

COUNCIL FOR OPERATIONAL ISSUES (COI)

SUNY BROOME COMMUNITY COLLEGE

BYLAWS

Purpose and Responsibility

- The Council for Operational Issues (COI) is the body that makes recommendations directly to the College Assembly and/or the Administration relative to a wide variety of operational issues, policy, and standards affecting the College. Its scope and sphere of influence will be articulated in its standing, sub-committee, and ad-hoc committee structure and, as such, will have final recommending responsibilities and influence in these areas of activity of broad interest to the employees and students of the College.
- To facilitate its purpose and responsibility, the COI will assure that it articulates with the campus community consistent with the over-arching guiding principles of campus shared governance, and will conduct business as defined in the Constitution and these bylaws.

That is, it will

- Capture the voice of stakeholders in formal and informal ways;
- Adhere to shared governance principles and protocols;
- Determine and execute the most credible and valid type of review based on the complexity of the issue, urgency for a decision, and the availability of constituency groups during the summer months or periods when the College is closed;
- Avoid being overly bureaucratic or time-consuming and function efficiently, effectively, and in a timely manner;
- Prioritize and establish timelines for conduct and completion of work/business; and
- Promote information sharing, tracking, and reporting mechanisms to communicate its activity, as well as those of the other governance bodies as it relates to COI business, to ensure the integrity of its process.

Article I: Parliamentary Procedures

1. **Establishing a quorum:** For administrative decisions, election of officers, or approval of meeting minutes a quorum is considered a simple majority (half plus one) of the full membership of the COI committee.
2. **Committee decorum:** Democratic Rules of Order shall govern decorum and debate as interpreted by the COI committee. Committee members are required to act in a collegial, considerate, interested and helpful manner at all times, even when demands are placed on them.

Article II: Membership

1. The membership currently consists of 22 voting members, 2 non-voting members and Parliamentarian
2. **Elected Members** – These members are elected by their constituencies either by their own process or as outlined in Article V and are voting members:
 - Two Members per constituency
 - Student Assembly
 - Full-Time Instructional Faculty

- One Member per constituency
 - Full-Time Non-Instructional Faculty
 - Adjunct Faculty
 - At-Large
3. **Appointed Members** – These members are appointed by their constituencies and are voting members:
- One Member per constituency
 - Technology Committee
 - Distance Learning Steering Committee
 - Enrollment Process Improvement Committee (EPIC)
 - Banner Core
 - Grants Planning Committee
 - Department of Campus Operations (Facilities/Maintenance/Custodial)
 - Department of Health and Safety
 - Processing Departments (ex: Registrar, Student Accounts, Financial Aid, Admissions)
 - Budget and Finance Office
 - Office of Marketing and Communications (MARCOM)
 - Human Resources Office
 - Student Development and Diversity
 - Faculty/Student Association (FSA)
 - BCC Foundation
 - Classified Service (ESPA)
4. **Ex Officio Members** – These members are non-voting:
- Dean of Institutional Effectiveness& Enrollment Planning
 - Vice President for Student Development and Chief Diversity Officer
5. **Parliamentarian**
- Appointed by the Chair
 - Not a member of COI
 - Will have working knowledge of Democratic Rules of Order to assist the Chair in conducting meetings
 - May participate in debate and discussions but may not vote
6. **Alternates**
- COI will permit alternates where such privileges are not limited by the Constitution or these by-laws. If a COI member is unable to attend a meeting, s/he can nominate an alternate who will, for that meeting, have all the rights and privileges of said COI member. If said COI member needs an alternate for more than three consecutive meetings, the long term alternate will need a simple majority vote from the COI members to have all the rights and privileges of said COI member.

