



Academic Leadership
Special Bylaws Meeting
October 30,2020
Google Meeting

Present: Brenda Ortega, Dr. Anita Roybal, Breanna Gould, Francisco Apodaca, Maxine Hughes, Lita Bernal, & Mary Duran (Liaison)

Establishment of Quorum. A quorum was established

Call to Order: Chair Brenda Ortega called the meeting to order at 1:06 pm

Approval of Agenda. Breanna Gould moved to approve the agenda as presented; Dr. Anita Roybal seconded the motion. All were in favor - motion carried.

Informational/ Discussion Items

Bylaws Review and Update – Chair Brenda Ortega continued the review of the Academic Leadership bylaws where the group left off: Article II. Membership

The following was discussed:

- Adding the Registrar as Ad-hoc member voice member for their input, but not as a voting member.
- **Article II Membership** update: *“The voting member of the Academic Leadership shall be the Academic Directors, or an administrative designee. The Registrar shall serve as an ad hoc member. An Administrative Assistant Liaison will serve as minute-taker for the Committee, but will not have voting privileges.*
- **Article II Section 1 Term** update: *remove “Term”.*
- **Section 2 becomes Section 1 Officers** update: *Section 2 becomes Section 1 Officers and so on. Remove committee and add Academic Leadership.*
- **Section 2 Elections** update:
 - *A. Once a quorum has been established, the officers of the Academic Leadership shall be nominated and elected by the voting members of the Academic Leadership. Election shall take place at the June meeting prior to the beginning of the fiscal year.*
 - *B. Two Members shall be elected to serve as representatives on the Shared Governance Council according to Shared Governance bylaws.*
- **Section 3 Quorum** discussed update *A quorum will consist of half of the membership plus one of the Academic Leadership members. A quorum of the Academic Leadership must be present to conduct business.*
- **Section 4 Meetings** update:

Section 5 Notice of Meetings update:

 - *A. Regular meetings of the Academic Leadership shall be held monthly on the first Friday of each month.*
 - *B. Special meetings of the Academic Leadership may be called at any time by the Chair, Vice Chair, or by three other members of the Academic Leadership. Actionable items may be entertained and voted upon at special meetings.*
 - *C. Emergency meetings of the Academic Leadership may be called by the Chair as needed.*

- **Section 6 Distance- Meeting Participation** update: *Members may participate in an Academic Leadership meeting via telephonic or electronic conferencing. Participation in meetings pursuant to this section shall constitute presence at such meetings.*
- **Section 7 Absences/ Resignation from Office** update:
 - *A. If a member is going to be absent, the Academic Leadership Chair should be notified of the absence as soon as possible. If the Chair is unavailable for the meeting, the Vice Chair will assume the duties.*
 - *B. If a member who holds an office within the Academic Leadership wishes to resign their position, they must do so in writing to the Chair or Vice Chair.*

Adjourn. Lita Bernal moved to adjourn the meeting; the motion was seconded by Breanna Gould. All were in favor – motion carried. Chair Brenda Ortega adjourned the meeting 1:54 pm.