

# **Sequoias Community College District**

# **Bylaws of Academic Senate Standing Committee A**

## **Purpose**

Committee A is a standing committee of the Academic Senate of the Sequoias Community College District. The primary responsibility of the Committee is to carry out initiatives and to make recommendations to the Academic Senate on specific issues assigned to it by the Executive Board of the Academic Senate as outlined in the Senate’s Bylaws.

## **Article I: Composition of Committee**

1. Committee A consists of Academic Senators appointed to it by the Academic Senate Executive Board as outlined in the Bylaws of the Academic Senate
2. A senator may serve on only one standing committee at a time
3. The Chair of Committee A is appointed by the Academic Senate President with the approval of the Senate
4. Committee A shall elect a Secretary at the Committee’s first meeting of the academic year. The Chair may also serve as Secretary when necessary.

## **Article II: Duties of Chair and Secretary**

1. The Chair of Committee A shall:
2. Chair all meetings of Committee A
3. Distribute previous Committee meeting minutes and agendas at least 24 hours prior to meeting
4. Report to the Academic Senate on the status of initiatives as outlined in the Senate’s Bylaws and complete the status reports online.
5. Regularly attend all meetings of the Academic Senate and the Senate Executive Board
6. Appoint Committee A members to execute specific tasks related to any Committee initiatives, with the consent of the Committee
7. The Secretary of Committee A shall:
8. Record and maintain minutes for all Committee A meetings
9. Send meeting minutes to the Committee Chair within a week after each meeting.

## **Article III: Committee A Meetings**

1. Committee A shall meet throughout the academic year, as needed. The schedule of meetings shall be set at the first meeting of Committee A of each semester, and published in accordance with the COS Governance and Decision-Making Manual.
2. A quorum shall consist of four Committee A members, including the Chair
3. Committee A shall use the consensus model for decision making; where consensus is impossible, a simple majority vote of a quorum of the committee may be employed to conduct business

## **Article IV: Enactment, Amendment, Temporary Suspension**

1. These Bylaws become effective upon approval of Committee A by a majority vote of the Committee
2. Any amendments to the Bylaws after their enactment must be proposed and distributed at least two weeks before being put to a committee vote, and then approved by a majority vote of the Committee
3. When these Bylaws interfere with the faithful execution of the Academic Senate’s Constitution and Bylaws, these Bylaws may be temporarily suspended with a majority vote of the Committee