Institutional Research, Effectiveness and Sustainability Bylaws

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.

Charges

1. Review any proposals from the community relative to the scope of the subcommittee.
2. Institutional Research/Surveys
	1. NHTI’s CCSNH IRB representative to provide update at IRES subcommittee meeting when CCNSH IRB approves research using NHTI subjects.
	2. For research not requiring CCSNH IRB, community members should bring proposed research to IRES subcommittee for review & approval.
	3. Business Operations Officer to keep record of ongoing research projects.
3. Facilitation of Academic Program Review Process
	1. IRES to review & approve a proposal (forward to College Council) for any major change in the current Academic Program Review Process.
4. Data Governance Plan
	1. Data Governance Plan should be presented to IRES subcommittee for review offering opportunity for feedback annual and as needed.
5. Grant Proposals
	1. For grants >$10,000, proposals for application should be brought to IRES for review & approval prior to application.
	2. For grants <$10, 000, IRES should be notified once money received; IRES will then provide notification to NHTI community.
6. Annual Grant and Fundraising Report
	1. Annual grant and fundraising report should be presented at an IRES subcommittee meeting.
7. Strategic Plan Assessment Tracking
	1. President to present annual Strategic Plan Assessment at an IRES subcommittee meeting (December).
8. Shared Governance Assessment Tracking
	1. Information regarding both the statistics of shared governance (#proposals, etc.) and comments from participants on how shared governance is functioning should be collected annually. This effort may be a collaboration between IRES and the President. Collected information will then be distributed to the NHTI community.

Members

* The subcommittee shall consist of 9 voting members and 1 non-voting secretary/scribe.
	+ 4 staff members including the business operations officer and the institutional researcher
	+ 4 faculty members
	+ 1 student member
* New staff members are appointed for a 2-year academic term by Staff Council as members’ terms expire. Unlimited repeat terms are allowed through the appointing council.
* New faculty members are appointed for a 2-year academic term by Faculty Council as members’ terms expire. Unlimited repeat terms are allowed through the appointing council.
* Members are expected to attend each meeting to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify both co-chairs as soon as possible. Members shall participate in the decision-making process and vote to approve or disapprove all decisions (motions) under consideration.
* Removal of members is subject to majority vote by IRES and will be brought to appointing committee for final decision.
* The secretary shall forward to the VPAA, Faculty Council, VPSA, Staff Council, College Council, and the NHTI president appointment and expiration dates of the terms of each member of the subcommittee annually.
* The student member is appointed for a 1-year academic term by the Student Senate. Unlimited repeat terms are allowed through the appointing council, as long as they are still actively enrolled at NHTI.

Officers

* The officers of the subcommittee shall be as follows:
	+ Two co-chairs (one staff, one faculty), one secretary/scribe
* Co-chair responsibilities:
	+ Determine agenda items and order
	+ Run meetings
	+ Serve on College Council (if/as determined by respective councils)
	+ Report to subcommittee and respective councils relevant information from College Council
	+ Meet with NHTI president as requested/as needed
* Secretary responsibilities:
	+ Create agenda, send agenda to President’s Office for community distribution.
	+ Reserve space for meetings, schedule meetings in digital calendars.
	+ Take attendance at meetings.
	+ Record meeting (if needed for meeting minutes), record votes, draft meeting minutes, distribute minutes for review, and archive approved minutes. Recordings will be maintained until the draft minutes are approved.
	+ Update the VPAA, Faculty Council, VPSA, Staff Council, College Council, and the NHTI president of the appointment and expiration dates of the terms of each member of the subcommittee annually in September.
* Officers shall be elected annually from current subcommittee members at the end of each academic year and confirmed with a majority vote.
* Officers serve 1 academic year term and can be elected for repeat terms with the same procedure above.

Meetings

* Meetings will be held monthly September through May. The day/time will be determined annually during that last 2 weeks of August. Zoom attendance is an option as long as in-person quorum needs are met.
* All meetings are to be open to the public, and any person shall be permitted to use recording devices at such meetings as long as attendees are notified.[[1]](#footnote-1)
* Special meetings may be called by either co-chair or at the request of 3 members of the subcommittee provided public and member notice is given at least 24 hours1 in advance of the time of such meeting. The notice shall specify the time, place, and purpose of the meeting.
* Quorum – 5 voting members must be physically present at the location of the meeting specified in the meeting notice as the location of the meeting.
* A zoom link can be provided for a voting member to attend as long a the in-person quorum has been met.
* Agenda
	+ The order of the agenda shall be determined by the co-chairs.
	+ Items to be placed on the agenda shall be submitted in writing to both co-chairs at least 5 business days prior to a scheduled meeting. If the agenda for the meeting is full, the items will be placed on the agenda for the subsequently scheduled meeting. For immediate issues with fewer than 5 business days notices, items can be added at the discretion of the co-chairs or added as “Other” to the agenda to be discussed as time allows.
	+ All supporting materials for agenda items shall be available at the time an item is requested to be placed on the agenda. These items will be distributed with the agenda to the NHTI community.
* Voting
	+ A motion must be brought forward to call for a vote, as per Robert’s Rules.
	+ Voting to advance proposals, voting to accept/amend bylaws, and other votes required for subcommittee business shall pass by a simple majority; tie votes are considered to have failed

Public

* Members of the public are permitted to attend meetings in person (or in the event of a fully remote meeting, via Zoom) and offer information and comments on discussions during the “Public Comment Period” at the end of each topic of discussion.
* If a member of the public is unable to attend a meeting, they may submit via email or in writing a question or comment no later than 24 hours in advance to be read in its entirety during the “Public Comment Period” at the end of each topic of discussion. These comments should be submitted to the both co-chairs of the subcommittee.

