# Bylaws of Governance Councils of Montgomery College


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# BYLAWS OF COLLEGE COUNCIL

## A. MEMBERSHIP

**I**: The process for membership on the College Council is stipulated in the constitution in Article I, Section A. The College Council membership is comprised of the College Council Chair and the Chairs of all other governance councils. The first meeting of the College Council for the next Academic Year will be convened prior to Commencement at the conclusion of the proceeding Academic Year. When a vacancy on the College Council occurs, either due to resignation or removal, the Vice Chair of the same represented group as the predecessor will fill the seat on the College Council.

## B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Council shall have a Chair, Vice Chair, and secretary. The College Council may elect other officers.

**II:** The duties of the Council Chair, Vice Chair, and secretary are delineated in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** The College Council Chair shall be elected as follows:

1. The election of the College Council Chair must take place prior to the general elections for the governance system.

2. The College Council Chair election will be conducted by the Governance Director, who may not be a member of any current governance council.

3. Nominees for the position of College Council Chair for the next Academic Year must be current College Council members who have served the past full year term, with excused or unexcused absences from no more than 25% of all College Council meetings.

4. Any members of the current College Council can put forth nominations for the College Council Chair for the next Academic Year from eligible candidates as defined above. If eligible, College Council members may nominate themselves.

5. A nominee for the Chair must be present to accept the nomination or have previously communicated in writing to the current College Council Chair his

or her willingness to accept the nomination.

6. Only members of the current College Council (or their proxies) can participate in the election of the College Council Chair for the next Academic Year. The election will be conducted as described in Section --. V. below.

7. The College Council Chair can serve a maximum of two consecutive one-year terms.

**IV:** Elections for the remaining College Council officers for the next Academic Year will be conducted at the final regular Council meeting held prior to Commencement of the preceding Academic Year.

**V:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**VI:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**VII:** The Chair of the College Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The College Council shall meet at least one time a month.

**II:** The suggested meeting dates for the College Council will be the second and/or fourth Tuesday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage and available to all members of the College community at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting

member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the College Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each College Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be seven members.

**VII:** The approved minutes shall be published no later than five business days after the date of the Council meeting, at which the minutes were approved. The minutes will be posted on the governance website, maintained, and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each College Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first-come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the College Council Chair.

**XI:** A College Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the College Council.

**XII**: A College Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., nine), given that all Council seats have been filled. The represented Council shall send another member to sit on College Council.

## D. COMMITTEES

**I:** The College Council may create committees as needed. The types of committees created by the College Council shall be designated as standing or ad hoc.

**II.** The College Council may create task forces to address specific College issues.

**II:** The standing committees are permanent committees of the College Council and are empowered to review and act on issues related to their charge and make recommendations to College Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the Council's Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The College Council, through the Chair, may make formal recommendations concerning policies and procedures affecting the College community to the President.

**II:** The College Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The College Council, through the Chair, may communicate opinions on issues to the President, students, faculty, staff, administrators, and other members of the college community.

**IV:** The Chair of the College Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I**: At the first meeting of the College Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the College Council is referenced in Article VI, Section B, Number 2 of the Constitution.

**II:** After the College Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and

distributed to all members of the College community via Montgomery College email.

**III**: The College Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; May 23, 2013; November 1, 2013; June 23, 2025**

## BYLAWS OF ADMINISTRATOR COUNCIL

### A. MEMBERSHIP

**I**: The process for membership on the Administrator Council is stipulated in the Constitution in Article I, Section B. Administrators Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Administrator Council exists, the Council Chair may fill the seat by the appointment of an eligible administrator from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

### B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Administrator Council shall have a Chair, Vice Chair, and secretary. The Administrator Council may elect other officers.

**II:** The duties of the Administrator Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair, assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Administrator Council shall receive compensation from

the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Administrator Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Administrator Council will be the first and/or the third Thursday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage and sent out to all administrators at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Administrator Council may be called by request of the Chair or by one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Administrator Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be six members.

**VII:** The approved minutes of the Council meeting shall be published no later than five business days after the date of the Council meeting, at which the minutes were approved. The minutes will be posted on the governance website, maintained, and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Administrator Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Administrator Council Chair.

