

**The Charter for The Facilities Planners Council  
For  
The Community Colleges of the State of Maryland**

**Purpose**

- The Facilities Planners Council will be responsible for facilitating efficient communication among the various constituencies that formulate, plan and present capital budget requests to the State of Maryland for the community colleges.
- It will be responsible for recommending state capital project policies and the policies that affect individual campuses.
- The actions of the Facilities Planners Council shall constitute recommendations to the Campus Presidents.

**Article I - - Functions of the Facilities Planners Council**

The Facilities Planners Council will be:

- A major communicator on capital project planning issues for the various constituencies involved. E.g. DBM, DGS, MHEC, MACC and all community colleges.
- A primary source of information and support to the Presidents Council for continuing state supported capital projects.
- A source of information on the preparation and presentation of documentation in support of major capital improvements.
- The primary body to collate, evaluate, categorize and present the list of community college capital projects to the Maryland Association of Community Colleges (MACC) each year. This function is accomplished through the Bond Bill Review Committee, a sub-committee of the Facilities Planners Council.

**Article II - - Membership**

The Facilities Planners Council shall include all persons involved in the facility planning and capital budget process for each public community college in the state of Maryland. Membership is at the discretion of the individual community college President and may include Facility Planners, Directors of Plant Operations, Directors of Facilities Management and Finance Officers.

### **Article III - - Elections**

#### Section A.

Elections will be held once every two years.  
Elections of all officers will be held in April.  
Elected officers will take office in June.

#### Section B.

A process of accepted nominations and election shall replace officers unable to complete their term.

### **Article IV - - Officers**

#### Section A. Title of Officers.

1. The officers of the council shall be the Chair, the Vice Chair, the Secretary and the Treasurer.

#### Section B. The Chair

1. Must be elected from the general membership.
2. In the absence of the Chair, his/her designee will moderate all Council meetings.
3. Will formulate the agenda for matters received from the membership or other sources.

#### Section C. The Vice Chair

1. The office of the Vice Chair shall be held by the member who served as the Chair from the previous two year term.
2. Shall perform the duties of the Chair during the Chair's temporary absence. If the Chair cannot serve for an extended period of time, a new Chair shall be elected by a plurality of the membership.

#### Section D. The Secretary

1. Must be elected from the general membership.
2. Shall distribute copies of the agenda developed by the Council Chair one week prior to the Council meeting.
3. Shall record and distribute minutes of each meeting.

#### Section E. The Treasurer

1. Must be elected from the general membership.
2. Shall collect such dues as may be deemed necessary to the function of the Council.

3. Shall be responsible for maintaining records of the collection, interment and disbursement of all Council funds.
4. Shall present a yearly report on the status of all dues collected and disbursed.

### **Article V - - Meetings and Voting**

#### Section A. Regular Meetings

Regular meeting of the Council shall be held on the last Friday of each month, unless the officers of the Council establish alternate dates. Meeting dates for the academic year shall be published at the beginning of the year. Subcommittees, as defined in Article V will generally meet on dates established by the subcommittee chairperson.

#### Section B. Additional Meetings

Additional meetings may be called by the Chair to consider special matters that may arise.

#### Section C. Attendance at Meetings

Council meeting and subcommittee meetings are open to attendance by any interested member of the Council.

#### Section D. Quorum

Passing vote equals two thirds of a quorum.

A quorum is equal to fifty percent of the colleges (one vote per institution)

### **Article VI - - Committees**

Section A. The Bond Bill Review Committee is a standing committee. Its membership and charge are outlined in the Facilities Planners Manual.

Section B. The Council may create subcommittees as needed to fulfill its responsibilities.

## **Article VII - - Order of Business**

Section 1. At meetings of the Facilities Planners Council, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

1. Call to order
2. Roll call and sign in sheet
3. Introduction of new members and or guests
4. Approved minutes of last meeting
5. Report of Chair
6. Report of Secretary
7. Report of Treasurer
8. Reports of Committees
9. Election of officers and Bond Bill Review Committee
10. Old business
11. New business
12. Presentations by others and confirm next meeting
13. Adjournment

Section 2. Bond Bill Review Committee is a standing subcommittee of the Facilities Planners Council. Other adhoc subcommittees may be appointed by the Facilities Planners Council Chair to address issues and concerns that affect the Community College Facilities.