BYLAWS

Clark College Computer Support &

Information 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 two 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 Department Head, in coordination with the Committee Chairperson 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 a *1) a simple majority of appointed members; 2) 50% of appointed members; or a number that will represent a quorum, i.e. “three appointed members present”.* 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** 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** Members will be given the opportunity to move to “guest status” if they miss two (2) consecutive meetings. This will help ensure that we have active members and enough voting members to ensure a quorum.

ARTICLE V

**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, time lines, member(s) responsibilities, and date completed.

Bylaws approved ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.