



## By-Laws of CCRI's Staff Assembly

**Introduction:** These By-Laws are intended to guide effective operations of the Staff Assembly, hereinafter called Assembly, in accordance with the Constitution and principles of shared governance expressed in the Governance Manual.

### Article I: Rights and Responsibilities of Assembly Members

- A. ByLaws in this section proceed from and further describe **Constitution Article III**.
- B. Assembly representatives shall attend regular and special meetings of the Assembly, committee meetings, and shall have membership privileges as described in **Constitution Article III**.
- C. Elected Assembly representatives are expected to serve each year on at least one standing or ad hoc committee. Students and *ex officio* members may serve on standing or ad hoc committees by submitting a written request to the Assembly Vice-Chair. *Ex officio* members may appoint subject-matter experts to serve on standing or ad hoc committees by submitting a request to the Assembly Vice-Chair.<sup>1</sup>
- D. Assembly representatives, whether elected, appointed, student, or *ex officio* may request, in writing to the Assembly Secretary, an item be placed on the agenda for the next regular meeting of the Assembly;
- E. Seats shall be considered vacated when a member resigns, is on Leave of Absence for more than 4 months or has been absent from 5 regular meetings in one calendar year. Such changes in membership shall be reported in the Vice-Chair's report at the regular meeting of the Assembly following the 5<sup>th</sup> absence. Under circumstances deemed warranted by Assembly Vice-Chair, absences in excess of 5 may be permitted, but shall be announced at the next regular meeting of the Assembly. Vacancies shall be filled as provided for in .
- F. Vacancies created as provided in 1.E or by resignation or by leave of absence of more than one semester shall be filled by election by the Assembly Election Committee. If the leave or illness is one semester or less termination of vacancy shall be at the discretion of the Assembly Chair. Whether a person elected to fill the vacancy shall serve for the unexpired portion of the term or for a period of absence of the person regularly elected shall be determined at the time of the election. A person serving a partial term shall be eligible for election to a full term without lapse of time.
- G. Because of the responsibilities attendant upon membership in the Assembly, supervisors of Assembly representatives shall arrange work schedules to permit attendance at regular meetings of the Assembly. If, due to unusual circumstances, this is not possible, and if it is known at the time of election, the nominee involved shall ask that his/her/their name be withdrawn from consideration.

### Article II: Membership

- A. The Assembly shall consist of designated ex-officio members and elected representatives of the full time staff chosen from across all college administrative divisions.
- B. The term of service in the College Assembly shall be for 2 years with the exception of the Inaugural Assembly.
  - 1. 50% of Inaugural Assembly representatives will serve a one year term.
  - 2. Selection of term duration (1 or 2 years) will be determined randomly.