**XI:** An Administrator Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Administrator Council.

**XII**: An Administrator Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., six), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Administrator Council may create committees as needed. The types of committees created by the Administrator Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the Administrator Council and are empowered to review and act on issues related to their charge and make recommendations to College Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, any other officers serve as the Council's Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Administrator Council, through the Chair, may make formal recommendations concerning policies and procedures affecting administrators to the College Council.

**II:** The Administrator Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Administrator Council, through the Chair, may communicate opinions on issues to the President, administrators, faculty, staff, students and other members of the college community.

**IV:** The Chair of the Administrator's Council must respond formally, in

writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Administrator Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Administrator Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Administrator Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all administrators via Montgomery College administrator email.

**III**: The Administrator Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; June 23, 2025**

# BYLAWS OF FACULTY COUNCIL

## A. MEMBERSHIP

**I**: The process for membership on the Faculty Council is stipulated in the Constitution in Article I, Section B. Faculty Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Faculty Council exists, the Council Chair may fill the seat by the appointment of an eligible faculty member from the same represented group as the predecessor, after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled during the normal election process.

## B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Faculty Council shall have a Chair, Vice Chair, and secretary. The Faculty Council may elect other officers.

**II:** The duties of the Faculty Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees. The nominee with a lowest number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Faculty Council shall receive compensation from the College in accordance with applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Faculty Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Faculty Council will be the first and/or the third Thursday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage and sent out to all faculty at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Faculty Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Faculty Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be ten members.

**VII:** The approved minutes shall be published no later than five business days after date of the Council meeting, at which the minutes were approved. The minutes will be posted on the governance website, maintained, and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Faculty Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Faculty Council Chair.

**XI:** A Faculty Council member shall be removed after more than three unexcused absences within academic year from regularly scheduled meetings

of the Faculty Council.

**XII**: A Faculty Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., twelve), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Faculty Council may create committees as needed. The types of committees created by the Faculty Council shall be designated as standing or ad hoc.

**II:** Standing committees are permanent committees of the Faculty Council. The College Committee on Academic Regulations and Standards, Collegewide Curriculum Committee, the General Education Committee, and three campus-based Faculty Senate Committees are standing committees of the Faculty Council that are empowered by College Policies and Procedures and consistent with the fundamental principles related to the faculty role in governance articulated by the Middle States Commission on Higher Education. The membership of a campus Faculty Senate Committee shall consist of both full-time and part-time faculty members. A representative from each campus standing committee will serve as a voting member of the Faculty Council.

**III:** The Council shall have the power to create and implement procedures to complete the work of the Council consistent with the Constitution and bylaws.

**IV:** The Chair, Vice Chair, Secretary, any other officers serve as the Council's Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Faculty Council, through the Chair, may make formal recommendations concerning policies and procedures affecting faculty to the College Council.

**II:** The Faculty Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Faculty Council, through the Chair, may communicate opinions on issues to the President, administrators, staff, students and other members of the college community.

**IV:** The Chair of the Faculty Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Faculty Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Faculty Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Faculty Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all faculty via Montgomery College faculty email.

**III**: The Faculty Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; March 12, 2013; November 1, 2013; College Council Approval: Fall 2015; June 23, 2025**

## BYLAWS OF STAFF COUNCIL

### A. MEMBERSHIP

**I**: The process for membership on the Staff Council is stipulated in the Constitution in Article I, Section B. Staff Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II**: When a vacancy on the Staff Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible employee from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

### B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Staff Council shall have a Chair, Vice Chair, and secretary. The Staff Council may elect other officers.

**II:** The duties of the Staff Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Staff Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Staff Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Staff Council will be the first and/or the third Thursday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage and sent out to all staff at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Staff Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Staff Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be seven members.

**VII:** The approved minutes shall be published no later than five business days after the date of the Council meeting, at which the minutes were approved. The minutes will be posted on the governance website, maintained, and archived.

**VIII:** The minutes shall contain a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and a list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Staff Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Staff Council Chair.

