



Constitution and By-Laws of  
CCRI’s Staff Assembly

**Table of Contents**

Article I- Name of the Organization and Introduction ..... 1  
 Article II- Definitions..... 1  
 Article III - Purpose and Powers ..... 2  
 Article IV – Members of the Assembly ..... 2  
 Article V - Rights and Responsibilities of Assembly Members..... 3  
 Article VI - Powers and Responsibilities of Officers ..... 4  
 Article VII- Absences and Vacancies ..... 5  
 Article VIII - Elections..... 6  
 Article IX - Meetings ..... 9  
 Article X - Committee Formation & Membership ..... 10  
 Article XI - Powers and Responsibilities of Committees..... 11  
 Article XII: Assembly Proposals ..... 13  
 Article XIII: Amendments to the Constitution and By-laws..... 13

**Article I- Name of the Organization and Introduction**

- A. The name of this organization shall be the Community College of Rhode Island (“CCRI” or “the College”) 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 that may be expressed or adopted by CCRI from time to time.

**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.
- B. “Full-time” shall refer to any staff member by CCRI who work the standard number of hours, typically 30-35 per week. Full-time status may exclude temporary, seasonal, or contract workers, depending on the policies in place.
- C. “Administrative Unit” shall refer to workgroups whose full-time membership is at least 5 staff members. As administrative units may change, for various reasons, a member from the Assembly must request an updated list of administrative units and employees in that unit for election purposes.
- D. “Subject Matter Expert” shall refer to an individual with recognized specialized skills or expertise in a specific area relevant to the operations, initiatives, or goals of the Staff Assembly and who may be consulted to provide guidance, recommendations, or support in addressing specialized or technical matters.



### Article III - Purpose and 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 develop and propose policy, procedure, and initiatives concerning administrative matters of CCRI.
- B. The purpose of the Staff Assembly is to actively engage in the governance of the College, ensuring that CCRI effectively fulfills its mission and strategic plan while advancing the goals of diversity, equity, and inclusion throughout the organization and its initiatives. It shall:
  - a. establish standing and ad hoc committees as it deems necessary to carry out its functions;
  - b. develop and propose policy, initiatives, and other recommendations, for the President's approval, related to the administrative or business work of the College and its staff members;
  - c. identify, promote and support activities that develop or increase the skills, productivity and professionalism of the College community;
  - d. 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;
  - e. provide a centralized means of communicating the non-academic needs, concerns, and viewpoints of the representatives to senior administration, faculty, and the Council on Postsecondary Education having to do with the growth, welfare and governance of CCRI;
  - f. enhance the democratic and strategic processes of governance at CCRI; and
  - g. collect and disseminate information of interest to the College community.
- C. 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.

### Article IV – Members of the Assembly

#### A. Elected Representatives

- a. The Assembly shall consist of thirty elected representatives of the full-time staff, along with associate members, chosen from across all College administrative divisions.
- b. Elected representatives of the Assembly shall represent divisions of the College. Elected representatives 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 representatives have full membership rights.
- c. The term of service in the Staff Assembly for elected representatives shall be for 2 years with the exception of the inaugural Assembly. The Elections Committee shall ensure that elected representatives have staggered terms to ensure continuity of Assembly work.

#### B. Associate Members

- a. The Assembly shall maintain a number of seats for associate members, as described



