

INSTRUCTIONAL COUNCIL BY-LAWS AND PROCEDURES

I. Statement of Purpose. The specific charge of the Instructional Council, as outlined in the negotiated Agreement, is to make recommendations on instructional matters to the Vice President of Instruction.

II. Operational Procedures.

A. General

1. The council will regularly meet on the first and third Mondays of each month when classes are also scheduled to meet. In exceptional circumstances, the council may decide to modify its calendar of meetings.
2. At least one of the monthly meetings will be a regular business meeting.
3. A proposal to devote one of the monthly meetings solely to a discussion of one or more institutional issues shall come from the I. C. chair. A majority of the council must approve such a meeting.
4. Only division chairs and the IESL representative are voting members. Proxy voting by a full-time member of the division is allowed in the absence of the division chair.
5. A quorum shall consist of six (6) voting members.
6. The I. C. chair and Vice President of Instruction shall appoint a secretary who is not an I. C. member to record the minutes of each meeting.
7. All actions of the I. C. and its committees that are not governed by these by-laws and procedures shall be governed by the current edition of Sturgis Standard Code of Parliamentary Procedure.

B. The Order of Business

1. The order of business (agenda) for the Instructional Council's regular business meeting shall be as follows:
 - a. Call to order
 - b. Approval of minutes of previous meetings,
 - c. Action on items introduced for discussion at the previous meeting and CRP's,
 - d. Reports and discussion of items which may become action items at the next meeting,

- e. Informational items and announcements,
 - f. Adjournment.
2. The agenda for a non-business meeting shall be determined by the I. C. chair.

C. Proposed items for Discussion and Action

1. At least five (5) working days prior to a scheduled I. C. Meeting, anyone sponsoring an item for action by the I. C. will, using the I. C. proposal form, submit the proposed item for discussion in writing to the I. C. chair and circulate copies of the proposal among the I. C. members and other interested parties.
2. The I. C. chair will review and prioritize items submitted for discussion and include them on the agenda as soon as possible. When an item appears on the agenda, the chair will call upon the sponsor of the item to introduce it, clarify it, and propose a course of action. The council will then discuss the item. Unless the council votes to suspend the rules and take immediate action, the council will take action on the item at its next business meeting. Whenever a majority of the council votes to approve an item, that item will be offered to the Vice President of Instruction as a recommendation for action. The vote will be recorded, and along with the vote, the council may offer a further recommendation for implementation or disposition.

D. Distribution of the Agenda and Minutes

The agenda and minutes of the I. C. meetings will be distributed to the I. C. members, to faculty office secretaries for posting, to the faculty negotiating agent, to the Board of Trustees, and to any other interested party who requests this material.

E. Election of Council Chair

1. The I.C. chair shall be elected during the Winter Quarter to serve a two-year term beginning the 15th of June of the same year.
2. The new chair will participate in the activities of the I.C. during Spring Quarter, prior to assuming office, as an ex-officio member.
3. The current I. C. chair will appoint a nominating committee composed of three division chairs. This committee will announce to all faculty that applications for I. C. chair are being accepted, will interview and screen candidates, and will present a slate of up to three finalists to be voted upon by the division chairs.

4. All full-time tenured faculty are eligible to be I. C. chair.
5. A secret ballot will be used and the candidate receiving the greatest number of votes will be declared the new chair. If no finalist receives a majority vote on the first ballot, after discussion, a second vote will be taken between the two candidates receiving the highest number of votes. If no candidate receives a majority vote on the second ballot, the nominating committee will repeat the process described in article II, section C, paragraph 2 above and propose a new ballot.

F. Election of Council Vice-chair

1. After completing the election for the I. C. chair, the nominating committee will canvass the division chairs and present a slate of candidates for vice-chair. Each candidate must be a division chair. A secret ballot will be used, and the candidate receiving the greatest number of votes will be declared the new vice-chair.
2. The vice-chair will serve a one-year term and will preside in the chair's absence, or will assume any duties that the chair delegates.

G. Resignation of a Chair or Vice-chair

1. Upon resignation of the I. C. chair, an election to determine a new chair will be held within 30 days from the date of resignation. The process to be followed is described in article II, section E, paragraphs #2 and #3 above. In the interim, the vice-chair will preside at meetings.
2. In the event of the resignation of the vice-chair, an election to fill the office will be held within thirty (30) days from the date of resignation under the process described in article II, section F, paragraph 1 above.

H. Recall of Council Chair

Recall of the I. C. chair may be considered at any regular or special meeting of the I. C. If a simple majority of the I. C. votes to hold a recall election, the recall motion shall be given to the I. C. chair as a mandatory item to be included on the agenda for the next I. C. meeting. At that meeting, the vice-chair will preside over that action item. A vote will be taken, and if the recall motion is upheld by 2/3 of the division chairs, recall election will be held following the procedures for the election of an I. C. chair.

III. Composition and Responsibilities of Committees

1. All I. C. committees will be formed and operate according to the following procedures:

- a. When the establishment of a committee is announced, each division, if it so chooses, will select one member to serve on that committee. The proposed member will be asked if s/he is willing to chair the committee.
 - b. If s/he so chooses, the Vice President of Instruction or his/her designee may sit on the committee as a non-voting member.
 - c. The information contained in article II, section I-1, paragraphs a and b above will be sent to the I. C. chair, who, with the approval of the I. C., will appoint a division chair or, if a division chair is unwilling to serve, one of the proposed committee members to chair the committee.
 - d. If a division chair does not chair the committee, one will be selected by the I. C. either to be the divisional representative or to sit on the committee as liaison.
 - e. Both the chair and the committee members will be selected during winter quarter of alternate years of the I. C. chair election and will have two-year terms. In case of a vacancy, the divisions will select a replacement and inform the I. C.
 - f. I.C. Committees patterned on the fiscal year or academic year -- e.g., a committee mandated by the state with an annual budget, an annual report, and/or committee chairperson and/or state liaison position -- shall have their chairperson selected winter/spring to take office summer/fall quarter, whichever is more suitable to the operation of the committee.
 - g. Committee chairs may be removed from office by a two-thirds vote of the I. C.
 - h. Each committee's purpose and scope will be determined by the I. C.
 - i. The chair of the committee will send a copy of all committee minutes to the I. C. chair and will report to the I. C. as requested.
 - j. Committee minutes will contain a log of those present as well a record of the committee's activities.
2. Ad hoc committees will be formed by the I. C. chair subject of the approval of the I. C. and will report to the I. C.

J. Amendments

Amendments will be made by following the procedure described under article II, section C of the above procedures.

K. Policies not Covered by These By-laws and Procedures

A separate policy manual shall be maintained for those policies and procedures established by the I. C. and not contained in these by-laws and procedures.

Adopted:

Amended: March 11, 1991

Amended: November 4, 1991

Amended: May 18, 1992

Amended: May 20, 1996

Amended: October 18, 1999

Amended: April 23, 2001

Amended: June 4, 2001

Amended: February 11, 2013

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