**XI:** A Staff Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Staff Council.

**XII:** A Staff Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., nine), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Staff Council may create committees as needed. The types of committees created by the Staff Council shall be designated as standing or ad hoc.

**II:** A standing committee of the Staff Council is empowered to review and act on issues related to its charge and make recommendations to Staff Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee. The Council may assign specific duties to the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Staff Council, through the Chair, may make formal recommendations concerning policies and procedures affecting staff to the College Council.

**II:** The Staff Council, through the Chair, may refer issues, in writing, to other

Councils or units of the College.

**III:** The Staff Council, through the Chair, may communicate opinions on issues to the President, students, faculty, administrators and other members of the college community.

**IV:** The Chair of the Staff Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I.** At the first meeting of the governance year, the Staff Council may elect additional officers as necessary.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Staff Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Staff Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website.

**III:** The Staff Council will undertake a periodic review of its bylaws.

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Administrative Approval: May 1, 2012; December 11, 2012; November **1, 2013; College Council approval: May 10, 2016; June 23, 2025**

## BYLAWS OF STUDENT COUNCIL

### A. MEMBERSHIP

**I**: The process for membership on the Student Council is stipulated in the Constitution in Article I, Section B. Students Council members are elected in the spring semester and new members term starts in the following fall semester.

**II:** When a vacancy on the Student Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible student from the same campus as the predecessor. These appointments will complete the one-year term.

### B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Student Council shall have a Chair, Vice Chair, and secretary. The Student Council may elect other officers.

**II:** The duties of the Student Council Chair, Vice Chair, and secretary are listed in the constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Student Council shall receive compensation from the College.

### C. MEETINGS

**I:** The Student Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Student Council will be the first and/or the third Thursday of the month. The time and place of the meeting

shall be set by the membership of the Council.

**II:** Agendas for each meeting will be posted on the Council's webpage and sent out to all students at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Student Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Student Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be seven members.

**VII.** The approved minutes shall be published no later than five business days after the date of the Council meeting, at which the minutes were approved. The minutes will be posted on the governance website, maintained, and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Student Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Student Council Chair.

**XI:** A Student Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Student Council.

**XII**: A Student Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members (i.e., nine), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Student Council may create committees as needed. The types of committees created by the Student Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the Student Council and are empowered to review and act on issues related to their charge and make recommendations to Student Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Student Council, through the Chair, may make formal recommendations concerning policies and procedures affecting students to the College Council.

**II:** The Student Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Student Council, through the Chair, may communicate opinions on issues to the President, administrators, faculty, staff and other members of the college community.

**IV:** The Chair of the Student Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Student Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Student Council is referenced

in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Student Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website.

**III**: The Student Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; November 1, 2013; June 23, 2025**

## BYLAWS OF GERMANTOWN CAMPUS COUNCIL

### A. MEMBERSHIP

**I**: The process for membership on the Germantown Campus Council is stipulated in the constitution in Article I, Section D. Germantown Campus Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Germantown Campus Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible employee/student from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

### B. OFFICERS AND THEIR DUTIES

**I:** According to the constitution, the Council shall have a Chair, Vice Chair, and secretary. The Germantown Campus Council may elect other officers.

**II:** The duties of the Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Germantown Campus Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Germantown Campus Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Germantown Campus Council will be the first and/or the third Tuesday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Germantown Campus Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Germantown Campus Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be seven members.

**VII:** The approved minutes shall be published no later than five business days after the date of the -Council meeting, at which the minutes were approved. The minutes will be posted on the website, maintained, and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Germantown Campus Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first-come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Germantown Campus Council Chair.

**XI:** A Germantown Campus Council member shall be removed after more

than three unexcused absences within an academic year from regularly scheduled meetings of the Germantown Campus Council.

**XII**: A Germantown Campus Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., eight), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Germantown Campus Council may create committees as needed. The types of committees created by the Germantown Campus Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the Germantown Campus Council and are empowered to review and act on issues related to their charge and make recommendations to Germantown Campus Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Germantown Campus Council, through the Chair, may make formal recommendations concerning policies and procedures affecting Germantown Campus students, faculty, staff, and administrators to the College Council.