- herein. Associate members are limited in membership rights by exclusion of the right to vote on matters before the full Assembly and the right to serve as an officer of the Assembly. The number of associate members on the Staff Assembly from any division shall not impact the number of elected representatives representing that division.
- b. Each administrative division may be represented by one part-time employee who shall serve as an associate member of the Assembly. Part-time employees 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.
  - c. Each administrative division may be represented by members of the President's leadership team who shall serve as associate members of the Assembly. Members of the leadership team may include Assistant/Associate Vice Presidents, Vice Presidents, and/or their designee, and shall exclude the President.
  - d. Four seats representing the PSA and the ESPA (two seats per organization) may be associate members 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.
  - e. Two seats shall be reserved for student representatives as associate members on the Staff Assembly. They are responsible for conveying the perspectives and interests of students.
  - f. Deans of the College, unless otherwise serving as elected representatives of the Assembly, may be associate members of the Assembly.
  - g. An employee from the Office of Diversity, Equity, and Inclusion unless otherwise serving as an elected representative of the Assembly, may be an associate member of the Assembly.
  - h. Committee Chairs and Secretaries, if not otherwise elected representatives or associate members of the Staff Assembly, shall be associate members of the Staff Assembly for the duration of their term as committee Chair or Secretary.

## Article V - Rights and Responsibilities of Assembly Members

- A. 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. 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 their name be withdrawn from consideration.
- C. Membership Rights
  - a. Full membership includes the following rights:
    - i. to vote on matters before the Assembly;
    - ii. to speak on the Assembly floor;



- iii. to make or second motions during Assembly meetings;
  - iv. to be members on standing and ad hoc committees;
  - v. to vote, speak, and make or second motions in standing and ad hoc committees; and
  - vi. to serve as an officer of the Assembly.
- b. Assembly members, whether elected representatives or associate members, may request in writing to the Assembly Secretary an item be placed on the agenda for the next regular meeting of the Assembly.
- c. Associate membership abridges one or more of the rights described above.
- D. Membership Responsibilities
- a. Elected representatives are expected to:
    - i. attend Assembly and committee meetings;
    - ii. serve on at least one standing or ad hoc committee;
    - iii. understand governing documents;
    - iv. be active and engaged in Staff Assembly work and committee work;
    - v. share information from Staff Assembly work and activities within their divisions and speak at Assembly meetings on behalf of their divisions;
    - vi. bring forward current events, concerns, or perspectives from within their divisions to Staff Assembly meetings; and
    - vii. engage in other work as necessary for completion of Staff Assembly and committee initiatives.

## 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, 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, Council on Postsecondary Education, and other bodies as needed.
- C. Officers shall be elected by majority vote of the Assembly from among its voting members.
- D. 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 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; and
  - h. serve as the principal liaison between College administration and the Assembly, and



the Assembly and other governance bodies.

E. 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 associate members to manage placement of appointments 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; and
- g. ensure committee Chairs and Secretaries receive appropriate training and support in their responsibilities.

F. The Secretary of the Assembly shall:

- a. maintain all records of the Assembly;
- b. secure space and seating for all 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 meetings at least 5 business days in advance;
- e. prepare minutes for all 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 on the Assembly website; and
- h. maintain correspondence for the Assembly and share with other officers as needed.

## Article VII- Absences and Vacancies

### A. Elected Representative Absence

- a. If an elected representative anticipates being absent for one through four consecutive meetings, the representative may select a designee to represent their division during the representative's absence.
- b. The elected representative shall prepare a letter of designation naming the designee and listing the meeting dates the representative anticipates being absent. If the elected representative is unable to select a designee and prepare the letter of designation, the Elections Committee can work with a senior leader of the elected representative's division to identify a designee and prepare the letter.
- c. The designee shall have all the powers and responsibilities of an elected representative during the period of designation.
- d. Where possible, elected representatives are encouraged to select their designee from those



members of the reserve pool from their division.

- e. Any officer anticipating an absence is also entitled to follow this provision as it relates to their seat on the Assembly as an elected representative. Their designee shall not have the powers or responsibilities of an officer.

B. Elected Representative Vacancy

- a. If an elected representative is absent for five or more meetings during a term year, either consecutive or nonconsecutive, their seat shall be considered vacated.

C. Officer Absence

- a. If any officer anticipates an absence exceeding 30 days, they 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.

D. Officer Vacancy

- a. If an officer is absent for longer than 90 days, the Assembly shall elect a new officer.