- - B. Membership through election, appointment, or *ex officio* status shall be managed by an Assembly Elections Committee (see ByLaws Article VII.C).
  - C. ByLaws in this section proceed from and further describe **Constitution Article III**.
  - D. Election to the Assembly
    - 1. Thirty full-time staff representing different administrative units of CCRI shall be elected to serve as members of the Assembly for a period of 2 years. For the inaugural election, 15 persons shall be elected for a one-year term and 15 shall be elected for a two-year term. Thereafter, 15 seats, along with any vacant seats, shall be subject to election each year.
      - a. "Staff" shall refer to those employees eligible for membership in the Professional Staff Association, Educational Support Professionals Association, and BOE employees who are not otherwise members of President's Council.
      - b. "Full-time" shall refer to any staff member whose assignment consists of at least 35 hours/week.
      - c. "Administrative unit" shall refer to workgroups whose full-time membership is at least 5 persons.
      - d. Multiple nominations from a single administrative unit shall be accepted.
    - 3. **Five part-time staff shall be elected to serve as members of the Assembly for a period of 2 years. For the inaugural election, two shall be elected for a one-year term and 3 shall be elected for a two-year term. "Part-time" shall refer to any staff member whose assignment consists of less than 35 hours/week. The following provisions apply to elected full time members, whether full-time or part-time:**
      - a. Representatives may have a 2 consecutive term limit and may not be reelected for more terms until the lapse of one year. A representative who has not served for one or more consecutive terms shall be eligible for reelection without a one year hiatus.
      - b. Persons may self-nominate.
      - c. Service on the Staff Assembly is a demonstration of the college's commitment to shared governance and should be encouraged at all levels, understood as service, and considered positive demonstration of professional development. Supervisors may submit a written request for a report of attendance and service to the Assembly Secretary.
  - E. Appointment to the Assembly
    - 1. Per the Constitution, **Article III.J**, *ex officio/Admin* shall have authority to appoint subject matter experts [at Director level or above] to committees engaged in critical areas of policy development. These subject matter experts shall be included in the official rosters of the committees.
    - 2. Persons appointed to Assembly committees by virtue of their professional expertise shall be appointed for a 1 year term subject to renewal based on need.
    - 3. Reappointments are permissible, but consideration shall be given by *ex officio/Admin* to the professional development of other staff with similar expertise.
  - F. *Ex officio/Unions, ex officio/Senate*, and student representatives shall be named according to the ByLaws of their respective organizations. Normally, the term of service should

be for 2 years and terms should be staggered when feasible to ensure continuity of service and experience. The plan proposed by the Elections Committee each year (see ByLaws Article VI) shall include provisions for requesting names from the Professional Staff Association, the Educational Support Professionals Association, the Faculty Senate, and Student Government. If names are not forwarded to the Elections Committee by the designated deadline, the Assembly membership roster shall indicate the seats as vacant.

**G. Election of Assembly officers**

1. The Chair, Vice-Chair, and Secretary shall be elected from among elected full-time Assembly members for a period of 2 years.

a. Nominations may be made by any member of the Assembly with rights to make or second motions on the Assembly floor

b. Self-nominations are permissible

c. Candidates must confirm willingness to serve before voting takes place.

2. The agenda for the first meeting of the Assembly following ratification shall include election-of Officers. For The inaugural cohort, the Chair shall be elected for a one-year term and the Vice-Chair and Secretary shall each be elected for a two-year term. Thereafter, elections for officers shall occur in alternating years with the Chair being elected in odd-numbered years and the Vice-Chair and Secretary being elected in even-numbered years.

3. The May meeting of the Assembly shall be designated for elections of officers.

## Article III: Powers and Responsibilities of Officers

A. ByLaws in this section proceed from and further **describe Constitution Article IV.**

B. The Officers of the Assembly shall be Chair, Vice-Chair, and Secretary. Each shall serve 2-year terms and have a maximum of two consecutive term limit and may not be re-elected until the laps of one year to allow professional development opportunities for all CCRI staff.

C. Vacancies in the office of the Chair, Vice-Chair, or Secretary shall be conveyed in writing to the Assembly within 5 business days of the officer's resignation; such announcement will solicit nominations and an election will be placed on the agenda for the next regular meeting of the Assembly.

C. The Chair of the Assembly shall:

1. serve as executive officer of the Assembly and preside over meetings of the Assembly;

2. report to the Assembly at each regular meeting a summary of any actions or decisions taken since the previous meeting;

3. call meetings of the Assembly and, in collaboration with the Assembly Secretary, set agendas such that the Secretary may distribute and publish meeting information at least 5 business days in advance;

4. approve requests for non-Assembly members, faculty, and students to speak on the floor on an ad hoc basis;

5. not vote except in case of a tie, where they may cast a deciding vote. If the Chair declines to vote, the motion fails;

6. sign official copies of all Assembly actions;