**II:** The Germantown Campus Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Germantown Campus Council, through the Chair, may communicate opinions on issues to the President, students, faculty, staff, administrators and other members of the college community.

**IV:** The Chair of the Germantown Campus Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Germantown Campus Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Germantown Campus Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Germantown Campus Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website.

**III**: The Germantown Campus Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; June 23, 2025**

# BYLAWS OF ROCKVILLE CAMPUS COUNCIL

## A. MEMBERSHIP

**I**: The process for membership on the Rockville Campus Council is stipulated in the constitution in Article I, Section D. Rockville Campus Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Rockville Campus Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible employee/student from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

## B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Council shall have a Chair, Vice Chair, and secretary. The Rockville Campus Council may elect other officers.

**II:** The duties of the Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Rockville Campus Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Rockville Campus Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Rockville Campus Council will be the first and/or the third Tuesday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Rockville Campus Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Rockville Campus Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be eight members.

**VII:** The approved minutes shall be published no later than five business days after the date of the Council meeting. at which the minutes were approved. The minutes will be posted on the governance website, maintained, and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Rockville Campus Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Rockville Campus Council Chair.

**XI:** A Rockville Campus Council member shall be removed after more than

three unexcused absences within an academic year from regularly scheduled meetings of the Rockville Campus Council.

**XII**: A Rockville Campus Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., eight), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Rockville Campus Council may create committees as needed. The types of committees created by the Rockville Campus Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the Rockville Campus Council and are empowered to review and act on issues related to their charge and make recommendations to Rockville Campus Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Rockville Campus Council, through the Chair, may make formal recommendations concerning policies and procedures affecting Rockville Campus students, faculty, staff, and administrators to the College Council.

**II:** The Rockville Campus Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Rockville Campus Council, through the Chair, may communicate opinions on issues to the President, students, faculty, staff, administrators and other members of the college community.

**IV:** The Chair of the Rockville Campus Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Rockville Campus Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Rockville Campus Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Rockville Campus Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website.

**III**: The Rockville Campus Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; June 23, 2025**

# BYLAWS OF TAKOMA PARK/SILVER SPRING CAMPUS COUNCIL

## A. MEMBERSHIP

**I**: The process for membership on the Takoma Park/Silver Spring Campus Council is stipulated in the constitution in Article I, Section D. Takoma Park/Silver Spring Campus Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Takoma Park/Silver Spring Campus Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible employee/student from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

## B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Council shall have a Chair, Vice Chair, and secretary. The Takoma Park/Silver Spring Campus Council may elect other officers.

**II:** The duties of the Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Takoma Park/Silver Spring Campus Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Takoma Park/Silver Spring Campus Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Takoma Park/Silver Spring Campus Council will be the first and/or the third Tuesday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Takoma Park/Silver Spring Campus Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Takoma Park/Silver Spring Campus Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be seven members.

**VII:** The approved minutes shall be published no later than five business days after the date of the Council meeting, at which the minutes were approved. The minutes will be posted on the governance website maintained, and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Takoma Park/Silver Spring Campus Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-

served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Takoma Park/Silver Spring Campus Council Chair.

**XI:** A Takoma Park/Silver Spring Campus Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Takoma Park/Silver Spring Campus Council.

**XII**: A Takoma Park/Silver Spring Campus Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., eight), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Takoma Park/Silver Spring Campus Council may create committees as needed. The types of committees created by the Takoma Park/Silver Spring Campus Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the Takoma Park/Silver Spring Campus Council and are empowered to review and act on issues related to their charge and make recommendations to Takoma Park/Silver Spring Campus Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Takoma Park/Silver Spring Campus Council, through the Chair, may make formal recommendations concerning policies and procedures affecting Takoma Park/Silver Spring Campus students, faculty, staff, and administrators to the College Council.

**II:** The Takoma Park/Silver Spring Campus Council, through the Chair, may

refer issues, in writing, to other Councils or units of the College.

**III:** The Takoma Park/Silver Spring Campus Council, through the Chair, may communicate opinions on issues to the President, students, faculty, staff, administrators and other members of the college community.

