shall include instructors, teaching assistants, department heads, and division heads.
2. The administration shall be represented by one person selected from the Administrative Council, excluding the President.
3. All other divisions shall be represented by one person for each ten full-time staff members with a minimum of one representative per division. Fractions are not to be considered. Staff shall include all persons not designated as either faculty or administrators.

#### **Section 2. Election**

1. The faculty, administration, and staff shall elect their council members prior to end of the Spring Semester.
2. A separate ballot shall be provided for each curriculum division, the administration, and the staff. The ballot must include the names of all eligible individuals and must indicate the number of representatives to be elected.
3. For the purpose of the election, faculty, staff, and administration will be those employed for at least one academic year prior to the election.
4. The elections committee shall provide each voter with a ballot. It shall be the responsibility of the Elections committee to tabulate and report the results of the election within two weeks to the faculty and staff.

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### **Section 3. Terms of Membership**

1. Members shall be elected for two-year terms which will begin with the Fall Semester meeting.
2. Members who have served one two-year term shall be ineligible for election for a two-year period.

## **ARTICLE B. OFFICERS**

### **Section 1. Election**

At the first meeting of the College Council, a Chair, Chair-elect, and Secretary shall be elected by secret ballot. Only those Council members serving the first year of the two-year term shall be eligible for the office of Chair-elect. A former Chair of the College Council shall have the right to refuse re-election.

### **Section 2. Duties of the Officers:**

It shall be the duties of the

1. Chair:
  - a. The Chair calls and presides at all meetings of the College Council
  - b. Oversees activities of all standing committees
2. Chair-elect
  - a. Presides at College Council meetings in the absence of the Chair
  - b. Assists Chair in oversight of standing committees
3. Secretary:
  - a. The secretary maintains in the Library a file of the minutes of all; College Council meetings, standing committee reports, and a copy of the most recent Bylaws.
  - b. Transmits all records of the College Council to the successor.

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### **Section 3. Vacancy**

In the event of a vacancy of one of the following offices, the position shall be filled by secret ballot as outlined.

1. The Chair shall be elected from the members who are serving the second year of their terms.
2. The Chair-elect shall be elected from the members who are serving the first year of their terms.
3. The Secretary may be elected from any of the Council membership.

## **ARTICLE C. MEETINGS**

### **Section 1. Meetings**

A regular meeting of the College Council shall occur once each Fall and Spring Semester, or as deemed necessary.

### **Section 2. Quorum**

A majority of the members of the College Council shall constitute a quorum.

### **Section 3. Parliamentary Procedures**

Robert's Rules of Order, Revised shall govern the conduct of all meetings of the College Council.

## **ARTICLE D. COMMITTEES**

### **Section 1. General Provisions**

1. Standing committees shall elect a Chair and Secretary by simple majority.
2. Each committee Secretary shall submit to the Council Secretary at the last Council meeting of the academic year, a written report summarizing all activities.
3. A majority of the committee must be present to constitute a quorum to conduct business.

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- In the event of a vacancy on any committee, the College Council Chair shall appoint a replacement.

## Section 2. Standing Committees

- The membership of the Elections Committee shall include the Officers and the Chairs of the Faculty Affairs and Staff Affairs Committees.
- The membership of the Faculty Affairs Committee shall be comprised of faculty members elected to the College Council and shall include no less than one representative from each Curriculum Division.
- The membership of the Staff Affairs Committee shall be comprised of staff members elected to the College Council.
- The membership of the Executive Committee shall be comprised of Chair, Chair-Elect, and Secretary.

## Section 3. Functions of Standing Committees

- The Elections Committee:

Purpose: To prepare, distribute, collect, and tabulate the ballots in the election of members to the College Council.

Authority: To advise the College Council regarding election results and report the results to the faculty, staff, and administration.

- The Faculty Affairs Committee:

Purpose: To address any areas of concern that arise concerning the behavior, morale, or welfare of WCC faculty members.

Authority: To advise the College Council regarding policies and procedures related to due process and the disciplining of faculty members, instructor evaluation, and matters pertaining to the faculty members' morale and welfare.

- Staff Affairs Committee:

Purpose: To address any areas of concern that arise concerning the behavior, morale, or welfare of WCC staff members.

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Authority: To advise the College Council regarding policies and procedures related to due process and the disciplining of staff members, job evaluation, and matters pertaining to the staff members' morale and welfare.

\*\*\*Administrative member elected to the College Council will serve on both Faculty and Staff Affairs Committee.

## **ARTICLE E. ADOPTON AND AMENDMENTS**

### **Section 1. Adoption**

These Bylaws shall become effective when adopted by a two-thirds (2/3) vote of the faculty, staff, and administration and approved by the president of the college.

### **Section 2. Amendments**

1. Proposed amendments to these Bylaws must be submitted in writing to the Chair five business days before presentation to the Council, either electronically or by called meeting.
2. Amendments to these Bylaws shall become effective when adopted by a two-thirds (2/3) majority of the members of the Council voting.