



Constitution and By-Laws of  
CCRI's Staff Assembly

Article I- Name of the Organization and Introduction

- A. The name of this organization shall be the Community College of Rhode Island Staff Assembly, hereafter referred to as the Assembly or Staff Assembly.
- B. This document is intended to guide effective operations of the Staff Assembly, in accordance with the principles of shared governance expressed in the Governance Manual.

Article II- Definitions

- A. "Staff" shall refer to those employees eligible for membership in the Professional Staff Association ("PSA"), Educational Support Professionals Association ("ESPA"), and Board of Education ("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.

Article III - Purpose and Powers

A. Purpose

- a. It shall be the purpose of the Staff Assembly to participate in the governance of the Community College of Rhode Island ("CCRI"). It shall develop policy and other recommendations related to the administrative or business work of the college and its staff members so that CCRI may effectively realize its Mission and Strategic Plan and advance the goals of diversity, equity, and inclusion across the organization and its activities. It also shall represent the collective interests of stakeholders and serve as a conduit of information sharing between college leadership and the college community about its administrative work. It shall:
  - i. select from its membership representatives to serve on standing and ad hoc committees of the Assembly;
  - ii. enhance the democratic and strategic processes of governance at CCRI;
  - iii. provide a centralized means of communicating the non-academic needs, concerns, and viewpoints of the representatives to senior administration, faculty, the Council on Post-Secondary Education having to do with the growth, welfare and governance of CCRI;
  - iv. collect and disseminate information of interest to the college community; and
  - v. identify, promote and support activities that develop or increase the skills, productivity and professionalism of the college community.

B. Powers

- a. The Assembly, subject to provisions of state and federal law, and subject to consistency with the general objectives established by its governing Council, has authority to formulate policy and procedure concerning administrative matters of CCRI. The



Assembly is constituted of the full-time professional and support staff. In addition, limited provision is made for students and other employees of the college to participate in Assembly business.

- b. The Assembly, with the concurrence of the President, shall formulate such policies and procedures regarding issues (e.g., finance, physical and technology infrastructure, student affairs, external partnerships, fundraising) as it may deem appropriate to advance the strategic administrative and business purposes of the College and to promote satisfactory discipline and behavior among students and employees and to support equitable outcomes for all members of the college community.
- c. The Assembly may make recommendations to the President regarding policies affecting employees' status and welfare. This section shall not be construed to conflict with the rights delegated to any collective bargaining agent authorized to represent employees or Council on Postsecondary Education policies, public laws or any legislative, accrediting, or regulatory body.
- d. The Assembly may establish such standing and ad hoc committees as it deems necessary to carry out its functions within the general areas of strategy and finance, administration, student services, workforce partnerships, and institutional advancement.
- e. Policies and procedures developed within standing and ad hoc committees of the Assembly shall be discussed and voted upon by the full membership of the Assembly and, upon majority approval, advanced to the President's Council for consideration and recommendation to the President.

#### Article IV – Members of the Assembly

- A. The Assembly shall consist of elected representatives of the full-time staff working at least 35 hours/week, along with *ex officio* members and appointed members, chosen from across all college administrative divisions.
- B. Membership through election, appointment, or *ex officio* status shall be managed by an Assembly Elections Committee.
- C. Thirty elected representatives of the Assembly shall represent administrative units of the college. Elected members are responsible for conveying the perspectives and interests of those they represent to the Assembly and for making regular informational reports back to the stakeholders they represent. Elected Assembly representatives have full membership rights.
  - a. Part-time employees under the PSA or ESPA bargaining units can serve on the Assembly in the same capacity as full-time employees with full membership rights; counting towards the 30-maximum membership with full rights and responsibilities.
    - i. Temporary part-time employees can serve as *ex-officio* members of the Assembly. Each *ex-officio* member will represent one of the divisions, will need the permission of their supervisor to serve on the Assembly and cannot work more than six (6) hours per month on Assembly related activities.
- D. Members of the President's Senior Leadership Team, or their designees, shall be *ex officio* members of the Assembly, hereinafter referred to as *ex officio/Admin*. Members *ex officio/Admin* are limited in membership rights by the exclusion of the right to vote on matters before the full



Assembly and the right to serve as an Officer of the Assembly.