7. on all matters concerning publication or public explanation of Assembly action, serve as sole spokesperson and representative of the Assembly;
8. serve as the principal liaison between college administration and the Assembly, and the Assembly and the Faculty Senate; and
9. when anticipating an absence exceeding 30 days, delegate in writing full authority of the position to one of the other officers.
  - D. The Vice-Chair of the Assembly shall:
    1. serve as the primary coordinator of Assembly membership and work;
    2. report to the Assembly at each regular meeting a summary of any actions taken since the previous meeting;
    3. solicit members' preferences for committee assignments following their election to the Assembly;
    4. collaborate with *ex officio/Admin* to manage placement of appointed members to committees;
    5. facilitate, at the request of committee Chairs, the recruitment of additional committee members who may not otherwise be members of the Assembly;
    6. provide official rosters of committee membership to the Secretary for publication on the Assembly website;
    7. ensure Committee Chairs and Secretaries receive appropriate training and support in their responsibilities;
    8. collaborate with Committee Chairs to establish a standard meeting schedule and present for vote to the Assembly at the June meeting of the Assembly each year; and
    9. serve as Chair of any ad hoc Constitution and ByLaws Committee.
  - E. The Secretary of the Assembly shall:
    1. maintain all records of the Assembly
    2. secure space and seating for all regular and special meetings of the Assembly, providing for both in-person and remote attendance;
    3. collaborate with Assembly Chair in setting meeting agendas;
    4. distribute and publish meeting information, agendas, and supporting documents subject to Assembly vote for all regular and special meetings at least 5 business days in advance;
    5. prepare minutes for all regular and special meetings of the Assembly;
    6. maintain a website provided by the College for the use of the College Assembly;
    7. maximize transparency by ensuring all public information of the Assembly—including Assembly and committee rosters, agendas, minutes of the Assembly and all standing or ad hoc committees, committee Charges, and committee interim and final reports—is published in an appropriate all-college newsletter and published on the Assembly website;
    8. maintain correspondence for the Assembly and share with other officers as needed; and
    9. serve as Chair of the Elections Committee.

## Article IV: Power and Responsibilities of Committees

- A. ByLaws in this section proceed from and further **describe Constitution Article II.**



B. All standing and ad hoc committees shall pursue work described by a written Committee Charge that shall include the scope of the work to be completed, provide a reasonable deadline for delivery, identify persons to be appointed because of their subject-matter expertise, and include provisions for necessary extensions.<sup>2</sup>

C. Each year, in September, standing committees shall submit, in writing, a working agenda for the coming year that includes any Committee Charges and other priorities driving their work. If a committee cannot identify an agenda of activities, it may submit a proposal for dissolution to be approved by vote of the Assembly.

D. Committees are encouraged to meet monthly. Notice of cancelled meetings should be conveyed in writing to the Assembly Secretary. Additional meetings are permissible with notice to the Assembly Secretary.

E. Committees shall meet according to the Assembly Calendar approved by Assembly vote in June of each year. Remote synchronous meetings are permissible to facilitate attendance by members from different campuses.

F. The chair of the committee shall serve as the liaison with administrators (or designees) for all communication, requests for subject matter experts, and collaboration on committee work. Administrators and/or designees may advise committee members regarding the work of the committee but shall not have the voting privileges of committee members.

G. Committees may request that the college administration make available those administrators or staff members whose expertise is aligned with the work of the committees to act as liaisons to the committee as needed.

H. Committee chairs will act as a liaison to other non-Assembly college committees in areas aligned with their work to ensure alignment of strategic goals and policies across structures.

## Article V: Committee Formation

A. ByLaws in this section proceed from and further **describe Constitution Articles II.B.**

B. The Assembly demonstrates shared governance through a process that allows both top-down and bottom-up policy work.

C. Committees shall be formed through vote of the Assembly.<sup>3</sup> Standing committees described in Article V.H are subject to ratification by the inaugural membership of the Assembly and are focused on general areas of policy work that are determined to be ongoing and necessary for normal operations of the College. Proposals to eliminate or re-purpose a standing committee are subject to Assembly approval.

