



LUNA COMMUNITY COLLEGE SHARED GOVERNANCE COUNCIL

BYLAWS

Article I: Name

The “Shared Governance Council” shall be the official name of this committee.

Article II: Purpose

The purpose of the Shared Governance Council is to serve as a collaborative decision-making unit with representation from all functioning college governance groups. The Council will review policy proposals, issues, concerns, and other institutional matters that are presented by these governance groups. The Shared Governance Council will adhere to the governing principles of transparency, responsiveness, and accountability to make policies that will ensure Luna Community College fulfills its mission and vision.

The Council, at times, may also receive directives from the President and provide feedback prior to the dissemination of information to the College, Senates, and leadership teams. To guide the decision-making process, the Council prepares formal recommendations for consideration by the President and has the authorization to present recommendations to the Board of Trustees.

Article III: Non-Discrimination Policy

The Shared Governance Council adheres to the Nondiscrimination Policy set forth by Luna Community College, which is an equal opportunity employer.

Article IV: Membership

Each of the following governance groups will select representatives to serve on the Shared Governance Council:

- a. Faculty Senate (two)
- b. Staff Senate (two)
- c. Student Senate (two)
- d. Directors (nonvoting advisory; one from Academic Leadership and one Professional Director)

Note: Should any additional employee groups be defined, membership representation will be added to the council. Elected representatives will complete their term should representation numbers change during a term. No representative can represent more than one voting position. Representatives shall review the bylaws, roles, and responsibilities of the Council annually.

See Appendix I (page 5): Approved LCC Representation Structure

Section 1. Term

Members shall be elected to one-year terms and are eligible for election for up to four (4) consecutive terms. Four-term members are required to sit out one year before being considered to serve on the Council again.

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Section 2. Elections

Each represented governance group will nominate individuals according to their bylaws to represent each available seat on the council.

Section 3. Quorum

A quorum will consist of a simple majority (51%) of the voting members. A quorum of the Council must be present to conduct business.

Section 4. Meetings

The Shared Governance Council will meet at least ten times per year and shall be held as determined by the Council and may not be suspended. Additional meetings will be scheduled as needed. Each academic year, the Chair will establish a regular meeting day and time in collaboration with those selected to serve by their respective governance groups. Participation by electronic means shall constitute presence at such meetings.

- a. **Special meetings** of the Council may be held as needed, preferably with at least 48 hours' notice to ensure that stakeholders are present if action is to be taken.
- b. Outside of a regular meeting electronic voting of the Council on action items can take place as long as there is a quorum that votes on an item and any item voted on by email must be confirmed at the next regularly scheduled Council meeting.

Section 5. Absences

Members can be terminated from the Council due to excess absences. Resignation from the Council must be in writing and received by the Chair or Vice Chair. A Council member may be removed for other reasons by a $\frac{2}{3}$ vote of the remaining members. Vacancies occurring on the Council may be filled at any time by the appropriate governing group. The newly elected or appointed member(s) shall serve for the unexpired term of the vacant position and may serve additional full terms subject to term limitations set forth by the Council By-Laws.

Section 6. Proxy

In the event that a Council member will be absent, that member must designate a proxy to participate and/or vote in the Shared Governance Council on behalf of their represented governance group. The Council must be notified in writing of the proxy prior (or verbally in the presence of more than two members in attendance) to any Shared Governance Council meeting.

Article V: Officers

The officers of this Council shall be the Chair and Vice Chair elected from the voting and nonvoting representatives. The Chair can only vote to break a tie. A secretary will be elected and does not have to be a member of the Council.

Section 1. Elections and Terms

The Chair and Vice Chair will be elected from among the voting and nonvoting members for a one (1) academic year term with no more than two (2) consecutive one-year terms in the same office. The Vice-Chair may elect to serve as Chair upon their concluding term of the current Chair, or may decline the appointment, resulting in the election of a new Chair from the remaining members. The Vice Chair may continue in that office if their term has not expired. If the Vice Chair's term limit has expired, a new Vice Chair shall be elected from among the

remaining members.