**IV:** The Chair of the Takoma Park/Silver Spring Campus Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Takoma Park/Silver Spring Campus Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Takoma Park/Silver Spring Campus Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Takoma Park/Silver Spring Campus Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all

members of the Takoma Park/Silver Spring Campus College community via Montgomery College email.

**III**: The Takoma Park/Silver Spring Campus Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; May 2013; November 1, 2013; June 23, 2025**

# BYLAWS OF WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION COUNCIL

## A. MEMBERSHIP

**I**: The process for membership on the Workforce Development and Continuing Education (WDCE) Council is stipulated in the constitution in Article I, Section D. WDCE Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the WDCE Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible employee/student from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

## B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Council shall have a Chair, Vice Chair, and secretary. The WDCE Council may elect other officers.

**II:** The duties of the Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the WDCE Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The WDCE Council shall meet at least one time a month.

**II:** The suggested meeting dates for the WDCE Council will be the first and/or the third Tuesday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the WDCE Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each WDCE Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be seven members.

**VII:** The approved minutes shall be published no later than five business days after the date of the Council meeting, at which the minutes were approved. The minutes will be posted on the website, maintained and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each WDCE Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the WDCE Council Chair.

**XI:** A WDCE Council member shall be removed after more than three

unexcused absences within an academic year from regularly scheduled meetings of the WDCE Council.

**XII**: A WDCE Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e.,), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The WDCE Council may create committees as needed. The types of committees created by the WDCE Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the WDCE Council and are empowered to review and act on issues related to their charge and make recommendations to WDCE Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The WDCE Council, through the Chair, may make formal recommendations concerning policies and procedures affecting WDCE students, faculty, staff, and administrators to the College Council.

**II:** The WDCE Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The WDCE Council, through the Chair, may communicate opinions on issues to the President, students, faculty, staff, administrators and other members of the college community.

**IV:** The Chair of the WDCE Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the WDCE Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the WDCE Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the WDCE Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all members of the WDCE College community via Montgomery College email.

**III**: The WDCE Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; June 23, 2025**

## BYLAWS OF ACADEMIC SERVICES COUNCIL

### A. MEMBERSHIP

**I**: The process for membership on the Academic Services Council is stipulated in the Constitution in Article I, Section C.. Academic Services Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Academic Services Council exists, the vacated position's constituent Council chair shall fill the seat by appointment of an eligible student/employee from the same constituent group as the predecessor. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

### B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Council shall have a Chair, Vice Chair, and secretary. The Academic Services Council may elect other officers.

**II:** The duties of the Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, if there is nominee with a lowest number of votes, they would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Academic Services Council shall receive compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Academic Services Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Academic Services Council will be the second and/or fourth Thursday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage and at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Academic Services Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Academic Services Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be eight members.

**VII:** The approved minutes shall be published no later than five business days after the date of the Council last meeting, at which the minutes were approved. The minutes will be posted on the governance website maintained, and archived. The College community should refer to the governance website for posted minutes and agendas.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Academic Services Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days

prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Academic Services Council Chair.

**XI:** An Academic Services Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Academic Services Council.

**XII**: An Academic Services Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members (i.e., nine), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Council shall have the power to create and implement procedures to complete the work of the Council consistent with the Constitution and bylaws.

**II:** The Academic Services Council may create committees as needed. The types of committees created by the Academic Services Council shall be designated as standing or ad hoc.

**III:** The standing committees are permanent committees of the Academic Services Council and are empowered to review and act on issues related to their charge and make recommendations to Academic Services Council within the time specified by the Council.

**IV:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**V:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee. The Council may assign specific duties to the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Academic Services Council, through the Chair, may make formal recommendations concerning policies and procedures affecting the College community to the College Council.

**II:** The Academic Services Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Academic Services Council, through the Chair, may communicate opinions on issues to the President, students, faculty, staff, administrators and other members of the college community.

**IV:** The Chair of the Academic Services Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Academic Services Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Academic Services Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Academic Services Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website.

