BCG Resources and Planning Council Bylaws

A. MEMBERSHIP
   I. The process for membership on the Resources and Planning Council (RPC) is stipulated in the Charter in Article IV, Section C. Members are appointed by their constituency council, in consultation with the RPC chair, for the following academic year no later than May 15.
   II. If a vacancy on the RPC occurs, either due to resignation, removal, or recall, the appropriate constituency council will fill the seat by appointment. These appointments will fill the vacancy for the remainder of the current academic year. If the term does not end at the end of the academic year, the position will then be filled following the normal appointment procedure for the remaining year of the current term.
   III. Council members who participate in governance work outside of their regular compensation will be paid or provided with release time in accordance with the BCG Compensation Schedule.

B. OFFICERS AND THEIR DUTIES
   I. According to the Charter, the RPC will have a chair, a vice chair, and a secretary and may elect other officers from the current membership.
   II. The duties of the RPC chair, vice chair, and secretary are listed in the Charter in Article III, Section B. The council may assign additional duties to the officers.
   III. Nominations for all officers will come from the floor and voting will take place by secret ballot. The nominee who receives the greatest number of votes will be elected. In the case where there are three or more nominees for an office and there is a tie of two or more nominees, there will be a runoff between the two or more tied nominees. In cases where there is a tie among all nominees on the ballot, a name will be randomly drawn by the meeting convener or chair.
   IV. If the chair position is vacated, the vice chair assumes the duties of the chair. If another officer position is vacated, the RPC will select a replacement by majority vote.
   V. The RPC chair will be paid or provided with release time according to the BCG Compensation Schedule.

C. RESOURCE LIAISONS
   I. The RPC is supported by nonvoting resource liaisons, who provide information, advise on scope and potential conflicts, and facilitate communication.
   II. Resource liaisons are obligated to communicate information related to their areas of responsibility to the RPC and provide advice on college-wide matters, as appropriate.

D. MEETINGS
   I. The RPC will conduct regularly scheduled meetings at least one time per month during fall, winter, and spring quarters. The chair of the RPC will be available during summer quarter to address significant or time-sensitive college matters.
   II. The suggested meeting dates for the RPC will be the first and third Wednesdays of the month. The time and place of the meeting will be set by the RPC membership.
   III. All meeting materials, including but not limited to meeting times and locations, agendas, and minutes, will be posted on the governance webpage.
   IV. Agendas for each meeting will be posted at least three business days in advance of the
meeting.

V. Special meetings of the RPC will be called by request of the chair or one-third of the membership. Notice of special meetings will be sent out by the secretary to each RPC member at least five business days in advance of the meeting.

VI. A quorum to conduct business will be a majority of the voting membership.
   a. Written proxies may be used to establish a quorum to conduct business.
   b. Proxies may be used to cast a specific vote provided the motion is announced and the vote is submitted to the chair in advance of the meeting.

VII. Draft minutes shall be published no later than five business days after any meeting. Minutes will be posted no later than five business days following their approval. Minutes will be posted on the governance webpage. Minutes will be maintained online for at least three years and then archived.

VIII. The minutes will be composed of a summary of discussions and a verbatim listing of all motions with presenter, second, and result. A summary of the level of consensus for each motion, recommendation, or input statement will be recorded anonymously. The views of dissenting members will be included in the minutes. Members have the option of submitting their comments anonymously.

IX. All RPC business will be conducted in accordance with the Bellevue College Affirmation of Inclusion. Robust discussion, including productive dissent, is encouraged by all members.

X. At the beginning of each RPC meeting, there will be a ten-minute period available for open comments. Time will be allotted based on the number of speakers. Speakers will receive a minimum of two minutes allocated on the basis of written requests submitted before the meeting. The chair has the option to allow comments submitted on the day of the meeting, to extend the open comment period, or to limit non-constituency comments.

XI. Any member or non-member of the RPC may request time on the agenda from the chair with advance notice of five business days.

XII. An excused absence may be granted to a member by the RPC chair.

XIII. A RPC member will be removed after more than three unexcused absences from regularly scheduled meetings of the Council within an academic year.

XIV. A RPC member may be recalled for reasons other than attendance by a two-thirds majority vote of the remaining members.

E. COMMITTEES
   I. The RPC may create task forces as needed and recommend the creation or dissolution of standing committees.
   II. Standing committees are permanent committees of the RPC and are empowered to review and act on issues or proposals related to their charge, as defined in the BCG Committee Book. Each committee will establish bylaws, record minutes, and report to the RPC within a specified time. Standing committee members will have defined terms and limits.
   III. A task force is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.
   IV. Membership and operations for existing councils and committees during the inaugural year will be conducted according to the First Year Guidelines found in the BC Governance Handbook.

F. RECOMMENDATIONS AND COMMUNICATION
   I. The RPC, through the chair, may make recommendations concerning policies and procedures to
the Assembly. All recommendations will receive consideration and written response by the Assembly, after which the RPC may either amend and resubmit the recommendation to the Assembly or may forward the recommendation to the president.

II. The RPC, through the chair, may make written referrals to other councils or units of the college.

III. The RPC, through the chair, may communicate opinions on issues affecting infrastructure to the college community. Opinions will be considered as input rather than formal recommendations, and do not require formal response.

IV. The RPC, through the chair, must respond formally, in writing, to all issues, inquiries, and recommendation referred to the IC from other councils within a reasonable amount of time.

V. The RPC will base its recommendations on the degree of consensus reached for any matter. Consensus does not require unanimity. Members may register one of the four levels of consensus after adequate discussion and interim polling, as needed.

 Level one: Yes, I can easily accept the decision or action.
 Level two: Yes, I can accept the decision or action, but it may not be my preference.
 Level three: Yes, I accept the will of the group, but I don’t necessarily agree with the decision or action.
 Level four: No, I cannot accept the decision or action.

A consensus is reached when all voting members are at or above level three as defined above. If consensus cannot be reached after two meetings or if the chair determines that consensus is not possible and further discussion would jeopardize RPC timelines, a summary of the consensus levels will be recorded. The motion is considered passed if a majority of the quorum are at consensus level three or above. Voting members at level four may anonymously forward a minority report along with the recommendation.

G. AMENDING THE BYLAWS

I. The process for amending the bylaws of the RPC is referenced in Article VI, Section B, Number 1 of the Charter.

II. After the RPC is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the website and distributed electronically.

III. The RPC will undertake a biannual review of its bylaws.

Presidential Approval: [Date]

College Policy [XXX and date of adoption]