

**BYLAWS**  
**Clark College Advanced Manufacturing Technology**  
**Advisory Committee**

**ARTICLE I**

**Committee Operation**

**Section 1** Meetings will be held at a time and date specified by the committee.

**Section 2** At least **three** meetings will be held each school year. The exact number of meetings will be determined by the annual program of work.

**Section 3** The Program Director in coordination with the Chair/Vice Chair person will develop the agenda for each meeting.

**Section 4** The program of work will be a consideration in setting the agenda for each meeting.

**Section 5** Discussions to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.

**Section 6** A quorum will consist of **three** appointed members. College personnel will be non-voting members.

**Section 7** Meeting minutes will be recorded for each meeting and distributed to each member and appropriate college officials.

**ARTICLE II**

**Subcommittees**

**Section 1** Standing subcommittees should be established for such areas as deemed necessary by the chairperson.

**Section 2** Subcommittees may be any size.

**Section 3** Subcommittees will elect their own chairperson.

## ARTICLE III

### **Officers**

**Section 1** Officers will be elected by a simple majority. Officers will serve a two-year term and may be re-elected.

**Section 2** Officers will include a chairperson, and a vice-chairperson.

**Section 3** Officers will be elected at the first meeting every two years.

## ARTICLE IV

### **Member Responsibilities**

**Section 1** Each member will attend meetings and participate in work activities.

**Section 2** Each member will study the issues or problems that come before the committee.

**Section 3** To ensure active engagement and maintain quorum for voting purposes, members are expected to attend regularly scheduled meetings. Any member who misses **two (2) consecutive meetings without prior notice or approval** will be contacted to confirm their continued interest and commitment to the committee. If participation remains inconsistent, the member may be transitioned to **guest status**, which does not carry voting privileges. This helps maintain an active and effective advisory group.

## ARTICLE V

### **New Member Nomination and Approval**

**Section 1** Potential new advisory committee members may be nominated by faculty, staff, administration, or current/past committee members. The nominator must first confirm the nominee's interest, availability, and willingness to serve. Once confirmed, a nomination form must be completed, including the nominee's name, title, and relevant expertise.

**Section 2** New nominees will first be invited to participate as non-voting guests/observers for at least one committee meeting. This allows nominees to better understand the committee's work and responsibilities before moving into full membership.

**Section 3** Nominated individuals may be considered for full voting membership once they have attended at least one meeting as a guest. Committee members will vote on new appointments during the first scheduled meeting of the academic year (typically fall), or at another designated time as agreed upon by the Chair and Program Director.

**Section 4** New members, once approved, are expected to meet the participation expectations outlined in *Article IV: Member Responsibilities*, including regular attendance and active engagement.

## ARTICLE VI

### **Proposed Program of Work**

**Section 1** An annual program of work will be established by the committee during its first meeting each year. Included in the program of work should be goals, objectives, tasks, timelines, member(s) responsibilities, and date completed.

Approved: August 7<sup>th</sup>, 2025.