## College Council

**By-laws**

**Authority**

College Council gets its authority by delegation from the President of the institution, who receives his/her authority from CCSNH Board Policy; 251, and RSA 188-F;2 & 6, III(c)) as NHTI’s Chief Executive Officer.

#### Members

* The Committee shall consist of 25 members. Ex-officio Members include: the Vice President of Academic Affairs, Vice President of Student Affairs, Associate Vice President of Enrollment Management & Student Success, Business Operations Officer, President of Faculty Council, and Chair of Staff Council. Ex-officio vacancies are filled by Presidential appointment with the exception of Faculty and Staff Council positions.
* Membership to College Council renews every academic year. Faculty and staff membership for the subsequent academic year shall be determined prior to the end of the current academic year. Student membership shall be determined by the end of September. Vacancies may be filled as they arise irrespective of this nomination process. Leadership of the Faculty and Staff Councils and Student Senate shall be responsible for notifying the President and co-chairs of membership for the upcoming year or as needed based on vacancies. Terms of Membership.
* Members of the College Council are expected to fully participate in the shared governance process. Attendance is a vital part of the process, and members are expected to attend all scheduled meetings and arrive on time. Members are expected to notify the College Council Co-Chairs for exceptional circumstances. Members are expected to come prepared to meetings having read all materials prior to arrival. Members are expected to engage respectfully during discussion and debate in accordance with NHTI’s Civility Statement. Removal of members.
* College Council shall have the authority to remove members as defined below:
  + Members may be censured or removed from College Council for persistent failure to adhere to the membership expectations.
  + After two unexcused absences a member shall be recommended for removal by the College Council Co-Chairs. The College Council shall vote on the removal of the member by official action.

#### Officers

* Beginning Academic Year 2022-2023, College Council shall be compromised of two (2) co-chairs: The President of the Faculty Council and the Chair of the Staff Council.
* College Council will be supported by a non-voting volunteer scribe for minute taking purposes.
* Terms of positions are coterminous.

#### Meetings

* College Council will generally meet once a month during the academic terms. If necessary, co- chairs can schedule additional meetings to address urgent college business. Regularly scheduled meeting times for the upcoming semester are determined prior to the end of the current semester by poll of the full College Council. Meetings shall be held in accordance with RSA 91-A with in-person participation exceeding 50% of voting members.
* Voting quorum shall be represented by a minimum of 75% (not rounded) of voting membership. Any action brought forward without a voting quorum shall be automatically tabled for the next calendar meeting without consideration.
* The agenda shall adhere to the following structure.
  + Roll Call
  + Approval of Minutes
  + New Business
  + Standing Subcommittee Reports
  + General Announcement and Open Comments
  + Adjournment
    - Consent agenda can be used as determined by the College Council co-chairs
* The agenda is set by the College Council co-chairs in consultation with the subcommittee co-chairs, the President and/or College Senior Leadership. Agenda items and all related materials shall be complete and submitted to the Co-Chairs seven (7) calendar days prior to the scheduled meeting.
* Guests are asked to abide by the following guidelines when interacting with College Council:
  + Guests are welcome at all meetings of College Council and associated subcommittees.
  + Those with proposals will be asked to join College Council discussions when appropriate How are motions made and when
    - Guests are asked to limit the overview of their proposal to approximately 5 minutes or as conceded by the co-chair.
* All voting members shall cast a verbal vote on an action item according to three (3) options: approve, oppose, and abstain when called upon by the co-chair. The vote shall be recorded by a co-chair and reported in the minutes. In the case of tie, the vote shall be frozen and tabled for the next meeting, and only voting members who were not present for the initial vote will cast their verbal vote.
  + A simple majority of votes cast shall represent College Council endorsement. Failed action items can be removed from the process or remanded back to the subcommittee with additional counsel. Failed action items will be accompanied by a statement of justification provided by an assigned dissenting the College Council member, if requested by the proposer.
  + Recommended action items shall be forwarded to the President for final review and approval according to NHTI and CCSNH policy. Irreconcilable conflicts shall be mediated by the President.
  + A motion for adjournment shall be called at the end of the agenda or time allotted for the meeting by a co-chair

#### Notice Requirements

* Agenda items shall be announced and posted according to RSA 91-A requirements 24 hours prior to the scheduled meeting. Agenda items will be emailed to the NHTI campus, posted on the website and designated bulletin board.

#### Records

All College Council materials and recording shall be made available to the public. Materials are available on the Shared Governance webpage on NHTI’s website, on the College’s internal N:drive, and can be requested through the College’s Public Information Officer.

#### Amendments

The College Council bylaws shall be reviewed annually. Proposed changes to the College Council bylaws shall be added to the announced agenda and voted in accordance with the adopted voting procedures.

Members of College Council and College Council Sub-committees may amend their by- laws1 by a majority vote of their own members by following this procedure:

* 1. Hold a public meeting to adopt new by-laws or amendments to existing by-laws.
  2. Announce the time and place of the meeting shall be made at least five (5) business days prior to the meeting, the announcement and proposed by-laws sent to all members, and will be posted in at least, two (2) public places (e.g., NHTI web site and the bulletin board outside Capital Commons in Little Hall).
  3. Provide an overview of the proposal at the public meeting, as well as an opportunity for the members to ask questions.
     1. Once that is complete, any members of the public will be able to ask questions, make comments, or seek clarification.
     2. Once that is complete, the public comment period will be closed, and the members will make any amendments/additions/deletions to the proposal.
     3. Amendments/additions/deletions can be made by consensus, but any member can request a vote on any changes.
  4. If members determine that the amendment(s) constitute a substantial change, in which the spirit and intent of the original language is altered, the meeting will be re- announced in accordance with bullet-point II.
  5. At the re-announced meeting, the procedure in bullet points III, and IV, if applicable, will be followed.
  6. The members may vote to approve or deny the proposal/amended proposal by a majority vote.
  7. Once approved, the by-laws shall be posted on the web site and filed with the NHTI President, Vice President of Academic Affairs, Vice President of Student Affairs, Staff Council, Faculty Council, Student Senate, and with College Council within two (2) business days after adoption.
  8. By-laws will be reviewed annually by members of the College Council and the College Council Sub-committees

*1*By-laws are also known as ‘Rules of Procedure’

## Institutional Definitions

#### Ad Hoc Committee

Committee that is brought together to complete specific assignments or propose a solution to a specific issue. No charters are associated with ad hoc committees and by nature they are short lived with an assigned membership and end-date. An ad hoc committee might also be called a steering committee or task force.

#### Advisory Board

Group of professionals charged with supporting a program or effort. The main intent of the advisory board is to provide guidance to the program or effort on impacts of changes, listen to reports of progress, and to advise in changes that may impact goals. Membership of advisory boards is typically made up of individuals who do not work for the entity to which they are advising.

#### By-laws

A series of regulations and accepted practices that govern the function of a standing committee or council. Including charter, membership, succession planning and limitations of shared governance application for the standing committee or council. By-laws are adopted and amended by the group that uses them.

#### Charge/Charter

Declaration of work that is delegated from the President of the institution which outlines the scope of application for the committee, sub-committee, team, or council. Standing committees or teams receive their authority through the charge delegated by the President.

#### Committee

A collection of individuals charged with supporting a charter in a specifically designated group in a mutually agreed upon meeting format that is supported through by-laws and defined membership. A committee might also be known as a standing committee, task force, or team.

#### Council

A body of people elected or appointed for the purpose of deliberating proposals, providing consultation, advice, and making recommendations that impact institutional direction.

#### Department Chair

The person in charge of an academic department.

#### Department Head

The person in charge of a non-academic department