- E. Four seats equally representing the PSA and the ESPA (two seats per organization), or their designees, shall be *ex officio* members of the Assembly, hereinafter referred to as *ex officio/Unions*. Members *ex officio/Unions* are limited in membership rights by the exclusion of the right to serve as an Officer of the Assembly. They are responsible for conveying the perspectives and interests of their respective unions and for making regular information reports back to the members of their unions.
- F. A total of eight seats shall be reserved for students. Two seats shall be reserved for student representatives as *ex officio* members on the Staff Assembly. The remaining six seats will be reserved for students on standing committees, one per committee. They are responsible for conveying the perspectives and interests of students. Their membership rights are limited by the exclusion of the right to vote on matters before the full Assembly and the right to serve as an Officer of the Assembly.
  - a. If additional student representation is needed the Assembly Leadership will work together with the Dean of Student Engagement to select additional students.
- G. Unless otherwise members of the Assembly, Deans of the college shall be *ex officio* members of the Assembly, hereinafter referred to as *ex officio/Deans*. *Ex officio/Deans* are limited in membership rights by the exclusion of the right to vote on matters before the full Assembly and the right to serve as an Officer of the Assembly.
- H. Appointed members of the Assembly are chosen by *ex officio/Admin* to serve on standing or ad hoc committees according to their expertise in areas of administration that is necessary for the functioning of the college and good governance therein. *Ex officio/Admin* may appoint themselves. One appointment shall be a representative of the Office of Diversity, Equity, and Inclusion. Every effort will be made to appoint subject-matter experts who are not already members of the President's Council. Appointed members of the Assembly are limited in membership rights by the exclusion of the right to serve as an Officer of the Assembly.
- I. The term of service in the Staff Assembly shall be for 2 years with the exception of the Inaugural Assembly.
  - a. 50% of Inaugural Assembly representatives will serve a one-year term.
  - b. For the inaugural cohort only, the Chair, Vice Chair, and Secretary shall serve for two (2) years. All other representatives will be chosen for staggered terms (1 year and 2 year). This will be chosen by separating the list of representatives into divisions and alphabetizing the members by last name. Representatives in an odd slot will serve one (1) year and representatives in even slots will serve two (2) years. Moving forward, all elected representatives shall serve two (2) years.

## Article V - Rights and Responsibilities of Assembly Members

### A. Membership Rights

- a. Full membership is defined to include the following rights:
  - i. vote on matters before the full Assembly
  - ii. speak on the Assembly floor
  - iii. make or second motions during Assembly meetings



- iv. membership on standing and ad hoc committees
    - v. to vote, speak, and make or second motions in standing and ad hoc committees
    - vi. serve as an Officer of the Assembly
  - b. Limited membership abridges one or more of the rights described above.
  - c. 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.
- B. Membership Responsibilities
  - a. Assembly representatives shall attend regular and special meetings of the Assembly, committee meetings, and shall have membership rights.
  - b. 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.
  - c. 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 VI - Powers and Responsibilities of Officers

- A. The Officers of the Assembly shall be Chair, Vice-Chair, and Secretary. The responsibilities of each officer are those usually associated with the titles of Chair or Vice Chair and Secretary, except as modified or added to herein.
- B. Officers shall represent the Assembly in meetings with the President, President's Council, Commission on Post- Secondary Education, and other bodies as needed.
- C. Officers shall be elected by majority vote of the Assembly from among its members, excepting those members whose rights are limited.
- D. If any officer anticipates an absence exceeding 30 days, he or she shall delegate the full duties of the position to one of the other officers. In the absence of a statement of delegation, the Assembly shall vote to assign the duties of the absent Officer to another officer for a period not to exceed 90 days.
- E. The Chair of the Assembly shall:
  - a. serve as executive officer of the Assembly and preside over meetings of the Assembly;
  - b. report to the Assembly at each regular meeting a summary of any actions or decisions taken since the previous meeting;
  - c. 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;
  - d. approve requests for non-Assembly members, faculty, and students to speak on the floor on an ad hoc basis;



- e. not vote except in case of a tie, where they may cast a deciding vote. If the Chair declines to vote, the motion fails;
  - f. sign official copies of all Assembly actions;
  - g. on all matters concerning publication or public explanation of Assembly action, serve as sole spokesperson and representative of the Assembly;
  - h. serve as the principal liaison between college administration and the Assembly, and the Assembly and the Faculty Senate; and
  - i. when anticipating an absence exceeding 30 days, delegate in writing full authority of the position to one of the other officers.
- F. The Vice-Chair of the Assembly shall:
- a. serve as the primary coordinator of Assembly membership and work;
  - b. report to the Assembly at each regular meeting a summary of any actions taken since the previous meeting;
  - c. solicit members' preferences for committee assignments following their election to the Assembly;
  - d. collaborate with *ex officio/Admin* to manage placement of appointed members to committees;
  - e. facilitate, at the request of committee Chairs, the recruitment of additional committee members who may not otherwise be members of the Assembly;
  - f. provide official rosters of committee membership to the Secretary for publication on the Assembly website;
  - g. ensure Committee Chairs and Secretaries receive appropriate training and support in their responsibilities;
  - h. 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
  - i. serve as Chair of any ad hoc Constitution and By-Laws Committee.
- G. The Secretary of the Assembly shall:
- a. maintain all records of the Assembly;
  - b. secure space and seating for all regular and special meetings of the Assembly, providing for both in-person and remote attendance;
  - c. collaborate with Assembly Chair in setting meeting agendas;
  - d. 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;
  - e. prepare minutes for all regular and special meetings of the Assembly;
  - f. maintain a website provided by the College for the use of the Staff Assembly;
  - g. 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;
  - h. maintain correspondence for the Assembly and share with other officers as needed; and
  - i. serve as Chair of the Elections Committee.