**III**: The Academic Services Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; December 11, 2012; November 1, 2013; October 2018; June 23, 2025**

## BYLAWS OF EMPLOYEE SERVICES COUNCIL

### A. MEMBERSHIP

**I**: The process for membership on the Employee Services Council is stipulated in the Constitution in Article I, Section. Employee Service Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Employee Services Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible employee/student from the same represented group as the predecessor. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

### B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Employee Services Council shall have a Chair, Vice Chair, and secretary. The Employee Services Council may elect other officers.

**II:** The duties of the Employee Services Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Employee Services Council shall receive compensation

from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Employee Services Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Employee Services Council will be the second and/or fourth Thursday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage at least three business days in advance of the meeting.

**IV.** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V.** Special meetings of the Employee Services Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to all council members at least five business days in advance of the meeting. .

**VI:** A quorum to conduct business shall be seven members.

**VII:** The approved minutes shall be published no later than five business days after the date of the Council meeting, at which the minutes were approved. The minutes will be posted on the website, d, maintained, and archived.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Employee Services Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Employee Services Council Chair.

**XI:** An Employee Services Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Employee Services Council.

**XII**: An Employee Services Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., eight), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Employee Services Council may create committees as needed. The types of committees created by the Employee Services Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the Employee Services Council and are empowered to review and act on issues related to their charge and make recommendations to Employee Services Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Employee Services Council, through the Chair, may make formal recommendations concerning policies and procedures affecting students and employees to the College Council.

**II:** The Employee Services Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Employee Services Council, through the Chair, may communicate opinions on issues to the President, students, faculty, staff, administrators and other members of the college community.

**IV:** The Chair of the Employee Services Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Employee Services Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Employee Services Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Employee Services Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all students and employees via Montgomery College staff email.

**III:** The Employee Services Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; June 23, 2025**

## BYLAWS OF OPERATIONAL SERVICES COUNCIL

### A. MEMBERSHIP

**I:** The process for membership on the Operational Services Council is stipulated in the Constitution in Article I, Section C. Operational Services Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Operational Services Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible student/employee from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

### B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Council shall have a Chair, Vice Chair, and secretary. The Operational Services Council may elect other officers.

**II:** The duties of the Council Chair, Vice Chair, and secretary are listed in the Constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Operational Services Council shall receive compensation from the College in accordance with the appropriate procedure or applicable

collective bargaining agreement.

## C. MEETINGS

**I:** The Operational Services Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Operational Services Council will be the second and/or fourth Thursday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Operational Services Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Operational Services Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be seven members.

**VII:** The approved minutes shall be published no later than five business days after the date of the Council meeting, at which the minutes were approved. The minutes will be posted on the website, maintained, and archived. The College community should refer to the governance website for posted minutes and agendas.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Operational Services Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Operational Services Council Chair.

**XI:** An Operational Services Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Operational Services Council.

**XII**: An Operational Services Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., ten), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Operational Services Council may create committees as needed. The types of committees created by the Operational Services Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the Operational Services Council and are empowered to review and act on issues related to their charge and make recommendations to Operational Services Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Operational Services Council, through the Chair, may make formal recommendations concerning policies and procedures affecting the College community to the College Council.

**II:** The Operational Services Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Operational Services Council, through the Chair, may communicate opinions on issues to the President, students, faculty, staff, administrators and other members of the college community.

**IV:** The Chair of the Operational Services Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the first meeting of the Operational Services Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Operational Services Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Operational Services Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all members of the College community via Montgomery College email.

**III**: The Operational Services Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; November 12, 2012; November 1, 2013; October 2018; June 23, 2025**

## BYLAWS OF STUDENT SERVICES AND SUCCESS COUNCIL

### A. MEMBERSHIP

**I**: The process for membership on the Student Services and Success Council is stipulated in the Constitution in Article I, Section C. Student Services and Success Council members are elected in the spring semester and new members' term starts in the following fall semester.

**II:** When a vacancy on the Student Services and Success Council exists, either due to resignation or removal, the Council Chair may fill the seat by the appointment of an eligible student/employee from the same represented group as the predecessor after consultation with that group. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled for the remaining year of the current term, during the normal election process.