D. Ad hoc committees shall be formed when their purpose transcends the purpose of any existing standing committee. The work of ad hoc committees shall be described according to Article IV.B. Upon completion of its Charge, an ad hoc committee shall disband and announcement shall be made at the next regular meeting of the Assembly.

E. Members shall be assigned to committees by the Vice-Chair, according to members' ranked preferences, as indicated following election. There being 6 standing committees identified in Article I and 32 elected Assembly members—exclusive of Assembly



Officers, *ex officio* members, and appointed members—each committee shall be comprised of approximately 5 elected members.

F. Committee chairs may request through the Assembly Vice-Chair the addition of committee members according to their necessary expertise or perspective. Such members may or may not otherwise have membership on the Assembly.

G. Committee Chairs and Secretaries shall be elected by majority vote of committee members each year at its September meeting. The Chair shall be responsible for calling meetings and preparing agendas that will be distributed via email to committee members and submitted to the Assembly Secretary at least 7 business days in advance of the meeting. The Secretary shall be responsible for taking minutes and submitting them to the Assembly Secretary within 3 business days of their approval by committee vote.

H. Persons listed as members on the committee roster shall have full membership rights, including the right to vote on committee actions, regardless of the person's status in the Assembly.

I. Committees are responsible for regular reporting of their work to the Assembly. Committees working under a Charge shall submit an interim report at least every three months, and more often at the request of either the Assembly Chair or the authoring *ex officio/Admin.* Such reports are intended to ensure steady progress and to provide additional guidance, as needed, for the committee's work (e.g., allow a draft of the final work to be reviewed).

J. Where applicable, students may be appointed as *ex-officio* members of the committees. Selection for student members will be done by committee chairs in collaboration with Student Government.

K. Standing Committees

1. The **Diversity, Equity, and Inclusion Committee** shall develop policies, procedures, and other recommendations advancing of diversity, equity, and inclusion for all employees and students of the college, outside of directly academic environments and relationships. It shall promote an open and welcoming campus climate that is accessible for all persons, including those with visible and invisible disabilities. The committee strives for a standard of excellence that exceeds minimal compliance with federal and state mandates and emphasizes our core values.

2. The **Elections Committee** shall organize and manage annual and special membership elections and appointments, along with voting processes to amend the Assembly's Constitution and ByLaws.

3. The **Operations Committee** is charged with policies, procedures, and other recommendations related to the use and scheduling of CCRI offices, conference rooms, and public spaces, along with appropriate furniture, equipment, and other fittings designed to maximize the flexibility, safety, and efficiency of CCRI facilities. It shall further concern itself with issues related to the safety and physical well-being of all members of the college community.

4. The **Strategy and Finance Committee** is charged with facilitating institutional understanding of the financial position of the college, including plans for advancement, and regular revision, implementation, and evaluation of the College's Strategic Plan.

a. It shall plan and implement such training as needed by members of the college community in preparing and monitoring budgets.

- b. It shall produce regular reporting on matters related to budget and finance.
- c. It shall be responsible for planning and implementing a review, revision, and adoption process for the Strategic Plan every ~~2~~3 years.
- d. It shall produce annual reports evaluating the College's progress in realizing goals set by the Strategic Plan.

5. The **Student Success Committee** shall address all student issues not directly related to academics. These may include issues related to social well-being, athletics, student government, student organizations, and discipline.

6. The **Technology and Data Committee** is charged with development of policies, procedures, assessments, and recommendations related to community-wide technologies and data governance issues, projects, implementation, training, costs, and security priorities.

