

**Gavilan Community College**  
**College Strategic Planning Committee By Laws**

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**ARTICLE I**  
**NAME**

1.1 NAME

This committee shall be known as the College Strategic Planning Committee and is an INSTITUTIONAL STANDING COMMITTEE.

**ARTICLE II**  
**PURPOSE**

2.1 PURPOSE

The purpose of this committee is to advise the President's Council on strategies, courses of action and other matters that affect operational nature of the District and the services it offers to the community. Areas to be discussed and considered for recommendation include:

- 2.1.1 To review and make recommendations regarding new proposals, long range strategic directions and significant changes that affect the operations of the District.
- 2.1.2 To promote the dissemination of strategies and proposed action plans to representative constituent groups.
- 2.1.3 To serve as an initial committee to develop and/or review changes in the Educational Master Plan and the Strategic Plan.

**ARTICLE III**  
**MEMBERSHIP**

3.1 MEMBERSHIP

Membership shall be appointed by the represented campus groups.

- 3.1.1 Membership shall consist of representatives or appointees from the following areas:
  - Two (2) Professional Support Staff Members
  - Two (2) Faculty Member appointed by the Faculty Senate
  - An Administrator Member
  - A Student Member appointed by the ASB President
  - The Director, Institutional Research as a committee resource
- 3.1.2 Advisory resource contact persons shall be solicited by the Vice President of Instruction and Student Services or designee as appropriate.
- 3.1.3 Members agree to serve a two-year term based on a July 1/June 30 academic year and attend regularly scheduled meetings.

- 3.1.4 Appointments shall be made at the end of the academic year for the upcoming year, or upon resignation of a member.
- 3.1.5 The Chairperson shall be the Vice President of Instruction and Student Services or designee.
- 3.1.6 The recorder shall be the administrative assistant assigned to the Vice President of Instruction and Student Services.

#### **ARTICLE IV MEETINGS**

##### **4.1 MEETINGS**

- 4.1.1 Meeting dates and times shall be set by members based upon need and work schedules. The minimum is at least one meeting quarterly.
- 4.1.2 Special meetings may be called by the Chairperson.
- 4.1.3 Meetings shall be open to the college.
- 4.1.4 Decisions shall be reached through a consensus.
- 4.1.5 Clerical responsibilities for minutes, reports, agendas, policy changes, correspondence and other written committee business shall be assigned and coordinated by the administrative assistant assigned to the Vice President of Instruction and Student Services.
- 4.1.6 An annual report of committee business will be prepared by the Chairperson with input from the committee members. The Chairperson will submit the annual report to the President's Council.

#### **ARTICLE V ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE**

##### **5.1 ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, (most current revision), shall be the authority on order of business and parliamentary procedure in both regular and special meetings.

- 5.1.1 A quorum shall exist when 4 out of the 6 voting membership are present.
- 5.1.2 Amendments to the bylaws may be proposed at any regular meeting of this committee. Amendments shall be adopted by a majority vote of the voting membership.