## Article VIII - Elections

A. Staff Assembly membership shall be managed by an Assembly Elections Committee.

B. Election to the Assembly

- a. Thirty full-time staff representing different divisions 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, seats with expiring terms shall be subject to election each year.

- i. multiple nominations from a single division shall be accepted.
- b. The following provisions apply to elected members:
  - i. Representatives shall have a term limit of two consecutive terms limit and may not be reelected for more another terms until the lapse of one year.
    - 1. An exception to the term limit may be granted if the number of available seats for a division exceeds the number of accepted nominations for that division in a given election.
    - 2. A representative serving a third term in the manner described above shall not be entitled to a fourth term until the lapse of one year.
  - ii. Persons may self-nominate.

C. A standing Elections Committee shall be responsible for administering processes beginning 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 Associate Members. 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 the human resources department within CCRI to determine those eligible for election and their division.
- b. A determination of those associate member 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 division to determine eligibility. Such a list may be solicited from Human Resources;
        - d. A two-week nomination period;
        - e. A one-week review period to confirm eligibility and willingness to serve;
        - f. A one-week period for the construction of the ballot;
        - g. A two-week voting period;
        - h. A one-week review period to determine elections results or the necessity for run-off elections;
        - i. A one-week Run-off Elections period, if necessary;
        - j. Nominations, elections, run-off elections, announcement of new members, and dates will be published on the Assembly website;
        - k. Upon review from the Elections Committee and the Assembly leadership, newly elected members will be notified and the 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.
- D. Voting shall be electronic.
- E. Results shall be certified by the College President and the Assembly Chair.
- F. 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.
- G. 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. Nominations are due by the week prior to the Assembly meeting. Eligibility and willingness will be confirmed in the week leading up to the meeting.
  - b. The agenda for the first meeting of the Assembly following ratification shall include the 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 June meeting of the Assembly shall be designated for elections of officers.
- H. Associate members shall be named according to the By-Laws of their respective organizations, where applicable. 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 Student Affairs.
- 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.
  - 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.
- 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 associate 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 IX - Meetings

- A. In the interest of maintaining order and maximizing the voices of members, Assembly and committee meetings shall be run according to Robert's Rules. Assembly meetings shall be chaired by the Chair of the Assembly.
- B. Regular meetings of the Assembly shall be held at least once a month during the calendar year during regular working hours.
- C. At least 5 business days in advance of meetings, the Secretary of the Assembly shall distribute an agenda directly to all members and on a publicly accessible subsection of the CCRI website reserved for the Staff Assembly. Current non-Assembly employees and current students may apply to speak on agenda items by notifying the Secretary at least 4 business days prior to the Assembly meeting.
- D. Quorum for regular and special meetings of the Assembly shall constitute of 50% plus 1 person of the elected representatives. Assembly meetings are open to all College community members, with provisions for in-person and online attendance.
- E. Standard meeting schedule
  - a. Each year in June, the Vice-Chair shall submit to the Assembly for approval a proposed meeting schedule for the following term year. The meeting schedule shall account for monthly meetings of the Assembly. On approval, the Assembly Secretary will forward the annual schedule for inclusion in the all-college calendar.
- F. The Assembly shall meet monthly for 90 minutes.
  - a. If the Assembly meeting exceeds 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.
  - b. At all regular and special meetings, discussion of each main motion, 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.
- G. Voting
  - 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 30 seats are full, 16 members must be present to establish a quorum. Of these, 9 must vote in favor for a motion to pass.)
  - c. Electronic voting is permissible but limited to those marked in attendance. In the event a member is unable to contemporaneously access electronic voting, 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 may not be anonymous.
- H. Special meetings of the Assembly may be called upon due notice by 1) the Assembly Chair, 2) a majority vote of the Assembly at any regular or special meeting, 3) a petition submitted to the Assembly Secretary and signed by at least 10 percent of the non-faculty employees of the College, or 4) the written request of the President.