K. Ad Hoc Committees

1. A **Constitution and ByLaws Committee** shall be convened on an ad hoc basis in September approximately every 4 years or earlier at the request of the Assembly Chair. This committee is charged with:

- a. reviewing the Assembly Constitution and ByLaws for changes necessary to enhance shared governance and further CCRI's Strategic Plan, Mission, and commitment to diversity, equity, and inclusion;
- b. receiving and reviewing proposals from members of the Assembly to the Chair of the committee;
- c. receiving petitions signed by at least 10 percent of the non-faculty employees of the College and submitted to the Chair of the committee; and
- d. preparing recommendations for the review and approval of the College Assembly. Such recommendations shall be submitted to the Assembly Secretary in time for placement on the agenda for the December meeting of the Assembly in those years the committee is active.

## Article VI: Meetings

A. ByLaws in this section proceed from and further describe Constitution Article VI.

B. The quorum for regular and special meetings of the Assembly shall be constituted of 50% of the elected full-time and part-time members, plus 1 person. The quorum for committee meetings shall be constituted of 50%, plus 1 person, of the members appearing on the official roster of the committee.

C. In the interest of maintaining order and maximizing the voices of members, Assembly meetings and committee meetings shall be run according to Robert's Rules.

D. Standard meeting schedule

1. Each year in June, the Vice-Chair shall submit to the Assembly a proposed meeting schedule for the following year, beginning September. The meeting schedule shall account for monthly meetings of the Assembly, as well as meetings of standing committees. Provision for ad hoc committees shall be incorporated as is feasible. The meeting schedule is subject to approval by majority vote of the elected members of the Assembly. On approval,

the Assembly Secretary will forward the annual schedule to [TBD] for inclusion in the all-college calendar.

2. The Assembly shall meet monthly for 90 minutes, excepting published holidays or periods when the College is closed.

a. If the Assembly fails to complete its agenda within 90 minutes, the Chair shall propose a motion that either 1) the meeting be extended for 15 minutes; 2) the meeting shall be recessed and reconvened one week thereafter at the same day and time, or 3) shall be adjourned and unfinished business tabled until the next regular meeting of the Assembly. Approval of any option passes with a majority vote of elected members present.

b. At all regular and special meetings, discussion of each main motion, each amendment thereto, and discussion after informational reports shall be limited to 15 minutes. Discussion may be extended in any meeting by majority vote of elected members present.

3. Standing and ad hoc committees will meet monthly according to the meeting schedule approved by the Assembly. Committee chairs will collaborate with the Vice-Chair to avoid overlapping or conflicting meeting days/times.

## Article VII: Elections and Voting

A. By-Laws in this section proceed from and further **describe Constitution Article II.B.3, Article III, and Article VII.**

B. Voting on Business Before the Assembly

1. During the normal course of Assembly meetings, motions introduced and seconded are subject to vote by the elected membership of the Assembly.

2. A majority vote shall carry the motion. A majority shall be calculated by the percentage of members present and constituting a quorum, excluding members who may be absent or seats that may be vacant. (Example: if all 35 seats are full, 18 members must be present to establish a quorum. Of these 10 must vote in favor for a motion to pass.)

3. Electronic voting is permissible but limited to those marked as attending. In the event a member is unable to contemporaneously access electronic voting, his/her/their vote may be indicated by voice or digital communication to the Secretary of the Assembly.

4. Whatever the voting modality, voting by Assembly members may be confidential within the Assembly, but shall not be anonymous.

C. **Per By-Laws Article V.H.2**, a standing Elections Committee shall be responsible for administering processes each April to elect new Assembly members and Officers, to replace Assembly members and officers whose seats become open because of resignations or leaves of absence, and to solicit names for ex officio/Union, ex officio/Senate, and student representation.