### B. OFFICERS AND THEIR DUTIES

**I:** According to the Constitution, the Council shall have a Chair, Vice Chair, and secretary. The Student Services and Success Council may elect other officers.

**II:** The duties of the Council Chair, Vice Chair, and secretary are listed in the constitution in Article III, Section B. The Council may assign additional duties to the officers.

**III:** Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee to receive the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or Chair.

**IV:** If the Chair position is vacated, the Vice Chair assumes the duties of the Chair. If another officer position is vacated, the Chair shall appoint another member of the Council to fill the office.

**V:** The Chair of the Student Services and Success Council shall receive

compensation from the College in accordance with the appropriate procedure or applicable collective bargaining agreement.

## C. MEETINGS

**I:** The Student Services and Success Council shall meet at least one time a month.

**II:** The suggested meeting dates for the Student Services and Success Council will be the second and/or fourth Thursday of the month. The time and place of the meeting shall be set by the membership of the Council.

**III:** Agendas for each meeting will be posted on the Council's webpage at least three business days in advance of the meeting.

**IV:** Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Council's webpage.

**V:** Special meetings of the Student Services and Success Council shall be called by request of the Chair or one-third of the membership. Notice of special meetings shall be sent out by the secretary to each Student Services and Success Council member at least five business days in advance of the meeting.

**VI:** A quorum to conduct business shall be eight members.

**VII:** The approved minutes shall be published no later than five business days after the Council meeting, at which the minutes were approved. The minutes will be posted on the governance website maintained, and archived. . The College community should refer to the governance website for posted minutes and agendas.

**VIII**: The minutes shall be comprised of a brief summary of discussions and presentations, and a verbatim listing of all motions with presenter and second, and the list of who voted for the motion, against it, or abstained along with the total vote, and whether the motion passed or was rejected.

**IX:** At the beginning of each Student Services and Success Council meeting, there will be a 10-minute period available for open comments. There will be two five-minute time slots available on a first- come, first-served basis. Anyone wishing to speak should contact the Council Chair at least two

business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

**X:** An excused absence may be granted to a Council member by the Student Services and Success Council Chair.

**XI:** A Student Services and Success Council member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Student Services and Success Council.

**XII**: A Student Services and Success Council member may be removed for reasons other than attendance by a two-thirds majority vote of the remaining members, (i.e., nine), given that all Council seats have been filled.

## D. COMMITTEES

**I:** The Student Services and Success Council may create committees as needed. The types of committees created by the Student Services and Success Council shall be designated as standing or ad hoc.

**II:** The standing committees are permanent committees of the Student Services and Success Council and are empowered to review and act on issues related to their charge and make recommendations to Student Services and Success Council within the time specified by the Council.

**III:** An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.

**IV:** The Chair, Vice Chair, Secretary, and any other officers serve as the members of the Executive Committee.

## E. RECOMMENDATIONS AND COMMUNICATION

**I:** The Student Services and Success Council, through the Chair, may make formal recommendations concerning policies and procedures affecting College community to the College Council.

**II:** The Student Services and Success Council, through the Chair, may refer issues, in writing, to other Councils or units of the College.

**III:** The Student Services and Success Council, through the Chair, may

communicate opinions on issues to the President, students, faculty, staff, administrators and other members of the college community.

**IV:** The Chair of the Student Services and Success Council must respond formally, in writing, to all issues referred to the Council and to all expressions of opinions from other Councils within a reasonable amount of time.

## F. ADDITIONAL COUNCIL BYLAWS

**I:** At the initial meeting of the Student Services and Success Council, the Council shall establish a complete list of officers and the procedures for the election of officers.

## G. AMENDING THE BYLAWS

**I:** The process for amending the bylaws of the Student Services and Success Council is referenced in Article VI, Section B, Number 1 of the Constitution.

**II:** After the Student Services and Success Council is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed to all members of the College community via Montgomery College email.

**III**: The Student Services and Success Council will undertake a periodic review of its bylaws.

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**Administrative Approval: May 1, 2012; January 29, 2013; November 1, 2013; October 2018; June 23, 2025**