## Article X - Committee Formation & Membership

- A. 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. 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.
- C. Standing committees or ad hoc committees shall be formed through vote of the Assembly.
- D. Members shall be assigned to committees by the Vice-Chair, according to members' ranked preferences, after the June Assembly meeting and before the July Assembly meeting. Members should generally be divided as evenly as possible among the standing committees.
- E. Students may be members of the committees. Selection for student members will be done by committee chairs in collaboration with Student Affairs.
- F. Associate members may serve on standing or ad hoc committees by submitting a written request to the Assembly Vice-Chair.
- G. Subject Matter Experts
  - a. Committee Chairs or officers of the Assembly can appoint employees to serve on standing or ad hoc committees according to the employee's expertise as necessary to complete the committee's initiatives.
  - b. Members of the Assembly may suggest Subject Matter Experts to serve on standing or ad hoc committees by submitting a proposal to the Assembly Vice Chair.
  - c. Subject matter experts shall be appointed for a 1-year term subject to renewal based on need.
  - d. Reappointments are permissible, but consideration shall be given to the professional development of other staff with similar expertise.
- H. All committee members shall have the following committee membership rights:
  - a. To vote on matters before the committee;
  - b. To speak during the committee meetings;
  - c. To make or second motions during committee meetings; and
  - d. To serve as the Chair or Secretary of the committee.
- I. 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.



## Article XI - Powers and Responsibilities of Committees

A. All standing and ad hoc committees shall pursue work described by a written committee charge.

### B. Standing Committees

- a. 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 CCRI's core values.
- b. The **Elections Committee** shall organize and manage annual and special elections and associate membership, along with voting processes to amend the Assembly's Constitution and By-Laws.
- c. The **Operations Committee** shall develop 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 accessibility and the safety and physical well-being of all members of the College community.
- d. The **Strategic Plan Engagement Committee** supports the efforts of the Community College of Rhode Island to realize its mission by connecting members of CCRI's diverse community with its Strategic Plan. Together, with input from each of the College, this committee shall review goals, identify potential barriers to success, and mark progress.
- e. 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.
- f. The **Technology and Data Committee** shall develop policies, procedures, assessments, and recommendations related to community-wide technologies and data governance issues, projects, implementation, training, costs, and security priorities.

### C. Ad hoc Committees

- a. A **Constitution and By-Laws Committee** shall be convened by the Chair of the Assembly on an ad hoc basis approximately every 4 years or earlier. This committee is charged with conducting a thorough review of the Constitution and By-laws of the Assembly to:
  - i. ensure that the Constitution and By-laws support the effective functioning of the Assembly;
  - ii. ensure there is adequate consistency among the provisions contained in the document; maintain alignment with best practices of shared governance;
  - iii. draft changes necessary to enhance shared governance and further CCRI's Strategic Plan, Mission, and commitment to diversity, equity, and inclusion;
  - iv. receive, review and incorporate feedback, suggestions and recommendations from



- members of the Assembly;
  - v. receive petitions containing feedback, suggestions and recommendations regarding the Constitution and By-laws signed by at least 10 percent of the non-faculty employees of the College and submitted to the Chair of the committee; and
  - vi. draft and propose edits to and recommendations regarding the Constitution and By-laws.
- D. Each year, standing committees shall submit, in writing, a working agenda for the coming year that includes the scope of work to be completed, a reasonable deadline for delivery, and the recommended Subject Matter Experts joining their committee.
- E. If a committee cannot identify an agenda of activities, it may submit a proposal for dissolution to be approved by vote of the Assembly.
- F. Acting on its charge, committees shall develop proposed policies, procedures, initiatives, resolutions, and other recommendations. Once approved by a majority of committee members, committee proposals shall be placed on the agenda of the next regular Assembly meeting for a vote.
- a. If a proposal fails to achieve majority approval by the Assembly, 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.
- G. Committees are responsible for regular reporting of their work to the Assembly. Committees working under a charge shall submit an annual report for the June meeting, may submit a 6-month report for the December meeting, and may be asked to report more often by the Assembly Chair. Such reports are intended to ensure steady progress and to provide additional guidance, as needed, for the committee's work.
- H. Committee Chairs and Secretaries shall be elected by majority vote of committee members each year at a committee meeting after the June Assembly meeting but prior to the August Assembly meeting.
- I. 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.
- J. 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 who are not otherwise members of the committee may advise committee members regarding the work of the committee but shall not have the voting privileges of committee members.
- K. Committee chairs may act as a liaison to other non-Assembly College committees in areas aligned with their work to ensure alignment of proposals.
- L. Standing and ad hoc committees will meet monthly for a minimum of 10 months. Committee chairs will collaborate with the Vice Chair to avoid overlapping or conflicting meeting days/times. The Elections Committee and the Constitution and By-laws Committee need only meet as necessary to