7. Revisions to this membership list

- If a committee that is represented on COI disbands COI can remove said committee by a two-thirds majority. This is only to remove said committee from having representation on COI because said committee no longer exists. This article cannot be used to remove a committee for any other reason except for the stated reasons. If a new committee/office/department is formed on-campus and should have representation on COI then a two-thirds majority will be needed to add a representative(s) from said committee/office/department to COI. It will be up to the membership currently serving on COI to determine the number of representatives for said committee
8. **Terms of appointment:** Elected members will serve for a three year term and are elected by the membership in their constituency. The year being from September 1 to August 31, the following year.
 9. **Resignations and replacement appointment:** If a member finds it necessary to resign from the COI, he or she is encouraged to provide as much notice to the COI Chair as possible and continue to serve, if possible, until a replacement can be identified and selected. If possible, he or she is also encouraged to help the committee find a suitable replacement. Vacancies will be filled by an election or appointment from the appropriate constituency to finish out the remainder of the term.
 10. **Duties of members:** Regular attendance is vital to the purposes of the COI. Members accept the duty and obligation to attend meetings and to provide advance notice if they are unable to attend. Repeated absences may be considered a relinquishment of the appointment and with a simple majority vote, COI has the right to dismiss a member who misses more than three meetings, unexcused, in any given year, and to initiate procedures, based on constituency, to replace said member in a timely fashion.
 11. **Voting:** Each elected/appointed member from each area/constituency has voting privileges, except where stated in Article II and Article VIII.

Article III: Officers

1. **Officers:** Officers of the COI are Chair, Chair-Elect, Secretary, and Parliamentarian.
2. **Terms:** The term of officer is one calendar year from September 1, to August 31, the following year
3. **Chair Duties and Responsibilities:**
 - a Facilitates COI meetings
 - b Sets the agenda for each meeting
 - c Runs the meetings
 - d Presents proposals to COI for consideration, including at the request of the College President, one of the other SG bodies, items from the SG Chairs meetings, and from the campus community at large
 - e Attend the SG Chairs meetings
 - f Attend the CA meetings and give an update of COI activities at the meeting
 - g Present an update of COI activities to the Board of Trustees at their request
 - h Verify attendance
 - i And maintain a liaison relationship with the Council for Academic Issues (CAI) and College Assembly (CA)
 - j Serves on various committees per the CA bylaws and Constitution.
 - k The Chair, if applicable, will either receive release time or other compensation as stipulated in the Chair's bargaining unit's contract.
4. **Chair-Elect Duties and Responsibilities:** The Chair-Elect shall assist the Chair in running the meetings and in the Chair's absence the Chair-Elect will be responsible for all the duties of the Chair. The Chair-Elect takes on the role of Chair at the expiration of the current Chair's term.

5. **Secretary Duties and Responsibilities:** To record and distribute the minutes of the meetings and record attendance. In the absence of the Chair and Chair-Elect the Secretary may preside over the meeting.
6. **Parliamentarian Duties and Responsibilities:** To assist the Chair in conducting meetings following Democratic Rules of order.
7. **Agenda development:** The agenda for each meeting will be developed by the Chair, including items from the SG Chairs meeting. Any member wishing to include an item on the agenda has the responsibility to draft and present the agenda item to the Chairperson for approval and inclusion, which may include taking the agenda item to the SG Chairs meeting for referral before bringing it back to COI.
8. **Agenda distribution:** The Chair will make sure the agenda is distributed to members prior to each meeting.
9. **Meeting records:** The Secretary will prepare meeting minutes for COI member approval prior to the next meeting. The Secretary will record the attendance in the minutes after verification by the Chair.
10. **Reports:** The COI Chair shall provide a report on committee activities at each College Assembly (CA) meeting.

Article IV: Elections for Officers

1. **Qualifications for Chair:** Must be an elected/appointed voting member of COI and elected by the voting members of COI
2. **Chair Elect:** Nominations for the COI Chair-Elect shall be made prior to the last meeting of the Fall semester. Nominations for Chair-Elect will be made from members of COI whose current term of membership continues through the following academic year and who meets the qualifications of Chair. The Chair-Elect will be elected by a simple majority of votes. Elections for the Chair-Elect will be by secret ballot of all COI members if there is more than one nominee for the position. If there is only one nominee for the position then a simple show of hands will suffice, unless a written vote is requested.
3. **Secretary:** The Secretary is a voting member of COI and is elected by the current members of COI at the first meeting of the Fall semester.
4. **Parliamentarian:** The Parliamentarian is appointed by the Chair, see Article II for qualifications.