## Article VII - Elections

### A. Election to the Assembly

- a. 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.
  - i. Multiple nominations from a single administrative unit shall be accepted.
- b. The following provisions apply to elected full time members, whether full-time or part-time:
  - i. 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.
  - ii. Persons may self-nominate.
  - iii. 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.

### B. 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:

- a. 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
  - i. Members shall be notified;
  - ii. For the inaugural election only, the Election Committee is charged to randomly assign nominated candidates to one-year and two-year terms; and
  - iii. Shall request information from CCRI's Department of Institutional Equity and Human Resources to determine those eligible for election and their qualified administrative units.
- b. A determination of those seats up for reappointment;
  - i. Solicit names from the Faculty Senate, Student Government, the PSA, and the ESPA;
- c. 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;
- d. A two-week Nominations period;
- e. A one-week review period to confirm eligibility and willingness to serve;
- f. A two-week Elections period;





- g. A one-week review period to determine elections results or the necessity for run-off elections;
      - h. A one-week Run-off Elections period, if necessary;
      - i. 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;
      - j. 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.
- C. Voting may be electronic.
- D. 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.
- E. A meeting of each year's newly constituted Assembly shall be held within two weeks of the close of elections, including any run-off elections, for the purpose of orienting new Assembly members and officers. A date for this meeting shall be included in the yearly calendar of meetings, but ordinarily shall fall in June. The out-going Chair shall preside at this meeting. New members shall assume their duties at the close of this meeting. Out-going members shall have no vote.
- F. Election of Assembly officers
  - a. The Chair, Vice-Chair, and Secretary shall be elected from among elected full-time Assembly members for a period of 2 years.
    - i. Nominations may be made by any member of the Assembly with rights to make or second motions on the Assembly floor.
    - ii. Self-nominations are permissible.
    - iii. Candidates must confirm willingness to serve before voting takes place.
  - b. 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.
  - c. The May meeting of the Assembly shall be designated for elections of officers.
  - d. If an officer is absent for longer than 90 days, the Assembly shall elect a new officer.
  - e. 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.
- G. Appointment to the Assembly
  - a. *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.
  - b. 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.
- c. Reappointments are permissible, but consideration shall be given by *ex officio/Admin* to the professional development of other staff with similar expertise.
- H. *Ex officio/Unions, ex officio/Senate*, and student representatives shall be named according to the By-Laws 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 shall include provisions for requesting names from the PSA, ESPA, 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.
- I. Nomination and selection of students shall be done in collaboration with the Dean of Student Engagement.
- J. Vacancies
- a. 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.
  - b. Vacancies created 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.
- K. Reserve Pool
- a. Following regular elections, a Reserve Pool will be established.
  - b. The Reserve Pool will be made up of the candidates who were on the ballot but did not gain a seat during the election cycle and will be maintained until the next elections cycle.
    - i. This will be done on a basis of division:
      1. Candidates will be ranked by the proportion of votes received.
      2. The Election Committee will confirm the interest of candidates to be entered into the Reserve Pool.
      3. The Elections Committee will encourage members in the pool to attend assembly meetings and serve as ex-officio members.
    - ii. Once a current member has vacated their seat, or a seat has not been filled, the highest voted candidate in the reserve pool for that division will be appointed.
      1. During this appointment process, the Elections Committee will confirm the candidate is still interested in serving on the Assembly.
      2. Once interest is confirmed, the candidate will be appointed as a member and serve the rest of the term associated with their seat.





3. In the event that the reserve pool fails to fill a seat, the process of a special election as mentioned above will be followed.
  - iii. The Elections Committee will establish a timeline for special elections as needed.
  - iv. In the event the candidate denies interest the seat will be offered to the next highest votes candidate. This may repeat until seat is filled or until pool for that division is exhausted.
- L. Constitution and By Laws Amendments
- a. Recommendations from the ad hoc Committee on the Constitution and By-Laws 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.
  - b. Changes to the Assembly's Constitution and By-Laws must be approved by majority vote of the full-time non-faculty employees of the College.

