

**BYLAWS OF ACADEMIC SERVICES COUNCIL**  
**OF**  
**MONTGOMERY COLLEGE**

**A. MEMBERSHIP**

**I:** The process for membership on the Academic Services Council is stipulated in the Constitution in Article IV, Section C. Academic 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 Academic Services Council exists, the vacated position's constituent council shall fill the seat by appointment of an eligible student/employee from the same constituent group as the predecessor. 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 Academic 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, if there is nominee with a lowest number of votes, they 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 Academic Services Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

**C. MEETINGS**

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

**II:** The suggested meeting dates for the Academic 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 Academic 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 Academic Services Council member at least five business days in advance of the meeting.

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

**VII:** The minutes of the council meeting shall be published no later than five business days after the Council has approved the minutes. The minutes will be posted on the governance website to be accessible by all members of the College community, and will be maintained and archived as required by the College's Participatory Governance records management practices.

**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 Academic 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 Academic Services Council Chair.

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

**XII:** An Academic 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. RECOMMENDATIONS AND COMMUNICATION**

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

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

**III:** The Academic 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 Academic 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.

#### **E. 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 Academic Services Council may create committees as needed. The types of committees created by the Academic Services Council shall be designated as standing or ad hoc.

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

**IV:** 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.

**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.

#### **F. ADDITIONAL COUNCIL BYLAWS**

**I:** At the first meeting of the Academic 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 Academic Services Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Academic 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 Academic Services Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; December 11, 2012**