

BYLAWS OF THE BROOKLYN COLLEGE POLICY COUNCIL

I. Membership

- A. Membership in the Policy Council shall be defined by Article I-A of the Brooklyn College Governance Plan.
- B. Vacancies arising during the academic year shall be filled by interim members who will be selected by the appropriate membership constituencies identified under I-A above. Each constituency shall effect such selection in a manner of its own choosing, to be approved by the Policy Council.

II. Meetings

- A. Policy Council meetings shall be conducted according to Robert's Rules of Order (revised).
- B. A quorum shall consist of a majority of the membership.

III. Officers

- A. The President shall chair meetings of the council.
- B. There shall be a secretary, elected by the body.

IV. Committees

- A. Standing Committees: There shall be five standing committees described below on which members shall serve one-year terms of service. The membership of such committees shall include at least one member from each constituency of Policy Council in conformity with Article I-C.4.c of the Brooklyn College Governance Plan. At the first Policy Council meeting of the academic year, the constituency shall designate individuals to represent their constituency to serve on all Standing Committees, with the exception of the executive committee (deliberation and discussion is encouraged prior to the first meeting with the constituency). The nominations for the Executive Committee shall be elected by the individual constituencies at the first Policy Council Meeting. In the event of a

vacancy at any time, the head of the constituency or the constituency shall designate individuals to vacant positions.

1. Executive Committee

The Executive Committee shall consist of four (4) members; one representative of each constituency elected by that constituency during the first Policy Council meeting of the academic year, or sooner, and the President of Policy Council who shall serve as chairperson. The Executive Committee shall act as a nominations committee and as a steering committee; prepare the agenda for Policy Council meetings; supervise the work of standing and ad hoc committees of Policy Council; and act for Policy Council in emergencies. Each academic year, the committee shall act as a nominations committee only after that year's election of members to the Executive Committee. In addition to recommendations from the Executive Committee for service on Policy Council committees, nominations from the floor shall always be appropriate.

2. Fiscal, Infrastructure and Planning Committee

The Fiscal, Infrastructure and Planning Committee shall consist of ten (10) members, three (3) members representing each constituency, and shall also include one representative from the college staff. Members of the administration shall include the Associate Vice President for Finance, Budget & Planning / Chief Financial Officer; the Assistant Vice President for Facilities, Planning and Operations; and the Associate Provost for Institutional Planning and Assessment. Student members shall be the Presidents of the student governments or their designees. The committee shall advise on budgetary matters, the physical plant, and evaluation of current academic programs and structure of the College; and shall develop recommendations for Policy Council advisement to college bodies concerned with long range planning. The committee shall report to Policy Council periodically as the need arises.

3. External Relations Committee on College and Community

The External Relations Committee on College and Community shall consist of seven (7) members with two members from administration, two from the faculty, two student members and one representative from the college staff. Student

members shall be selected from among the Presidents of the student governments or their designees. The President, who will serve as a representative from the administration, shall serve as chairperson. The External Relations Committee shall be charged with reviewing the working relationships of the college with all segments of the Brooklyn community and making suggestions for enhancing the image of the college within the borough. This committee shall meet as the need arises and report to council.

4. Committee on Faculty-Student Relations

The Committee on Faculty-Student Relations shall consist of eight (8) members: three faculty members; three student members, who shall be the Presidents of the student governments or their designees; one member from the college staff, and one member of the administration, who shall sit on the committee ex officio and act as chairperson, to be appointed by the President from Academic Affairs. The committee shall be charged with examining faculty-student relationships, including counseling, and with accepting related agenda items which may be proposed by any one of the constituencies.

This committee shall meet as the need arises and report to council.

5. Governance and Policy Committee

The Governance and Policy Committee shall consist of seven (7) members: two administrators named by the President, a member of the Steering Committee of Faculty Council and a member of the Liaison Committee of CAP, and two students, who shall be selected from among the Presidents of the student governments or their designees, and one member of the college staff. The Governance and Policy Committee shall serve as a screening committee for the Policy Council in matters involving governance and policy and shall make recommendations with respect to adjudication of conflicts or problems in the areas of governance and policy referred to the Policy Council. It shall serve as a supervisory body for the implementation of changes in governance.

B. Ad Hoc Committees: Such other committees which shall from time to time be deemed necessary to carry on the work of the Policy Council, including their memberships and their charges, shall be proposed by the Executive Committee and ratified by the Policy Council.

C. Each Standing Committee of Policy Council shall be deemed to be duly constituted as of the date of the second meeting of Policy Council of the academic year. After that date, a committee may meet even if not all its members have been designated, provided that a quorum exists for that committee.

V. Amendments

- A. Amendments to the Bylaws of the Brooklyn College Policy Council may be initiated (a) by any constituent body or (b) by the Policy Council itself, provided such amendment does not alter the powers held by another constituent body without the consent of that body.
- B. All amendments must be approved by the Policy Council by a two-thirds plus one vote and by the President for submission to the Board of Trustees.