Section 2. Officer Resignation, Removal, Vacancies

Any officer may resign at any time by delivering a written resignation. In the case of the Chair's resignation, it shall be delivered to the Vice-Chair, and in the same manner, in the case of the Vice-Chair's resignation, it shall be delivered to the Chair. Any officer may be removed from office by a $\frac{2}{3}$ vote of the Council members. The Council members shall elect replacements for any and all vacancies.

Section 3. Duties & Responsibilities

The Chair will facilitate the meetings, including agenda creation, collaborate with the Vice Chair to establish the agenda and prepare the Vice Chair to serve as Chair. The Vice Chair will fill the role of the Chair when the Chair is absent.

Article VI: Short Term Task Force

The Council may create a short-term task force as needed. These short-term task forces shall be limited in term and shall disband upon completion of their assigned task(s).

Article VII: Document Retention & Disposal

The Council shall abide by the policies set forth by the institution's recordkeeping requirements with respect to preserving documents and proper disposal.

Article VIII: Operation of Shared Governance Council

The Shared Governance Council serves to solicit and facilitate information to and from all faculty, staff, and students and provide recommendations to the President and Board of Trustees based on gathered data that serve the betterment of the institution as a whole. The Council at times may also receive directives from the President and provide feedback prior to dissemination of information to the College, Senates, and Leadership. The Council is also required to prepare formal recommendations to the President to guide the decision-making process.

Section 1. Recommendations

Through a consensus process involving the all governance groups, the Shared Governance Council will make final recommendations to the President and Board following established procedures.

- a. If reaching consensus does not seem feasible, a vote will be taken.
- b. When a vote is required, those in the minority position may provide a written position statement that will be shared with the President and the Board of Trustees.
- c. In those instances where the President may plan to make decisions or propose recommendations to the Board of Trustees different from those proposed by the Shared Governance Council (whether they relate to policy or non-policy matters), the President will communicate in writing to the Shared Governance Council the reasons for such a different recommendation and will provide the Shared Governance Council the opportunity to respond in writing prior to the decision making or taking the recommendation to the Board of Trustees for final action. This written communication from the President shall also

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be presented to the Board of Trustees in the same mode at the same time.

Section 2. Exceptional Circumstances

The Shared Governance Council recognizes that there may be instances that the President or Board of Trustees must act upon an issue without the consultation of the Shared Governance Council. Whenever possible, however, a good faith effort will be made to achieve consensus with the Shared Governance Council on such issues, prior to action.

Section 3. Good Faith Effort

If individual governing groups feel that an exceptional circumstance acted on by the Board has not been in good faith, only then will the Shared Governance Council approach the Board of Trustees to consider the matter.

If individual governing groups feel that an issue brought forth to the Shared Governance Council has not been acted on in good faith and in a timely manner, only then will the President and/or the Board of Trustees be approached by that specific group to consider the matter.

- a. The process in such cases listed above will be a formal presentation to the President or at a regular Board of Trustees meeting or work session rather than individual or group discussion with the Board or Board members or the President in informal settings.
- b. A written request to be added to an agenda must be submitted to the Executive Administrative Assistant to the President at least one week prior to the date of a scheduled meeting.

Section 4. Personnel Matters

The Shared Governance Council should at no time be used as a venue for discussion of individual personnel matters. Such issues are of a confidential nature and should be handled according to the procedures set-forth in the employee handbooks.

Article IX: Conflict of Interest

In accordance with the Conflict-of-Interest policy set-forth by Luna Community College, the Shared Governance Council will avoid any situation that may give rise to a conflict of interest, including a financial conflict of interest. The Shared Governance Council members will be diligent to ensure that they avoid even the appearance or potential for a conflict of interest to arise.

Article X: Code of Ethics

Shared Governance Council members must maintain personal and professional ethical standards of conduct that promote the highest level of public confidence and integrity in support of the advancement of Luna Community College.

Article XI: Amendments to Bylaws

The Shared Governance Council will conduct periodic review of the Bylaws and amend as circumstances require. Notice of proposed amendments to the Bylaws shall be made available to each member at least two (2) weeks prior to voting on the proposed amendment. The Bylaws shall be amended by a majority vote of the voting members. Approved amendments are subject to confirmation by the President of the college.

Appendix I

