

**BYLAWS OF OPERATIONAL SERVICES COUNCIL
OF
MONTGOMERY COLLEGE**

A. MEMBERSHIP

I: The process for membership on the Operational Services Council is stipulated in the Constitution in Article IV, Section C. Operational Services Council members are appointed by the constituent councils no later than April 30th and the first meeting of the council will occur no later than May 15th.

II: When a vacancy on the Operational Services Council exists, either due to resignation or removal, the council chair may fill the seat by the appointment of an eligible student/employee from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the term.

B. OFFICERS AND THEIR DUTIES

I: According to the Constitution, the Council shall have a chair, vice chair, and secretary. The Operational Services Council may elect other officers.

II: The duties of the Council chair, vice chair, and secretary are listed in the Constitution in Article III, Section B. The council may assign additional duties to the officers.

III: Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or chair.

IV: If the chair position is vacated, the vice chair assumes the duties of the chair. If another officer position is vacated, the chair shall appoint another member of the council to fill the office.

V: The chair of the Operational Services Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

C. MEETINGS

I: The Operational Services Council shall meet at least one time a month.

II: The suggested meeting dates for the Operational Services Council will be the second and/or fourth Thursday of the month. The time and place of the meeting shall be set by the membership of the council.

III: Agendas for each meeting will be posted on the council's webpage and sent out to member of the College Community at least three business days in advance of the meeting.

IV: Notice of regularly scheduled meetings shall be given to each voting member via the College's e-mail and posted on the council's webpage.

V: Special meetings of the Operational Services Council shall be called by request of the chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Operational Services Council member at least five business days in advance of the meeting.

VI: A quorum to conduct business shall be seven members.

VII: Approved minutes shall be published no later than 15 business days after the Council meeting. Approval may be obtained via e-mail vote. The minutes will be posted on the website, maintained and archived. The College community will be notified via e-mail that the minutes have been published.

VIII: The minutes shall be comprised of a summary of discussions, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

IX: At the beginning of each Operational Services Council meeting, there will be a ten-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the council chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

X: An excused absence may be granted to a council member by the Operational Services Council Chair.

XI: An Operational Services Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Operational Services Council.

XII: An Operational Services Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., nine), given that all council seats have been filled.

D. COMMITTEES

I: The Operational Services Council may create committees as needed. The types of committees created by the Operational Services Council shall be designated as standing or ad hoc.

II: The standing committees are permanent committees of the Operational Services Council and are empowered to review and act on issues related to their charge and make recommendations to Operational Services Council within the time specified by the council.

III: An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

IV: The chair, vice chair, secretary and any other officers serve as the members of the Executive Committee. The council may assign specific duties to the Executive Committee.

E. RECOMMENDATIONS AND COMMUNICATION

I: The Operational Services Council, through the chair, may make formal recommendations concerning policies and procedures affecting the College community to the College Council.

II: The Operational Services Council, through the chair, may refer issues, in writing, to other councils or units of the College.

III: The Operational Services Council, through the chair, may communicate opinions on issues to the president, students, faculty, staff, administrators and other members of the college community.

IV: The chair of the Operational Services Council must respond formally, in writing, to all issues referred to the council and to all expressions of opinions from other councils within a reasonable amount of time.

F. ADDITIONAL COUNCIL BYLAWS

I: At the first meeting of the Operational Services Council, the council shall establish a complete list of officers and the procedures for the election of officers.

G. AMENDING THE BYLAWS

I: The process for amending the bylaws of the Operational Services Council is referenced in Article VI, Section B, Number 1 of the Constitution.

II: After the Operational Services Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all members of the College community via Montgomery College email.

III: The Operational Services Council will undertake a periodic review of its bylaws.

Administrative Approval: May 1, 2012; November 12, 2012