College Council Bylaws[[1]](#footnote-1)

Authority

College Council gets its authority by delegation from the president of the institution, who receives their 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 (VPAA), vice president of Student Affairs (VPSA), associate vice president of enrollment management and 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.

Terms of Membership

* 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 by their respective bodies. Student membership shall be determined Student Senate by the end of September and approved by the VPSA. Vacancies may be filled by their respective bodies 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.
* Members of College Council are expected to fully participate in the shared governance process. Members are expected to
	+ Attend all scheduled meetings and arrive on time.
	+ Notify the College Council co-chairs of exceptional circumstances.
	+ Come prepared to meetings having read all materials prior to arrival.
	+ 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 removed from College Council for persistent failure to adhere to the membership expectations.
* After two absences without notice, a member may be recommended for removal by the College Council co-chairs. College Council shall send the recommendation to the appropriate overseeing body.

Officers

* College Council shall consist of two (2) co-chairs: the president of Faculty Council and the chair of Staff Council.
* College Council will be supported by a non-voting scribe approved by the co-chairs for minute-taking purposes.
* Terms of positions are coterminous.

Meetings

* College Council will generally meet once per month during the academic terms. If necessary, the 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 [NH RSA 91-A](https://www.gencourt.state.nh.us/rsa/html/VI/91-A/91-A-mrg.htm), or relevant statute, 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 without consideration for the next calendar meeting.
* The agenda shall adhere to the following structure. Consent agenda can be used as determined by the College Council co-chairs.
	+ Roll call
	+ Approval of minutes
	+ New business
	+ Standing subcommittee reports
	+ General announcement and open comments
	+ Adjournment
* The agenda is set by the College Council co-chairs in consultation with the subcommittee co-chairs, the president, and college senior leadership. Agenda items and all related materials shall be complete and submitted to the co-chairs seven 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.
	+ Guest can address College Council once recognized by a co-chair.
	+ Those with proposals will be asked to join College Council discussions when appropriate.
* Guests are asked to limit the overview of their proposal to approximately 5 minutes or as conceded by the co-chairs.

Motions

All voting members shall cast a verbal vote on an action item according to three options when called upon by the co-chair: approve, oppose, and abstain. The vote shall be recorded by the scribe and reported in the minutes.

A simple majority of votes cast shall represent College Council endorsement. In the case of tie, the motion fails.

* Failed action items can be re-submitted.
* Recommended action items shall be forwarded to the president for final review and approval according to NHTI and CCSNH policy.
* 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 [NH RSA 91-A](https://www.gencourt.state.nh.us/rsa/html/VI/91-A/91-A-mrg.htm), or relevant statute, requirements 24 hours prior to the scheduled meeting. Agenda items will be emailed to the NHTI campus and posted on the website and designated bulletin board.
* Draft meeting minutes will be posted on the website and designated on-campus bulletin board five business days after the meeting.

Records

All College Council materials shall be made available to the public in accordance with all applicable statutes. Materials are available on the Shared Governance webpage on NHTI’s website on the College’s internal N:drive, and by request through the College’s public information officer.

Recordings of the meetings are for minute purposes only. Recordings will be destroyed after minutes are completed.

Amendments

College Council bylaws shall be reviewed annually. Proposed changes to 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 subcommittees may amend their bylaws by a majority vote of their own members by the following procedure:

* All College Council subcommittee bylaws and revisions must be approved by College Council.
* Any changes to the subcommittee bylaws will be sent to the College Council co-chairs, and any substantive changes will be brought to College Council for approval.
1. By-laws are also known as ‘Rules of Procedure’ [↑](#footnote-ref-1)