



NHTI – Concord’s Community College | [www.NHTI.edu](http://www.NHTI.edu/)

*Part of the Community College System of New Hampshire*

## Name of Committee

**Bylaws**

**Authority**

This is where you put the Charter – the purpose of the Committee

**Members**

1. The Committee shall consist of members.
2. Who appoints members
3. Terms of membership
4. Member expectations
5. Removal of members
6. List who needs to know membership of Committee

**Officers**

1. The officers of the Committee shall be as follows:
   1. List positions
   2. Roles and Responsibilities
   3. Elections
   4. Term Limits

**Meetings**

1. When are meetings held and in what forum
2. Quorum
3. Agenda
   1. What is the order of the agenda?
   2. How are items placed on the agenda – by who and timeline
   3. When is material for agenda items to be provided
4. Public
   1. When can they participate and how
      1. Dedicated public comment period, during each agenda item, etc.
      2. In-person comments, written comments (deadline to submit?)
5. How and when are motions made
6. Voting – simple majority, super majority, tie votes, failed motions
7. Adjournment



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**Notice Requirements**

1. Agendas
2. Meeting material
3. Draft and approved minutes

**Proposals**

1. How proposals are added to agenda and by whom
2. Timeline to get on agenda
3. Material to be submitted
4. Rules on reviewing proposals

**Decisions**

1. Approve, conditionally approve, disapprove, or table pending additional information.
2. Notice of decision
3. Next steps for proposals and timing

**Records**

1. Meeting material
2. Recordings

**Amendments**

Members of College Council and College Council Subcommittees may amend their own bylaws1 by a majority vote of their own members by following this procedure:

* 1. Hold a public meeting to adopt new bylaws or amendments to existing bylaws.
  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 bylaws 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 the President’s Office 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.



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* 1. The members may vote to approve or deny the proposal/amended proposal by a majority vote.
  2. Once approved, the bylaws 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.
  3. Bylaws will be reviewed annually by members of the College Council and the College Council Subcommittees

*1*Bylaws are also known as ‘Rules of Procedure’





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## 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.

**Bylaws**

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. Bylaws 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, subcommittee, 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 bylaws 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

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**Membership**

Specific attribution of responsibility by an individual within a committee, council, task force, or ad hoc committee.

**Shared Governance**

An inclusive process of decision making which will include representatives from teaching faculty, librarians, counselors, staff, students, and administrators.

**Standing Committee**

See Committee

**Steering Committee**

See Ad Hoc Committee

**Subcommittee**

A smaller team or group of a standing committee or council where the membership is jointly supported, and the subcommittee bylaws are found within the committee bylaws.

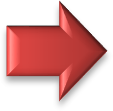
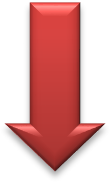
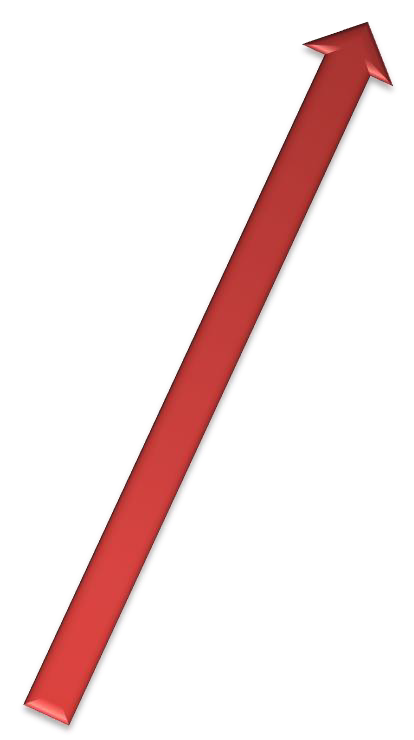
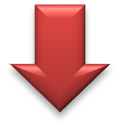
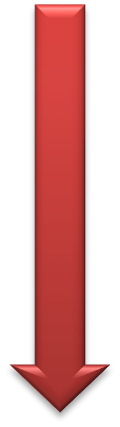
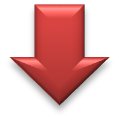
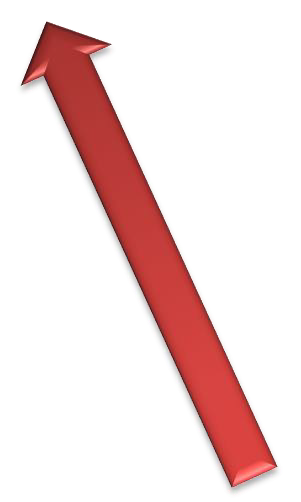
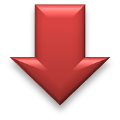
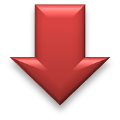
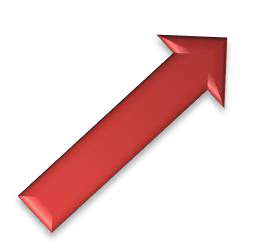
**Task Force**

See Ad Hoc Committee

**Team**

See Committee

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### Main Motion

A member states a motion, as they intend it to be voted on

**Second**



**Withdrawing/Modifying**

The member who proposed the motion can withdraw or modify it freely until the chair opens the floor for discussion.

Afterwards, modifications can only happen must be via amendment, and withdrawal requires permission from the group by a vote or unanimous consent

Another member must second the motion for it to be considered

**Amending**

Amendments can be proposed by any member during the discussion, to change wording or other details about the motion.

**Tabling**

If there are more pressing things to deal with, a member can propose tabling the motion, so the group can handle the urgent business.



**Point of Order**

Rise, and state “Point of Order”.

Chair will recognize you right away

You explain what’s being done

improperly

The chair will decide

to resolve it or not

**Discussion**

Any member can participate in discussion. Members should be recognized by the chair before speaking and keep comments pertinent to the motion.

**Second**

Amendments must be seconded. If the amendment

doesn’t get a second, it is dropped and discussion on the original motion resumes. If it is seconded, discussion on the amendment can occur,

followed by a vote.

**Second**

Another member must second a motion to table

**Discussion**

Discussion should focus on the proposed amendment and the original motion

**Voting to Table**

If there is a second, the chair will call a vote according to the bylaws. If the motion to table carries, then the main motion is tabled until later. Otherwise, discussion resumes on main motion.

**Voting**

The chair will restate the motion, and conduct a vote in accordance with your group’s bylaws

**Voting on Amendment**

After the vote, discussion resumes on the current motion, with or without the amendment according to the voting results



**Basic Process for Main Motions, Amendments, Withdrawals, Tabling, and Points of Order**

The process outlined here is just a part of Robert's Rules. Please refer to Robert's Rules of Order for a comprehensive reference.