

**Clover Park Technical College
College Assembly Bylaws**

Article I. STATEMENT OF PURPOSE

Section 1.01 The mission of the College Assembly is to advise the President in matters of operations, planning, and budgeting; provide key direction; ensure the implementation of the strategic plan and alignment with accreditation core themes and College initiatives; guide and recommend policy; oversee process for mission fulfillment; and elicit participation and engagement from the College community.

Section 1.02 The purpose of the College Assembly is to think and act strategically on issues of governance and policy. The College Assembly will serve as a primary conduit for information and recommendations concerning the College. The College Assembly has the following roles:

- (a) Collaborate and facilitate strategic accomplishments, mission fulfillment, and College policy development.
- (b) Make recommendations to the College President.
- (c) Provide a forum for shared governance (faculty and staff).

Article II. MEETINGS

Section 2.01 The College Assembly shall conduct meetings at a regularly scheduled time determined by the Assembly membership. The Chair may call additional meetings if needed.

- (a) A quorum of more than half of the membership is needed to conduct business and vote. Meetings will follow Robert's Rules.
- (b) Minutes will be taken and shared with the College community.

Article III. MEMBERSHIP

Section 3.01 The College Assembly is a body consisting of elected and appointed members representing the College community. Assembly size will be no greater than 25 members and shall consist of the following distribution of participants: faculty, staff (IUOE, Classified, AFT Professionals), and students. Additionally, membership will include a diverse representation of cultural background, tenure at the college, age, and gender. A representative from the President's Cabinet shall also serve as an ex officio member.

Section 3.02 Length of Terms:

- (a) Terms for Assembly members shall be two (2) years, except for students which will be one (1) year.
- (b) One-half of representatives may, after their initial two-year term, rotate annually as members may serve more than one term. Assembly membership shall be determined by a decision of the Assembly, an appointment of the President, or appointment from within membership groups. Each bargaining unit reserves the right to appoint at least one member of their unit to the Assembly. Decisions are to be made no later than October of the appropriate rotation year. To effect a smooth transition, the newly identified representative will begin attending Assembly meetings in November along with the current representative and will officially assume responsibility at the following January meeting.

Section 3.03 Criteria for Selection

- (a) Members should be evaluated for consideration based upon the following:
 - i. Ability to attend and participate in meetings.
 - ii. Willingness to set aside personal, departmental, or group agendas and focus on college-wide guidance.
 - iii. Understanding and commitment to the principles of collaboration and consensus building.
 - iv. Willingness to serve as a conduit of information flow between department or group and College Assembly.
 - v. In the event an Assembly position becomes vacant, an alternate staff member from the appropriate membership group will be appointed by the Assembly Chair, with the majority of the assembly approval, to complete the remaining term.

Section 3.04 Removal from the Assembly

- (a) Voluntary removal will be by submission of a letter of resignation or email notification to the Chair/Co-Chair stating the reasons for the resignation.
- (b) Involuntary removal will require a 60% vote of the membership in attendance. Criteria for removal include, but are not limited to, non-attendance and non-participation, disruptive participation or persistence in focusing on personal agendas.

Section 3.05 Role of Assembly Members

- (a) All Assembly members are expected to:
 - i. Regularly attend meetings.
 - ii. Serve on subcommittees.
 - iii. Bring proposals forward for discussion and consideration for approval as submitted by members of their divisions or departments.
 - iv. Recommend agenda items for the Assembly to address.
 - v. Actively participate in the work of the Assembly.

Article IV. VOTING RIGHTS

Section 4.01 All Assembly members have voting rights. Assembly members must be present at the meeting to vote; no vote may be made by proxy.

Article V. ELECTION OF OFFICERS

Section 5.01 Officers of the College Assembly will consist of the following positions and terms:

- (a) Assembly Chair, Vice Chair, Communications Officer, and Past Chair.
- (b) Assembly officers will be elected by the voting membership from the Assembly at large and will alternate between members of different departments.

Section 5.02 The term of office for all positions will be 1 year, commencing in January.

Section 5.03 Elections and/or appointments will take place in November.

Article VI. ASSEMBLY CHAIR RESPONSIBILITIES

Section 6.01 It will be the duty of the Chair to:

- (a) Preside over meetings.
- (b) Coordinate Assembly activities with other College committees and departments.
- (c) Create the agenda for the Assembly meetings in conjunction with the Vice Chair and Communications Officer.

- (d) Perform such other duties as ordinarily pertain to this position.

Article VII. VICE CHAIR RESPONSIBILITIES

Section 7.01 It will be the duty of the Vice Chair to:

- (a) Preside at meeting in the absence of the Chair.
- (b) Maintain a tracking and follow-up system for proposals submitted to the Assembly.
- (c) Act as liaison to the President's Cabinet on behalf of the College Assembly (this responsibility may be delegated to another member).

Article VIII. PAST CHAIR RESPONSIBILITIES

Section 8.01 It will be the duty of the Past Chair to:

- (a) Support the work of the Chair, mentor and train Chair and Vice Chair.
- (b) Stand in to preside over meetings in the event that neither the Chair nor Vice Chair is present.

Article IX. COMMUNICATIONS OFFICER RESPONSIBILITIES

Section 9.01 It will be the duty of the Communications Officer to:

- (a) Adhere to the Communications Plan for the transparent dissemination of information and provision of feedback opportunities.
- (b) Disseminate the agenda and all materials for College Assembly meetings.
- (c) Maintain and distribute minutes of all College Assembly meetings.
- (d) Send meeting reminders.
- (e) Act as parliamentarian and assist the College Assembly in adhering to the College Assembly's bylaws and Robert's Rules of Order.

Article X. ASSEMBLY COMMUNICATIONS

Section 10.01 To ensure transparency and accountability, the Assembly commits to disseminate information to both Assembly members and the campus as a whole

Section 10.02 Assembly Communication

- (a) The Assembly Chair will:
- i. Call for agenda items at the end of each meeting and prior to the next scheduled meeting.
 - ii. Post the complete agenda one (1) week prior to each meeting on the College webpage.

Section 10.03 College Communication

- (a) The Communications Officer will:
- i. Post approved minutes to the College webpage as soon as possible.
 - ii. Post date and time for meetings on campus calendar.

Article XI. COMMITTEES

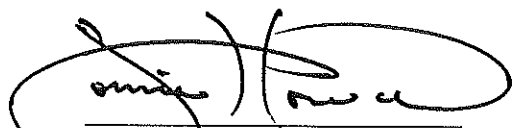
Section 11.01 To carry out the duties of the College Assembly committees may be formed. The committees may be either "standing committees," appointed for a definite period of time or "ad hoc committees," appointed for a special purpose.

Article XII. AMENDMENTS TO THE BY-LAWS

Section 12.01 Amendments to this charter shall be submitted in writing to the College Assembly and must be approved by two-thirds of the voting members in attendance. The vote on the amendments will be taken at the meeting following the date of submission.

Article XIII. RULES OF ORDER

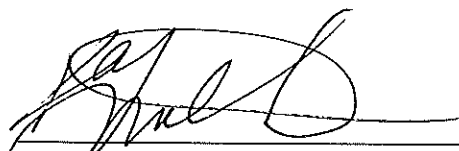
Section 13.01 The most current edition of Robert's Rules of Order shall govern all actions of this Assembly that are not governed by this charter.



Lonnie L. Howard, President
Clover Park Technical College

4 June 15

Date Signed



Kathryn Smith, College Assembly Chair
Clover Park Technical College

8 June 2015

Date Signed