BCG College Assembly Bylaws

A. MEMBERSHIP

I. The process for membership on the College Assembly (Assembly) is stipulated in the BC Governance Charter in Article I, Section A. Assembly membership is composed of the Assembly Chair and the chairs of all the constituency and functional councils. The first meeting of the Assembly for the academic year will be convened prior to commencement at the conclusion of the proceeding academic year.

II. If a vacancy on the Assembly occurs, either due to resignation or removal, the vice chair of the same represented group will fill the seat for the remainder of the vacated member’s 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 Assembly will have a chair, vice chair, and secretary, and may elect other officers.

II. The duties of the chair, vice chair, and secretary are listed in the Charter in Article III. Section B. The Assembly may assign additional duties to the officers.

III. The Assembly Chair will be elected as follows:
   a. The election of the Assembly Chair must take place prior to the general elections for the governance system.
   b. The Assembly Chair election will be conducted by the Governance Coordinator or designee, who may not be a member of any current governance council.
   c. Nominees for the position of Assembly Chair for the following academic year must be current Assembly members who have served the past full year term and attended at least 75% of those meetings.
   d. Members of the current Assembly may nominate themselves or other eligible candidates for the Assembly Chair for the following academic year.
   e. A nominee for the chair must be present to accept the nomination or have previously communicated in writing to the current Assembly Chair a willingness to accept the nomination.
   f. Only members of the current Assembly (or their proxies) can participate in the election of the Assembly Chair for the following academic year. The election will be conducted as described in Section B.V. below.
   g. The Assembly Chair can serve a maximum of two consecutive one-year terms.

IV. Elections for the vice chair and secretary will be conducted by the chair at the first regular Assembly meeting following elections.

V. 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.

VI. If the chair position is vacated, the vice chair assumes the duties of the chair. If another officer position is vacated, the chair will appoint another member of the Assembly to fill the office.

VII. The Assembly Chair will be paid or provided with release time according to the BCG Compensation Schedule.

C. MEETINGS

I. The Assembly will conduct regularly scheduled meetings at least one time per month during fall, winter, and spring quarters. The chair of the Assembly will be available during summer quarter to address significant or time-sensitive college matters.

II. The suggested meeting dates for the Assembly will be the first and third Monday afternoons of the month. The time and place of the meeting shall be set by the membership of the Assembly.

III. All meeting materials, including but not limited to agendas and minutes, will be posted on the governance webpage.

IV. Agendas for each meeting will be posted and distributed at least three business days in advance of the meeting.

V. Notice of regularly scheduled meetings shall be given to each voting member electronically and posted on the governance webpage.

VI. Special meetings of the Assembly 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 Assembly member at least five business days in advance of the meeting.

VII. A quorum to conduct business will be five voting members. Written proxies may be used to establish a quorum. Such proxies may be used to cast a specific vote provided the motion is announced and the vote is submitted to the chair, in advance.

VIII. Draft minutes shall be posted no later than five business days after the Assembly meeting. Approved minutes shall be posted no later than five business days following their approval. The minutes will be posted for at least three years, then archived. The college community will be notified electronically when the minutes are posted.

IX. The minutes shall be composed of a summary of all discussions, a verbatim listing of all motions with presenter and second, and the level of consensus for each member.

X. All Assembly business will be conducted in accordance with the Bellevue College Affirmation of Inclusion. Robust discussion, including productive dissent, is encouraged.

XI. At the beginning of each College Assembly meeting, there will be a ten-minute period available for open comments. Time will be allotted based on the number of speakers with a minimum of two minutes per speaker on a first-come, first-served basis. The chair has the option to extend the open comment period. Anyone wishing to speak should contact the chair at least two business days prior to the meeting in order to be scheduled. If there are open slots, anyone can sign up to speak at the beginning of the meeting.

XII. An excused absence may be granted to an Assembly member by the Assembly Chair. Excused absences should be arranged in advance whenever possible.
XIII. An Assembly member shall be removed after more than three unexcused absences within an academic year from regularly scheduled meetings of the Assembly.

XIV. An Assembly member may be recalled for reasons other than attendance by a two-thirds majority vote of the remaining members. The represented council shall send another member to sit on Assembly.

D. COMMITTEES

I. The Assembly may not create a standing committee reporting directly to the Assembly. The Assembly may recommend that a new committee be formed reporting to a constituency or functional council as deemed appropriate.

II. The Assembly may create task forces to address specific college issues.

E. RECOMMENDATIONS AND COMMUNICATION

I. The Assembly considers proposals from councils and can take one of several actions:
   a. Reach consensus among Assembly members to endorse a proposal and forward it as a written recommendation to the president or forward to the president without an endorsement.
   b. Refer the proposal to another council or college unit for additional input.
   c. Refer the proposal to the originating council for reconsideration or amendment with the agreement of the sponsoring chair.

II. The Assembly refers proposals from the president to an appropriate council.

III. All recommendations from the Assembly will receive consideration and a written response from the president.

IV. All actions by the Assembly will be conducted in writing.

V. The Assembly, through the chair, may communicate opinions on issues to the president, students, faculty, staff, administrators and other members of the college community. Opinions will be considered as input rather than formal recommendations and do not require a formal response.

VI. The Assembly, through the chair, must respond to all issues, inquiries and recommendations referred to it from the councils within a reasonable amount of time.

VII. The Assembly will base its endorsements on the degree of consensus reached for any matter. Consensus does not require unanimity. Members may register one of 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 (should be accompanied by written comment)

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 Assembly timelines, the consensus level of each voting member will be recorded. A recommendation is considered endorsed if a simple
The process for amending the bylaws of the Assembly is referenced in Article VI, Section B, Number 2 of the Charter.

After the Assembly is notified of a proposed amendment to the bylaws, the proposed amendment will be posted on the governance webpage and distributed electronically to all members of the college community.

The Assembly will undertake a periodic review of its bylaws.

President Approval: [Date]

College Policy [XXX and date of adoption]