Campus Community Development and Support Bylaws

Authority

This purpose will be defined at a later date using the bullets of charge.

Members

* The committee shall consist ~~of~~ 8 voting members and ~~the option of~~ 1 non-voting secretary/scribe.
	+ 4 staff members
	+ 4 faculty members
* 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.
* Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. An "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by at least one co-chair of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting
* Removal of members is subject to majority vote by CCDS and will be brought to appointing committee for final decision.
* The appointment and expiration dates of the terms of each member of the committee shall be forwarded annually to the VPAA, Faculty Council, VPSA, Staff Council, College Council, and the NHTI president.

Officers

* The officers of the committee shall be as follows:
	+ Two co-chairs (one staff, one faculty), one optional secretary/scribe
* Co-chair responsibilities:
	+ Determine agenda items and order
	+ Run meetings
	+ Serve on College Council (if/as determined by respective councils)
	+ Report to committee and respective councils relevant information from College Council
	+ Meet with NHTI president as requested/as needed
* Secretary responsibilities ~~(when position is not vacant):~~
	+ 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 and deleted after such time.
	+ 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 committee annually in September.
* Officers shall be elected annually from current committee 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 committee provided public and member notice is given at least 1 business day1 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.
* 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 committee 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, to one of the co-chairs, a question or comment no later than 1 business day in advance to be read in its entirety during the “Public Comment Period” at the end of each topic of discussion.

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 committee 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 by email to both CCDS 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, 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 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 committee 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 committee 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 one or both c—chairs of the 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 committee co-chairs.

Amendments

* Members of this committee 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 1 business day 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 (e.g., 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.

1. This is for those committees subject to the Right to Know Law. All your meetings are subject to RTK law [↑](#footnote-ref-1)