

## PAPC Bylaws

- I. **Name:** The President's Advisory and Planning Council (PAPC)
- II. **Purpose:** The PAPC acts in an advisory capacity to the President on college-wide matters and, particularly, in the college's annual and strategic planning process. The PAPC handles the ongoing assessment of the governance system and oversees the creation of new committees. The PAPC makes assignments to standing committees as needed. Reports to the President.
- III. **Membership Distribution List:**
  - a. Last year's chair will serve as Past Chair
  - b. One member appointed by the Executive Staff
  - c. Chair of the College Faculty Senate
  - d. Chair of the Administrative Association
  - e. Chair of the Classified Association
  - f. Chair of the Student Governance Association Federation Council (SGA)
  - g. One person appointed by the Faculty Senate
  - h. One person appointed by the Administrative Association
  - i. One person appointed by the Classified Association
  - j. One student appointed by the Student Government Association Federation Council
  - k. Chair of the Teaching and Learning with Technology Committee
  - l. Chair of the Internal Relations Committee
  - m. Chair of the Student Success Committee
  - n. Chair of the Workforce Development Committee
  - o. Chair of the Curriculum and Instruction Committee
  - p. Chair of the International Education Committee
  - q. One librarian elected college-wide
  - r. One counselor elected college-wide
  - s. Three persons appointed by the President (If necessary the President is asked to use the appointments to ensure that each campus has at least one representative on the Council.)
- IV. **Voting:**
  - a. All members of the PAPC may vote. Members must be listed on the current membership list.
  - b. No proxy or absentee voting will be allowed. Permanent alternate representatives will be allowed to vote.
  - c. Under exceptional circumstances the Chair may call an online session to hold an electronic vote of the PAPC.
  - d. Elections will be held at the May meeting with only incoming members eligible to vote.
- V. **Election of Officers:**
  - a. The PAPC will hold elections of officers after the May 1 deadline for all governance committees to hold their own officer elections and before May 15. Constituency groups are requested to adhere to the Governance Timeline.
  - b. PAPC officers will be elected by incoming members.
  - c. On June 1 of each year, the PAPC officers shall begin their one-year terms.
- VI. **Officers:** The two officers of the PAPC shall consist of the Chair and the Secretary.
  - a. The Chair of the PAPC shall:
    - i. Preside over PAPC meetings
    - ii. Designate the past chair or an alternative to preside over the meetings in his/her absence

- iii. Consolidate governance committee charges and publish them on the web by October 1
- iv. Report to the Executive Staff those committees that do not receive a charge by September 15
- v. Organize and conduct any electronic voting done by the PAPC
- vi. Consolidate governance committee mid-year reports, publish them on the web, and submit them to the President by February 15
- vii. Notify all TCC employees of governance committee openings via a TCC\_ALL email sent by March 15
- viii. Consolidate governance committee end-of-year reports, publish them on the web, and submit them to the President by May 15
- ix. Submit a PAPC end-of-year report to the President and the incoming PAPC chair by July 1
- x. Verify on a monthly basis, with the help of the Web Oversight Committee, that the PAPC and governance websites are up-to-date
- xi. Attend meetings of the College Board and the Educational Foundation Board as the PAPC representative
- xii. Attend the Administrator's Work Day session as the PAPC representative
- xiii. Create the agenda in coordination with the secretary
- xiv. Distribute agenda and draft minutes of previous meeting electronically to all PAPC members no less than seven calendar days prior to each scheduled meeting in conjunction with the secretary
- xv. Report relevant information from the Executive Staff members, the College President, the TCC College Board, the TCC Educational Foundation Board to PAPC members during meetings or via e-mail.

b. The Secretary of the PAPC shall:

- i. Take accurate minutes (including attendance records) of each PAPC meeting using the governance minutes template
- ii. Submit draft of minutes to PAPC chair no less than 10 days prior to the meetings
- iii. Ensure posting of approved minutes to the web within 15 days after each meeting
- iv. Arrange meeting space for all PAPC meetings
- v. Track membership rotation and report upcoming openings on the PAPC to the chair by March 1
- vi. Perform other official duties in consultation with the chair

**VII. Meetings:**

- a. The PAPC will meet the third Tuesday of the month in the months of September and November (first semester) at 2pm on the Norfolk campus. During the second semester the PAPC meetings will be called as needed at the discretion of the President and the PAPC chair.
- b. The meeting location, unless otherwise noted, will be on the Norfolk campus.
- c. A simple majority of the currently elected and appointed PAPC membership shall constitute a quorum.
- d. All meetings will be held face-to-face.
- e. Elections will be held at the May meeting which should include both incoming and outgoing members to facilitate the transition from year to year with only incoming members eligible to vote.

- f. Special and summer meetings will be held on an as-needed basis with no less than two week's notification.

**VIII. Attendance:**

- a. The P APC chair shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings.
- b. Governance committees and constituent groups may send permanent alternates with voting rights as representatives only after notifying the P APC chair in writing.

**IX. P APC Committees:**

- a. Standing Committees shall be created and officially charged by the P APC to address specific, ongoing issues. All standing committees must propose a set of bylaws to be approved by the P APC within 1 year upon being constituted.
  - i. The Committee for Governance Revitalization (CGR): The CGR's purpose is to continually review and assess the governance system. All CGR proposals must be approved by the P APC.
  - ii. The Committee for Web Oversight: The purpose of the Committee for Web Oversight is to continually review, maintain, and update TCC's governance website. Any substantive change to the governance website must be approved by the P APC.
- b. Ad Hoc committees: These may be established on an as-needed basis by a P APC vote.

**X. Amendments:** These bylaws may be amended by a majority vote of the P APC members. The P APC chair must disseminate to members copies of the proposed amendment one week prior to the meeting and allow for discussion. Votes on changes will occur at the next regularly occurring meeting.

- a. The P APC will review these bylaws on or before March 15, 2010.
- b. The P APC will perform a substantive review of these bylaws every two years thereafter.

**XI. The P APC as part of the general function of the TCC Governance Structure:** The P APC recognizes that its bylaws must be in accordance with Governance Structure.