## Article VIII - Meetings

- A. Meetings of the Assembly shall be held during regular working hours.
- B. Regular meetings of the Assembly shall be held at least once a month during the calendar year. The Assembly may vote to cancel meetings in January, July, and August if more than 30 percent of members anticipate an absence for vacation.
- C. Meetings shall be chaired by Chair of the Assembly. At least 5 business days in advance of meetings, the Secretary of the Assembly shall distribute an agenda directly to all members, as well as in an appropriate all-college online newsletter and on a publicly accessible subsection of the CCRI website reserved for the Staff Assembly.
- D. 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.
- E. Assembly meetings shall be open to all members of the college community and have provision, as feasible, for both in-person and online attendance. Any full- or part-time employee of the College not elected to the Assembly, or any full- or part-time student enrolled in the current semester, shall, upon application to the Staff Assembly within 10 business days, be eligible to speak on matters pending before the Assembly and committees.
- F. 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.
- G. Standard meeting schedule
  - a. 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 for inclusion in the all-college calendar.



- H. The Assembly shall meet monthly for 90 minutes, excepting published holidays or periods when the College is closed.
  - i. 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
    - 1. 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.
  - c. 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.
- I. Special meetings of the Assembly may be called upon due notice by 1) Assembly Chair, 2) majority vote of the Assembly at any regular or special meeting, 3) petition submitted to the Assembly Secretary and signed by at least 10 percent of the non-faculty employees of the College, or 4) written request of the President or an *ex officio/Admin* member.
- J. Voting on Business Before the Assembly
  - a. During the normal course of Assembly meetings, motions introduced and seconded are subject to vote by the elected membership of the Assembly.
  - b. 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
    - i. to establish a quorum. Of these 10 must vote in favor for a motion to pass.)
  - c. 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.
  - d. Whatever the voting modality, voting by Assembly members may be confidential within the Assembly, but shall not be anonymous.

## Article IX - Committee Formation

- A. The Assembly demonstrates shared governance through a process that allows both top-down and bottom-up policy work.
- B. Committees shall be formed through vote of the Assembly.
- C. 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~~ and 30 elected Assembly members—exclusive of Assembly Officers, *ex officio* members, and appointed members—each committee shall be comprised of approximately 5 elected members.
- D. 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.

- E. 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.
- F. 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.
- G. 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).
- H. 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.
- I. Standing Committees
  - a. Standing committees 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.
  - b. 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.
  - c. 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 By-Laws.
  - d. 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.
  - e. The **Strategic Plan Engagement Committee** supports the efforts of the Community College of Rhode Island to realize our mission by connecting members of our diverse community with our Strategic Plan. Together, with input from each unit of the college, we review our goals, identify potential barriers to success, and mark progress.
  - f. 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.

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

J. Ad Hoc Committees

- a. Ad hoc committees shall be formed when their purpose transcends the purpose of any existing standing committee. Upon completion of its Charge, an ad hoc committee shall disband and announcement shall be made at the next regular meeting of the Assembly.
- b. A **Constitution and By-Laws Committee** shall be convened by the Chair of the Assembly 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:
  - i. Conduct a thorough review and amendment of this foundational document to ensure adequate continuity among its provisions;
  - ii. Maintain alignment with best practices of shared governance;
  - iii. Reviewing the Assembly Constitution and By-Laws for changes necessary to enhance shared governance and further CCRI's Strategic Plan, Mission, and commitment to diversity, equity, and inclusion;
  - iv. Receiving and reviewing proposals from members of the Assembly to the Chair of the committee;
  - v. 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
  - vi. Preparing recommendations for the review and approval of the Staff 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 X - Power and Responsibilities of Committees

- A. 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.
- B. 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.
- 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.
  - a. 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. 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 XI: Assembly Proposals

- A. 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.
- B. 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.
- C. Proposals approved by President's Council go to the desk of the CCRI President for final approval and signature, if ratified.

#### Article XII: Amendments

- A. The Chair of the Assembly shall convene an ad hoc Constitution and By-Laws Committee and charge it to:
  - a. Conduct a thorough review of this foundational document every four years to ensure adequate continuity among its provisions;
  - b. Maintain alignment with best practices of shared governance;
- B. Regardless of amendments proposed and/or passed to the Constitution and By-Laws in any year by the Constitution and By-Laws Committee, amendments to the Assembly Constitution or By-Laws may be proposed by a two-thirds vote of the Assembly or by petition signed by at least 10 percent of the staff employees of the College, in writing, and submitted to the Chair of the Assembly.



- C. Voting on amendments to the Assembly Constitution and By-Laws shall be managed by the Elections Committee.
- D. Amendments shall become effective upon approval by a majority vote of the full-time non-faculty employees of the College, unless stated otherwise.