

BYLAWS
Clark College Phlebotomy
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 work plan.
- Section 3** The Program Department Head, in coordination with the Committee Chairperson, will develop the agenda for each meeting.
- Section 4** The work plan 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 (3) appointed members. College personnel will be non-voting members.
- Section 7** Meeting minutes will be recorded for each meeting and be made available 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 spring 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** The attendance recommendation could be: The committee chair or Department Head will contact any member who misses (2) consecutive meetings and be given the opportunity to move to "guest status." This will help ensure that we have active members and enough voting members to ensure quorum.

ARTICLE V

Proposed Work Plan

- Section 1** An annual work plan 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.

Amended Bylaws adopted 1-23-2012.

Amended and adopted 3-3-2015.

Amended and adopted 9-30-2024.