Article V: Elections or Appointments for Members

1. Per the College Assembly (CA) By-Laws, the Secretary for CA will announce the availability of open positions in COI via all campus communications avenues.
2. Within the guidelines for representatives described in Article II, election/appointment procedures for open positions will be carried out by the Shared Governance Election Committee (SGEC). The members of the SGEC consist of the Shared Governance Chairs, the CA Secretary, and up to three additional members from the Shared Governance bodies and/or the campus community.
3. In cases where there are not enough elected/appointed members, COI shall have the right to determine the appropriate number of members and procedures to appoint the requisite number of members. See Article II.7 for additions/removals of members due to committee/office/department additions or removals.
4. Eligible voters of the College community will be permitted to vote in all categories for which they are eligible to serve, including the At-Large member. However, an eligible member of the College community must choose which constituency s/he would like to serve when running for office.

Article VI: Sub-Committees and Standing Committees

1. COI can include Standing committees, workgroups and ad hoc committees.
2. Standing committees will submit reports either in writing or verbally during meetings to the members of COI
3. COI standing committees are constituted according to the bylaws established by the standing committee

4. All members of the College, unless otherwise restricted by the bylaws of the standing committee, are eligible for committee membership.
5. Each standing committee will elect its own officers who will serve according to the terms of membership as noted in Article VI.3.
6. Standing committees may be created or disbanded by a two-thirds vote of COI
7. Ad-hoc committees may be created/appointed by the Chair, as needed, to expedite the work of COI. These committees' duties should not overlap duties from an existing committee.
8. Standing committees of COI include:
 - a. Campus Projects Advisory Committee (CPAC) – This committee, chaired by the Director of Campus Operations or his/her designee, is to review all current and proposed Campus projects that have both capital and non-capital funding sources. The purpose of this group is to communicate, facilitate, and coordinate all aspects of work regarding these projects. This group will review the planning & implementation stages to ensure all Campus departments are represented fairly and equitably. Various employees, along with the appointment of the Dean/AVP/Director/Chair who are responsible for the renovation/update/modification/request taking place, will be specifically chosen to sit on this committee for each project proposed/scheduled/in-progress. By inviting the proper stake holders to the table, we strive to do a better job of communicating needs well in advance of a proposed project. This will help to ensure that project news is up to date, that costs are being managed and to give the end users a better product to support their needs.

Article VII: Schedule of Meetings and Campus Participation

1. **Meeting schedule:** Regular meetings will be held at least two times a month during Spring and Fall semesters, unless due to calendar or other unforeseen conflicts, one meeting a month will be required. The meetings will be scheduled by the Chair or other designee as assigned by the College Assembly. As needed, special meetings may be called at the discretion of the Chair with advance notice to the committee.
2. **Campus participation:** Visitors are welcome to attend and participate at COI meetings.

Article VIII: Voting Procedures and Privileges

1. All members of COI who have voting privileges will be allowed to cast one vote. It is expected that members will inform and poll their constituencies on major issues prior to voting.
2. The COI Chair will only vote in order to break a tie
3. All votes will be by simple majority however exceptions will be a two-thirds vote for bylaws amendments, removal of a committee that has disbanded or if a motion is made that requires a two-thirds majority.
4. Voting can be done by any method the Chair deems appropriate including by electronic means. These methods will be used unless over-ruled by a majority of the members

Article IX: Amendments to the Bylaws

1. Any member of COI may propose amendments to these bylaws at any regular meeting
2. The proposed amendment will be published in the minutes of the meeting where the amendment was presented
3. Discussion of the amendment(s) must be at regularly scheduled or special meetings of COI
4. Adoption of the amendment(s) require a two-thirds majority vote
5. There must be at least 14 days between the introduction of a proposal and the vote on its adoption