An Election Plan shall include the following:

1. A determination of those elected seats up for normal re-election and those elected seats up for replacement because of resignation or leave of absence

a. Members shall be notified;

b. For the inaugural election only, the Election Committee is charged to randomly assign nominated candidates to one-year and two-year terms; and



- c. Shall request information from CCRI's Department of Institutional Equity and Human Resources to determine those eligible for election and their qualified administrative units.
- 2. A determination of those seats up for reappointment
  - a. Solicit names from the Faculty Senate, Student Government, the Professional Staff Association, and the Educational Support Professionals Association, per **ByLaws Article II.F**;
- 3. A review of a full- and part-time list of staff and their administrative units to determine eligibility. Such a list may be solicited from Human Resources;
- 4. A two-week Nominations period;
- 5. A one-week review period to confirm eligibility and willingness to serve;
- 6. A two-week Elections period;
- 7. A one-week review period to determine elections results or the necessity for run-off elections;
- 8. A one-week Run-off Elections period, if necessary;
- 9. Nominations, elections, run-off elections, announcement of new members) and dates will be published in an appropriate all-college newsletter and on the Assembly website;
- 10. Results of the elections and appointments of members shall be announced officially by the Assembly Vice-Chair at each year's June meeting. Results shall also be posted to the Assembly's website and published in an appropriate all-employee online newsletter, both within 7 days following announcement at a regular Assembly meeting.

D. **Per ByLaws Article V.K**, recommendations from the ad hoc Committee on the Constitution and ByLaws approved by the Assembly at its December meeting every 4<sup>th</sup> year shall then be sent to the Chair of the Elections Committee. The Elections Committee shall prepare a Voting Plan and submit it to the Assembly Secretary for inclusion in the February meeting each year.

- 1. Changes to the Assembly's Constitution and/or ByLaws must be approved by majority vote of the full-time non-faculty employees of the College.
- 2. Voting may be electronic.
- 3. Results shall be certified by the College President and the Assembly Chair, then published to the Assembly website and in an appropriate all-college online newsletter, all within 7 days following announcement at a regular Assembly meeting.

## Article VIII: Assembly Action

- A. ByLaws in this section proceed from and further **describe Constitution Article II.G.3**.
- B. All committee work shall proceed from a formal Charge that shall be submitted and approved according to **ByLaws Article IV.B**.
- C. Acting on its Charge, committees shall develop policy and other recommendations. Once approved by a majority of committee members, it shall be placed on the agenda of the next regular Assembly meeting for a vote.
  - 1. If a proposal fails to achieve majority approval, it shall be returned to committee for further work. The Secretary of the Assembly shall be responsible for providing committee

members a summary of the discussion, including specific concerns documented during discussion of the Motion to Approve.

D. Proposals receiving a majority vote of approval from the Assembly shall become the responsibility of the Assembly Chair to submit for inclusion on the agenda of the next regular meeting of the President’s Council. Approved proposals shall be signed by author of the original Charge, the Assembly Chair, and shall include the Assembly vote count of approval, rejection, or abstention.

E. Approved proposals shall be co-presented to the President’s Council by the Assembly Chair and the author of the original Charge. If a proposal fails to achieve a positive recommendation from the President’s Council, the Chair shall return the proposal to the Assembly for further work, along with questions and/or concerns the Assembly committee needs to address.

F. Proposals approved by President’s Council go to the desk of the CCRI President for final approval and signature, if ratified.

## Article IX: Amendments

A. ByLaws in this section proceed from and further **describe Constitution Article VII.**

B. Amendments to the Assembly Constitution and/or ByLaws shall be managed by an ad hoc Committee on Constitution and ByLaws according to provisions **of ByLaws Article V.I.**

C. Voting on amendments to the Assembly Constitution and/or ByLaws shall be managed by the Elections Committee according to provisions **of ByLaws Article VII.E.**

D. Approved amendments shall take place beginning September 1 of each calendar year.

## Endnotes

<sup>1</sup>Procedure on committee appointment to be developed and posted to Assembly website.

<sup>2</sup> A template for a Committee Charge to be developed and posted to Assembly website.

<sup>3</sup> A template to propose (or abolish) a standing or ad hoc committee to be developed and posted to Assembly website.

<sup>4</sup>The Constitution and By-Laws Ad Hoc Committee is currently updating information pertaining to Part Time Staff, Student Representation and Term Limits on the Assembly