

BYLAWS OF ADMINISTRATOR COUNCIL

OF

MONTGOMERY COLLEGE

A. MEMBERSHIP

I: The process for membership on the Administrator Council is stipulated in the Constitution in Article IV, Section C. Administrators are elected no later than April 15th and the first meeting of the council will occur no later than April 25th.

II: When a vacancy on the Administrator Council exists, the council chair may fill the seat by the appointment of an eligible administrator from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

B. OFFICERS AND THEIR DUTIES

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

II: The duties of the Administrator 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 Administrator Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

C. MEETINGS

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

II: The suggested meeting dates for the Administrator Council will be the first and/or the third 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 all administrators 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 Administrator Council may be called by request of the chair or by one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Administrator Council member at least five business days in advance of the meeting.

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

VII: The minutes from the Administrator Council meetings shall be submitted for posting no later than five business days after they are approved. The minutes will be posted on the website, distributed to administrators via email, maintained, and archived.

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 Administrator 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 Administrator Council Chair.

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

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

D. APPOINTMENTS

I: The Administrator Council shall appoint members to the functional councils. These appointments will be drawn from the qualified administrator population.

II: Individuals appointed to the functional councils shall be drawn from the pool of administrator candidates identified during the candidate recruitment process.

E. RECOMMENDATIONS AND COMMUNICATION

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

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

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

IV: The chair of the Administrator's 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. COUNCIL PROCEDURES

I: The Council shall have the power to create and implement procedures to complete the work of the Council consistent with the Constitution and bylaws.

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

III: Standing committees are permanent committees of the Administrator Council and are empowered to review and act on issues related to their charge and make recommendations to Administrator Council within the time specified by the council.

IV: Ad hoc committees are established to deal with a specific task or group of closely related tasks for a specific time; they are dissolved once these tasks have been completed.

V: 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.

G. ADDITIONAL COUNCIL BYLAWS

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

H. AMENDING THE BYLAWS

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

II: After the Administrator Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all administrators via Montgomery College administrator email.

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

Administrative Approval: May 1, 2012; October 9, 2012