- complete Assembly business.
- M. Remote synchronous meetings are permissible to facilitate attendance by members from different campuses. Notice of cancelled meetings should be conveyed in writing to the Assembly Secretary. Additional meetings are permissible with notice to the Assembly Secretary.
  - N. The quorum for committee meetings of the Assembly shall be constituted of 50% plus 1 person of the committee members.

## Article XII: Assembly Proposals

- A. The Assembly may make recommendations to the President regarding policies. The Assembly may make proposals to other College offices, administrative units, or divisions, governance bodies, or councils regarding procedures and initiatives. The Assembly may also put forth resolutions. 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.
- B. “Proposals” may include recommendations for policies, procedures, initiatives or resolutions.
- C. Proposals developed within standing and ad hoc committees of the Assembly shall be discussed and voted upon by the full voting membership of the Assembly and, upon majority approval, advanced pursuant to the relevant section below. Approved proposals shall include the Assembly vote count of approval, rejection, or abstention.
  - a. Approval of policies
    - i. Upon majority vote by the Assembly, a policy recommendation shall be advanced to the President’s Council for recommendation to the President.
    - ii. A policy proposal failing to achieve a positive recommendation from the President’s Council, unless approved by the President, shall be returned to the Assembly for further work, along with questions and/or concerns the Assembly committee needs to address.
    - iii. Policy proposals receiving a positive recommendation from the President’s Council shall go to the President for final approval and signature, if ratified.
  - b. Approval of procedures and initiatives
    - i. Upon majority vote by the Assembly, a procedure recommendation shall be advanced to the relevant College office, administrative unit, or division that is charged with work relevant to that procedure. Additional approval shall follow the workflow typically utilized by that office, unit or division.
  - c. Approval of resolutions
    - i. The Assembly may utilize resolutions to support a principle of the Assembly or other work of the College. Upon a majority vote by the Assembly, the Assembly shall adopt a resolution.

## Article XIII: Amendments to the Constitution and By-laws

- A. Amendments to the Constitution and By-laws that have been proposed by the Constitution



and By-laws Committee must be voted on by the Staff Assembly and shall be passed upon a majority vote of the members of the Assembly.

- a. Once passed by a majority vote of the Staff Assembly, amendments to the Constitution and By-laws must be voted on by the full-time non-faculty employees of the College.
- B. Regardless of amendments proposed and/or passed in any year by the Constitution and By-Laws Committee, amendments to the Constitution and By-Laws may be proposed by an elected representative of the Staff Assembly or by a petition signed by at least 10% of the full-time non-faculty employees of the College, in writing, and submitted to the Chair of the Assembly.
- a. Amendments to the Constitution and By-laws proposed by either an elected representative of the Assembly or by petition, as described above, must be voted on by the Assembly and shall be passed upon a two-thirds majority vote of the members of the Assembly.
- C. Amendments to the Constitution and By-laws shall become effective upon approval by a majority vote of the full-time non-faculty employees of the College, unless the amendment is voted upon and passed with a specific effective date noted. In any case, the effective date shall not fall before the vote occurs.