Notice

* Public notice of the meeting and proposals (the agenda) shall be posted in at least 2 public places – the NHTI website and bulletin board in Little Hall – no less than 24 hours1 prior to the meeting date.
* All supporting materials for meetings will be distributed with the agenda to the NHTI community.
* Draft minutes of the meetings, including the names of subcommittee members, persons appearing before the committee, and a brief description of the subject matter discussed and a final decision, shall be available to public within 5 business days of the meeting.1
* Approved minutes must be posted on the website in a consistent and reasonably accessible location, or a notice must be posted and maintained on the website stating where minutes may be reviewed and copies requested.

Proposals

* Requests for proposals to be added to an agenda can be submitted by any NHTI community member and shall be submitted in via email to both IRES co-chairs at least 10 business days prior to a scheduled meeting. If the agenda for the meeting is full, the proposal will be placed on the agenda for the subsequently scheduled meeting. For immediate issues with fewer than 5 business days notices, proposals can be added at the discretion of the co-chairs or added as “Other” to the agenda to be discussed as time allows.
* All supporting materials for proposals shall be sent to both co-chairs at the time a proposal is requested to be placed on an agenda. These materials will be distributed with the agenda to the NHTI community.
* The following procedure will be followed for proposal review at meetings:
	+ Authors of proposals are required to present a brief overview of the proposal at the time the subcommittee reviews the proposal.
	+ This will be followed by an opportunity for committee members to ask questions.
	+ Once that is complete, any members of the public will be able to ask questions, make comments, or seek clarification.
	+ Once that is complete, the public comment period will be closed and the members will make any amendments/additions/deletions by majority vote.
	+ If the proposal author feels amendments/additions/deletions constitute a substantial change in which the spirit or intent of the proposal has been changed, they have the ability to withdraw the proposal at that time.
* The subcommittee shall vote to approve, conditionally approve (based on proposed changes being made), disapprove, or table pending additional information. This decision will be recorded in the minutes and serve as notice of the decision.
* Approved proposals shall be forwarded to both co-chairs of College Council to be added to an agenda for College Council.
* Conditionally approved proposals will be approved automatically once the co-chairs have verified that the conditions of approval have been made.
* Tabled proposals will be placed on a subsequent agenda once additional information has been received by subcommittee co-chairs.

Amendments

* Members of this subcommittee may amend their bylaws1 by a majority vote of their own members by following this procedure:
	+ Hold a public meeting to adopt new bylaws or amendments to existing bylaws.
	+ An announcement of the time and place of the meeting shall be made at least 24 hours prior to the meeting.
	+ The announcement of intent of proposed bylaw changes will be sent to all members and posted in at least 2 public places (NHTI website and the bulletin board in Little Hall).
	+ At the public meeting, bylaw changes will be discussed, followed by an opportunity for members to ask questions/discuss. Once that is complete, any members of the public will be able to ask questions, make comments, or seek clarification.
	+ Once that is complete, members will approve by majority vote any formal amendments, additions, or deletions to bylaws or schedule a subsequent meeting to discuss changes as part of a subcommittee of member volunteers.
	+ Once approved, changes to the bylaws shall be approved by the NHTI president and posted on the website and filed with the NHTI president, VPAA, VPSA, Staff Council, Faculty Council, Student Senate, and with College Council within 2 business days of adoption.

Institutional Definitions

Bylaws

A series of regulations and accepted practices that govern the function of a standing committee or council. This includes 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

The declaration of work that is delegated from the president of the institution and 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 and advice, and making recommendations that impact institutional direction.

Item

Items are defined as parcels of information on which there needs to be no vote by committee members. Examples include data, news, donations, and grants under $10,000.

Membership

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

Proposal

A proposal is defined as anything on which the committee and its members need to vote. Examples include a change to a current policy, a new policy, and a grant proposal greater than $10,000.

Shared Governance

The inclusive process of decision-making that includes representatives from teaching faculty, librarians, counselors, staff, students, and administrators.

Standing Committee

See “Committee.”

Subcommittee

A smaller team or group of a standing committee or council where the membership is jointly supported. Subcommittee bylaws are found within the committee by-laws.

Team

See “Committee.”

1. This is for those committees subject to the Right to Know Law. [↑](#footnote-ref-1)